



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, November 12, 2019 @ 5:30 PM

Present: Ken Morin, Jay DiPucchio, Pam Hanold, Bob Macewicz, Mark Fairbrother, Tom Bergeron (Highway Supt.), Neil Joyce (CMS), Mark Williams, Roger Hoyt (CMS), Jason Burbank, Steven Ellis (Town Administrator), David Jensen. Late arrival - Ariel Elan

Absent: Richard Widmer (Alternate Member)

Call to Order – 5:30 PM

1. Approve Meeting Minutes of October 8, 2019 - Motion to approve as amended (noted existing fuel tanks are above ground). Second with Unanimous Approval.
2. Progress Reports:
 - a. Construction Update
 - i. Foundations planned this week – exterior walls should be completed, with interior footings to follow
 - ii. Site grading / gravel crushing underway / processed materials used as foundation backfill on site.
 - iii. Insulation and air/vapor barrier applied to foundation walls (prior to backfill)
 - iv. Masonry veneer / base at foundation will follow / completed prior to installation of metal building
 - v. Installation of salt shed (component delivery this week)
 - vi. Metal Building Delivery – mid-December
 - vii. Water line relocation is planned for week of 11/18
 - viii. Sewer tie-in at Turners Falls Road is completed
 - vii. Second application for payment is under review
 - b. Budget Update
 - i. Total expenses to date - \$986,000. Second pay app from contractor (\$719K) is not reflected in budget yet (not approved).
 - ii. Total of \$400K has been removed from contingency to fund the fuel depot (\$385K to construction and \$15K to designer – add services).

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- c. Change Orders:
 - i. No formal change orders have been issued to date
 - ii. Total of \$50K is included in the budget for potential liabilities

- d. Fuel Facility Update:
 - i. Selectboard approval received last week. HKA has been notified, and gathering of information for design is underway. An estimated budget along with the info that is requested is summarized in the provided handout. Per Tom Bergeron.
 - ii. Town confirmed 14,000 Gal Gas / 14,000 Diesel each year. Three (3) fuel deliveries per year, at not less than 4,000 gal per drop.
 - iii. Existing is two - 10,000 Gallon tanks, believe two-6,000 - 7,000 gal tanks (or nearest commercially available size) would be sufficient.
 - iv. Key codes (numerical input) are currently used to track intakes, with local sensor. It was suggested a similar tracking system with FOB per vehicle and key codes for each individual be further investigated.
 - v. Canopy may / may not be desired (cost factor)
 - vi. Underground Tanks or Above Ground Tanks – lower cost is driving factor. Look into price drops
 - vii. 2 Dispensers (1-Diesel and 1-Gasoline) DEF Dispenser is needed?

- 3. Communications Update – No New Action to report. Action remains to solicit quotes for new base unit and mobile units for upgrades. Design of antenna remains a coordination item with CMS (Cybercomm) and HKA.

- 4. Commissioning – Owner’s Project Requirements (Jason Burbank) –Distribution and discussion of OPR Statement – draft prepared by CMS and supplemental information supported by Jason.

- 5. Confirm Future Meetings Schedule - Tuesday, December 3 @ 5:30 PM

- 6. Items not anticipated:
 - a. Furniture – note need for discussion whether to use state contract or Mass Correctional as source.

Adjourned 7:30 PM

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