



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, May 5, 2020 @ 5:30 PM

Meeting Conducted via Conference Call – (515) 604-3112 / Meeting ID #7860600#

Participants: Ken Morin, Bob Macewicz, Pam Hanold, Jay DiPuccio, Mark Williams, Jason Burbank, Ariel Elan, David Jensen, Steven Ellis (Town Administrator), Tom Bergeron (Highway Supt.), Neil Joyce (CMS), Roger Hoyt (CMS); John Hanold

Absent: Mark Fairbrother,

Call to Order – 5:32 PM

1. Approve Meeting Minutes of Minutes from March 31 meetings.
 - a Motion to accept April 21st minutes as submitted / seconded. Unanimous in favor.
2. Coronavirus Update - CMS notes that the carpenters have returned to work. Slab formwork and rebar installation has resumed. Installation of the radiant heat pipe is planned to start toward the end of this week or early next week with concrete pour(s) anticipated shortly thereafter. CMS will advise / keep committee updated moving forward.
3. Progress Reports:
 - a Construction Update
 - i. Framing and Rough-ins are well underway in the office and administration area, under the mezzanine.
 - ii. Installation of vapor barrier, underslab insulation and reinforcing steel is progressing in the vehicle storage areas.
 - iii. Site operations including the installation of water line for the sweeper fill, drainage structures and piping, as well as grading of the slab areas.
 - iv. Upcoming work includes continued preparation of the slab area in the vehicle storage areas, with installation of the radiant heat loops planned to start this week. Light Gage metal framing and masonry partition work will continue along with the installation of rough mechanical and electrical components. Site operations will continue with the storm drain installation, as well as other underground utility

The Town of Montague is an equal opportunity provider and employer

infrastructure. Grading operations around the building will commence after installation of underground piping and infrastructure.

b. Project Schedule –

- i. BW Construction is proceeding with work, and we are continuing to coordinate our administrative efforts in support of his work (change order approvals, submittal review, etc.). All efforts are still directed at completing the building and associated sitework during July with punchlist to follow.
- ii. CMS proposes to schedule furniture anticipating a mid-July delivery and installation, as well as technology and communications installations. An August move-in / occupancy would follow.
- iii. Scheduled activity is optimistic, given the current environment and public health concerns and does not contemplate future restrictions or impacts resulting from the Coronavirus.

c. Budget Update

- i. Budget Update was distributed via email before the meeting. Costs to date are \$4.9M, and include invoices through mid-April
- ii. Change Order #4 has been executed and includes four PCO's - rain leader connections, water service and added masonry partitions, in the value of \$23,271.89, and the first part of the fuel depot change valued at \$400,277.60.
- iii. Change Order #5 is being developed, with anticipated charges for various electrical scope changes. These include miscellaneous branch circuits and minor lighting changes, tel data changes, fire alarm modifications associated with PR #4. Further elements include added exhaust fan (welding station) and added electrical service to HVAC equipment (Heat exchanger) as well as the relocation of the ATC switch (due to CT cabinet add / meter relocation, per the utility company). These were presented as one lump sum change, at a value of \$98K. While final values are still being negotiated, we need to authorize the changes so the equipment (fixtures and rough-ins) can be released and the work completed in sequence with other related scope. CMS noted that we have authorized approximately \$110K in change orders (CO 1-4, exclusive of fuel depot charges). Request was made 98K (not to exceed) to allow CMS to continue negotiations on behalf of the committee. CMS confirmed joint negotiations with CMS Neil & Paul / Motion to recommend / NTE 115K, inclusive of all markups with second. Motion was unanimous in favor. Steve will present these to the select board for approval and work can proceed.
- iv. Negotiation of existing PCO's is ongoing.

d. Procurement:

- i. Communications – no change in status / work is proceeding.

The Town of Montague is an equal opportunity provider and employer

- ii. Fuel Depot – Change Order #4 includes the first part of this change, which represents Dependable Petroleum’s scope of work, and allows them to release the materials (tanks are 8 -10week lead time). The second proposal for related site work and electrical scope has not yet been received. The delivery of tank and related equipment carries an 8-week lead time, and is anticipated in late June / early July.
 - iii. Furniture & Equipment – CMS scheduled and completed a teleconference with the two most competitive furniture vendors on Monday, May 4th. Final pricing based on minor changes during the calls will be completed this week, with a decision anticipated at the start of next week. Committee requested to authorize a not to exceed amount of \$55K. Final colors will be chosen from the selected vendor, and a mid-July delivery is planned. Motion / second – unanimous vote to proceed NTE \$55k.
 - iv. Technology – No change in status from last meeting. Procurement is moving forward with various systems be solicited via State Contract Vendors.
- e. Commissioning Update
- i. A Tracking Log of items noted during the CX Meeting has been generated by Jason Burbank and distributed to the Construction Team. This was updated based on our call (April 23rd). Our next planned conference call is Thursday, May 14th at 11AM.
- 4. Confirm Future Meetings Schedule – Tuesday, May 26, 2020 @ 5:30 PM. via conference call.
 - 5. Topics not Anticipated within 48 Hours of posting.
 - a Ken requested clarification of 2-post lift coordination on site. Tom confirmed that Peter (BW construction) has confirmed location of the lift with him, and purchase was moving forward.
 - b Steven Ellis noted his approval of the handling of the various issues with the project, and express his appreciation to the committee for their dedication since project inception.
 - 6. Motion to Adjourn 6:35 PM - Motion / second, Vote was Unanimous in Favor.