



# Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, May 26, 2020 @ 5:30 PM

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

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

Absent: John Hanold

Call to Order – 5:35 PM

1. Approve Meeting Minutes of Minutes from May 5th meeting.
  - a Motion to accept May 5th minutes as submitted / seconded. Unanimous in favor, with 1 abstention.
  
2. Coronavirus Update - CMS noted that all trades are currently working. Contractor has noted they are having some difficulty attaining larger crews, most notably iron workers and carpenters, and suggesting this has impacted the planned schedule. Contractor has cited this is related to Coronavirus, although no formal notification has been provided. CMS will advise / keep committee updated moving forward.
  
3. Progress Reports:
  - a Construction Update
    - i. Rough-Ins completed / Sheetrock installation is underway in the office and administration area, under the mezzanine.
    - ii. Installation of vapor barrier, underslab insulation and reinforcing steel is completed in the vehicle storage areas. Radiant heat piping has also been completed. First slab pours were today, with remainder planned for Thursday of this week.
    - iii. Site operations include the continuation of fill placement and grading (east side of building is up to top of subgrade), drainage structures and piping. Installation of the water quality structure is progressing

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which will free up the drains on the northern and western sides of the building.

- iv. Upcoming work includes anticipated completion of the slabs in the vehicle storage area, as well as continued wall board installation and joint treatment. Work will continue with the installation of mechanical equipment. Finishes have been selected (will send out with minutes). Site operations will continue with the storm drain installation, as well as other underground utility infrastructure. Grading operations around the building will continue 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. Contractor has provided us with a mid-August paving date. CMS noted this is later than expected and will continue to work with BW to improve that date.
- ii. CMS proposes to schedule furniture anticipating a late-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 \$5.85M and include invoices through May 20.
- ii. Change Order #5 has been executed and includes four PCO's – locker trims, transformer vault, added millwork, additional sprinkler heads (at overhead doors) in the value of \$18,764.92.
- iii. Change Order #6 is being developed, with anticipated charges for various electrical scope changes. These were presented to the select board for approval and work can proceed. CMS to continue negotiations and have enlisted additional resources from our office as well as the electrical engineer to assist to bring this issue to closure.
- iv. Negotiation of existing PCO's is ongoing. Potential Liability has been updated to reflect outstanding PCO's, and an estimated value (35K) for electrical related changes.

d. Procurement:

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

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ii. Fuel Depot – Change order subcommittee met after job meeting last week and made some minor layout changes to the fuel depot to aid in minimizing additional cost of subgrade over-excavation and replacement of material with structural fill. CMS will confirm tanks have been ordered and will confirm status of foundation design for canopy.

iii. Furniture & Equipment – CMS has awarded the furniture to Sheehan’s and is proceeding with acquiring samples and finalizing color selections.

iv. Power washer - \$6,395 – capable of power washing and sand-blasting of equipment. As proposed – motion / second, vote was unanimous in favor. CMS to confirm electrical requirements for breaker in vicinity.

v. Technology

a. Security Cameras – Detectoguard (Town vendor for security and access control work) requested to provide pricing through state bid contract purchase for:

i. CCTV - proposed security camera system and recorder, with pricing received of \$16,667. This has been vetted by Tom Bergeron, coordinated with HKA’s design. Motion / second – unanimous in favor.

ii. Access Control – electrified strikes and key pad entry at exterior doors / vetted with HKA design and reflective of a reduction in scope from original plans (five doors - \$15,606). Discussion included extent of access control system, and whether it was necessary. Tom Bergeron confirmed this system largely eliminates the need for keys and simplifies access for future. Mark Williams stressed these systems provide a means of employee accountability and a more secure facility – an investment in the security of the building. Change to door hardware (electric strikes) required for this item and will be provided through general contractor. Motion / Second, with seven votes in favor with one opposition. Opposing vote (Jensen) noted he would like to see total cost of the door hardware change (BW Construction) prior to supporting.

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 (May 14th). Our next planned conference call is Thursday, June 4<sup>th</sup> at

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11AM. Jason commented on overall success of program thus far, and cooperation/coordination with contractor and vendors has been successful.

4. Confirm Future Meetings Schedule – Tuesday, June 16th, 2020 @ 5:30 PM. via conference call. **POST MEETING – NEXT MEETING CHANGED TO JUNE 23 @ 5:30 PM.**
5. Topics not Anticipated within 48 Hours of posting – none heard.
6. Motion to Adjourn 6:30 PM - Motion / second, Vote was Unanimous in Favor.