



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, March 3, 2020 @ 5:30 PM

Present: Mark Fairbrother, Mark Williams, Pam Hanold, Jason Burbank, Ariel Elan, Steven Ellis (Town Administrator), Tom Bergeron (Highway Supt.), Neil Joyce (CMS).

Absent: Ken Morin, Jay DiPuccio, Bob Macewicz, David Jensen,

Call to Order – 5:30 PM

Mark Williams was designated as Chair of this meeting in Ken's and Dave's absence.

1. Approve Meeting Minutes of Minutes from Feb 18 meeting will be voted at next meeting.

2. Progress Reports:

a Construction Update

- i. Wall Panel Installation Underway. Two wall panels found damaged during shipping / loading. Replacement panels anticipated for delivery in mid-March.
- ii. Contractor is forecasting completion by end of June / early July. Committee acknowledged some weather delays, and it was stressed that quality is most important.
- iii. Upcoming work includes underground plumbing, continuation of water line installation and underslab piping, in preparation for concrete slabs.

b Budget Update

- ii. No changes noted since Feb 11th meeting.

c Change Orders:

- i. Change Order #2 will be issued.
- ii. Change Order #2 will include PCO's for unsuitable soils (tree roots), additional gravel, and salt shed modifications (gravel fill and trench drain).
- iii. Committee was requested to approve change order for removal of unsuitable materials found at foundation subgrade (and subsequent replacement with

The Town of Montague is an equal opportunity provider and employer

gravel) at cost of \$21,570.87. Work was performed on a Time and materials basis and verified by CMS Site representative. Motion to be included on Change order #2, with second at cited value. Committee vote was unanimous in favor.

- iv. CMS noted a total of \$72K is included in the budget for potential liabilities (unresolved change order proposals).
- d Commissioning Update – Coordination meeting held 2/25, with HVAC contractor in house and controls vendor participating by phone. General progress was positive, with some gaps in sequencing and equipment closed. Control submittal approval is pending resolution of scope gaps. Minutes prepared by Jason were distributed this evening, with a log suggested to track action items and responsibility moving forward.
- e Design Update
 - i. Fuel Facility Update: Design is proceeding / planned to have design documents done 2/27. Provision of documents is pending. Town asked CMS to obtain an update from HKA at the 3/2 job meeting.

3. Procurement Decisions:

- a Tire Changing Machine and Spin Balancer –Tom provided an update on current procedures, as well as overall plan for this equipment, as well as revised pricing (\$7,367 Snap on model). Motion to approve up to \$8,000 for this expenditure. Anticipated savings for in-house maintenance is expected to outweigh the cost of this equipment at the reduced price. Vote was unanimous in favor.
- b Communications system – pricing summary distributed. Overview of solicitation process provided by CMS, with request to authorize expenditure toward Kenwood equipment in an amount not to exceed \$59,000. Motion made and seconded. Discussion to authorize Ken, Tom and Steve to act on behalf of the committee to move it forward and select final vendor, pending receipt of any pricing revisions. Committee voted unanimously to proceed in that manner.
- c Furniture & Equipment - Pricing to three furniture vendors will be requested for end of March.
 - i. OK Change order for unsuitable materials at 22K (complete final number)
Motion to be included on Change order #2

4. Confirm Future Meetings Schedule – Tuesday, March 17, 2020 @ 5:00 PM

Motion to Adjourn 6:30 PM

The Town of Montague is an equal opportunity provider and employer