



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, October 20, 2020 @ 5:00 PM

DPW Building Committee Meeting:

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

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

Absent: John Hanold

Call to Order – 5:04 PM

1. Approve Meeting Minutes of Minutes from September 29 meeting.
 - a Motion to accept September 29 meeting minutes / seconded. Unanimous in favor.

2. Progress Reports:
 - a Construction Update
 - i. Substantial completion was attained. Building was occupied / utilized by the Town for Fall Town Meeting October 13, 2020.
 - ii. Punchlist inspections were completed by HKA and their various subconsultants. Completion of the punch list items is in progress with BW and their subcontractors.

 - b. Commissioning Update - A Tracking Log of items noted during the CX Meeting has been generated by Jason Burbank and distributed to the Construction Team and committee. Progress was noted as generally positive, and is summarized below:
 - i. Chiller and VRF initial start-up and testing is completed.
 - ii. Testing and Balancing is completed.
 - iii. Boilers are running

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- iv. Electrical Generator start-up –scheduled for October 22, 2020. Ken suggested to place load on generator on a yearly basis, or as required to ensure successful transfer and operation.
 - v. BAS – Building Automation System (graphics and commissioning) installation is continuing. With active internet at the building, work is expected to complete this week.
 - vi. Functional Testing of both heating and cooling systems will be completed once controls and graphics are completed. Proper environmental conditions (exterior temperatures) are required to fully test out the heating and cooling functions.
 - vii. Training on the systems is scheduled for the week of October 26th. Outside vendor participation (mechanical and electrical service contractors) in equipment training was suggested.
 - viii. It was confirmed that Warranties and Operations / Maintenance Manuals will be provided in hard copy and electronic format for use by the Town.
 - ix. Pam questioned commonality between Town Buildings / Tom confirmed that every Town Building is different – heating systems, etc. vary in each building. Training for this building will be largely independent of other systems in Town.
- C. Punch List and Anticipated Schedule
- i. Punchlist inspections were completed by HKA and their respective subconsultants on October 13-14, 2020.
 - ii. BW noted they expect all items identified on the punch list to be completed this week (October 24th). BW was requested to confirm completion with HKA, who will then perform back-punch inspections.
 - iii. Other tasks to be completed – CMS is working with the Town in pursuing other avenues for completion of miscellaneous additional electrical work which the electrical contractor failed to price / perform (IT drops, power for pressure washer, etc.)

3. Financial Update

- b. Budget Update was distributed via email prior to the meeting. Costs to date are approximately \$8.97M and include invoices through October 19, 2020.
 - i. CO #10 was executed providing compensation for impacts due to COVID-19, as well as reconnection of an existing site light fixture and removal/replacement of unsuitable soils (organics) at the entrance driveway (\$60,759).
 - ii. Potential Liability has been updated to reflect outstanding PCO's, with an estimated value of \$76,000. This is reflective of the requested changes required through commissioning and BDA system (at contract unit price).
 - iii. General Contractor (BW Construction) has advised the electrician (Collins Electric) is disputing his obligation under the contract to provide the BDA at the identified

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unit price and has submitted a PCO for this added scope. HKA has reviewed the matter and confirmed the Unit Pricing should apply. The Town is awaiting an official response from BW Construction relative to this matter.

- iv. There are noted to be a few issues that have emerged through the Commissioning process with cost implications (occupancy sensors, monitoring of glycol system, minor changes to controls, etc.) which have been accounted for (\$15K) in the outstanding liability. PCO's have been received (one is still outstanding) and will be processed with Chane Order 11. The value of the approved items (glycol monitoring and Occ Sensors) was roughly \$8K.
4. Open House Event
 - a Steve Ellis confirmed Select Board is anticipating a Open House, with additional input from Ken and the Committee.
 5. Topics not anticipated in 48 hrs of Posting.
 - a Tom requested confirmation of process for additional expenditures after the project is closed out – a retention of some project funds to address purchases for the building as time passes. Ken and Steve will further investigate with Tom and make recommendation to the committee moving forward.
 6. Confirm Future Meetings Schedule – Tuesday, November 10, 2020 @ 5:00 PM.
 7. Motion to Adjourn – 5:58 PM - Motion was made / second, Vote was Unanimous in Favor of adjournment.