



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, July 21, 2020 @ 5:30 PM

Site Visit – 5PM (Prior to Meeting): Present were Select Board Members (Michael Nelson, Richard Kuklewicz, Christopher Boutwell), DPW Committee Members: Ken Morin, Mark Fairbrother, Bob Macewicz, Mark Williams, David Jensen, Jason Burbank, Ariel Elan, Steven Ellis (Town Administrator), Tom Bergeron (Highway Supt.), Neil Joyce (CMS), Roger Hoyt (CMS); John Hanold

A site tour was convened to provide an opportunity for Select Board Members and Building Committee Members to review current status and progress on the project. Duration of site visit lasted approximately 40 minutes. At the conclusion of the site walk, participants vacated the site, and convened for the subsequent Building Committee Meeting via teleconference.

DPW Building Committee Meeting:

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

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

Absent: Jay DiPuccio

Call to Order – 6:05 PM

1. Approve Meeting Minutes of Minutes from June 23 meeting.
 - a Motion to accept June 23 minutes as amended / seconded. Unanimous in favor, with one abstention (Hanhold). Amendment was a revision to the date of the next committee meeting as noted.
2. Coronavirus Update - CMS noted that all trades are currently working / no new information was presented. CMS will advise / keep committee updated moving forward.

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3. Progress Reports:

a Construction Update

- i. Gypsum Wallboard joint treatments have been completed, with most areas of the building receiving primer and first coats of paint.
- ii. Concrete pads for exterior HVAC equipment were completed.
- iii. Installation of HVAC Equipment, Sprinkler Piping and Electrical Equipment is continuing.
- iv. Interior finishes are continuing, including the installation of ceramic tile, lockers and ceiling tiles. Overhead door installation has commenced in the vehicle storage areas.
- v. Site operations include the continuation of fill placement and grading on all elevations of the building. Footings, canopy supports and pavement pad have been completed for the fuel pumps, completing the underground work associated with the fuel station.
- vi. Work will continue with the installation of mechanical equipment, electrical equipment and sprinkler piping. Architectural finishes have commenced (wall tile and painting) and will continue in the coming weeks. Flooring operations are planned for mid-August. Site operations will continue with grading operations around the building, sidewalk / curb installation as well as placement of graded base in preparation for asphalt pavement.

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.). There has been no significant change since our last update.
- ii. CMS has provided the DPW Staff with samples of chairs and samples of finished surfaces for final selections. An August move-in / occupancy is anticipated.
- 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.
- iv. Relocation of the sprinkler mains is pending approval from the Metal Building Manufacturer on the beam penetrations (size and locations). Once confirmed, work will commence.
- v. Commentary on resolution of control panels. Roger confirmed that panel locations were discussed and placement under the stairs (high on walls). Proposed placement was reviewed with Tom and accepted, keeping as much free wall space as possible. Work will proceed, subsequent to wall construction.

c. Budget Update

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- i. Budget Update was distributed via email before the meeting. Costs to date are approximately \$6.966M and include invoices through July 21. CMS noted there have been no additional payments processed since the last budget update.
 - ii. Change Order #7 is being developed, with anticipated charges for various electrical scope changes. CMS has requested the electrician proceed on time and materials (ATS relocation), and will continue negotiations on the balance of the electrical changes to bring this issue to closure.
 - iii. A change order proposal was received to delete painting of the fire sprinkler lines in the building. The deductive cost (savings to the project) was a credit estimated at \$3,500. This proposal would be further investigated.
 - iv. BW Construction has made CMS aware that there were some discrepancies in loam disposition, and a resulting shortfall of fill. Exchange of information related to this is on-going. CMS will provide an update as additional information becomes available.
 - v. Negotiation of existing PCO's is ongoing. Potential Liability has been updated to reflect outstanding PCO's.
- d. Procurement:
 - i. Communications – no change in status / work is proceeding.
 - ii. Fuel Depot – Work is proceeding this week, with all underground work completed (footings, canopy supports and pavement slab).
 - iii. Furniture & Equipment – Samples have been provided, with color selections anticipated to be finalized in the coming days. An August delivery and installation is planned.
 - iv. Technology
 - i. Security and Access Control work proceeding.
 - ii. Coordination with Horace Moody (IT Consultant) is continuing.
- 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 and committee. We have been conducting bi-weekly calls with the contractor to monitor progress, with these calls anticipated to continue for the coming month.
- e. Relocation services – Tom confirmed DPW plans to address relocation to the new building using their own resources. No moving services are anticipated at this time. Move-In is planned to occur over approximately one month, commencing with the finish of the work.
- 4. Confirm Future Meetings Schedule – Tuesday, August 4, 2020 @ 5:30 PM.
- 5. Topics not Anticipated within 48 Hours of posting
 - a. Committee Member Hanold had requested clarification on the anticipated duration of committee commitment to the project. It was clarified that the

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committee will continue to support the project well into the fall and early winter, through the completion of the commissioning process. There is no immediate plan to disband the committee.

b D. Jensen noted that he has been working with the Town's Tree Committee, regarding the proposed plantings (tree species) along the cemetery. Additional information will be provided at a future date. CMS noted this work will likely be completed in September (under more favorable planting conditions), and any changes should be noted as soon as possible, in order to ensure the proper species are sourced from the nursery.

6. Motion to Adjourn – 7:20 PM - Motion / second, Vote was Unanimous in Favor.