



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, December 8, 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, Pam Hanold, Jason Burbank, Ariel Elan, Mark Fairbrother, Steven Ellis (Town Administrator), Tom Bergeron (Highway Supt.), John Hanold, Neil Joyce (CMS), Roger Hoyt (CMS)

Absent: David Jensen, Mark Williams,

Call to Order – 5:06 PM

1. Approve Meeting Minutes of Minutes from November 10 meeting.
 - a Motion to accept November 10 meeting minutes / seconded. Unanimous in favor.
2. Progress Reports:
 - a Construction Update
 - i. Completion of the punch list items is in progress with BW and their subcontractors. BW has asserted that all the punch list items have been completed, with the exception of a small amount of seismic bracing on the mechanical piping. A requisition is pending, requesting release of contract retainage, and is under review by the OPM and Designer.
 - ii. BDA equipment has been ordered via state contract through Cybercomm (approximately \$31,500). Equipment is anticipated to be 4-6 weeks for delivery, with installation occurring thereafter. Once installed, the Fire Alarm contractor will be required to wire the BDA into the Fire Alarm Control Panel, at a cost to be determined. Lift services will be provided by the Town and coordinated through the DPW.
 - 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:

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- i. Multiple issues have been resolved (Glycol, Occ Sensors, Water Balancing)
 - ii. CX Issues remain open and are being addressed:
 - a. Chiller has been operational and functional, with some issues (tripping out on occasion) being addressed. Vendor has been supportive and responsive.
 - b. Boiler controls is continuing to be worked on with controls vendor.
 - c. Tom requested to bring the temperature up in the Maintenance Bays by five degrees.
 - d. Enhanced Boiler Controls – Measures voted at last meeting are in progress.
 - e. It was noted that fuel oil prices have been favorable / balancing operation of heat pumps with fluctuations in heating oil prices.
 - f. Committee Member Pam Hanhold suggested operating costs will be changing as economic and other factors change with time and encourage Town and DPW staff to consider striking a balance with this in mind when operating the facility.
 - g. Chairman recognized Jason for his on-going contributions and commissioning efforts on the project on behalf of the Town.
3. Financial Update
 - a. Budget Update was distributed via email prior to the meeting. Costs to date are approximately \$9.01M and include invoices through December 8, 2020. Budget Update was circulated prior to meeting participants by e-mail.
 - b. All outstanding change orders have been executed. There is one PCO (credit for light fixture) that requires execution.
 - c. Budget for BDA was transferred out of construction (liability) and will be paid out of the surplus FF&E Budget.
4. ANR Subdivision Plan - DPW Property Line survey is suggested to be adjusted to enable future development of the rear parcel abutting the new DPW facility. A plan confirming same was circulated to the building committee prior to the meeting. While no formal vote was requested of the committee, it was suggested, and the committee affirmed use of the parcel as delineated would meet the needs of the DPW and referred future action to the Select Board. No objection to this action was heard.
5. Long Term maintenance plan for the DPW Facility – Opportunity was extended to DPW Staff to make certain that proper maintenance and oversight will be provided on an on-going basis. On-going service contracts, if needed, can be arranged as needed – IT Services, HVAC, Building Maintenance, Communications, etc. Discussion

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around operating budget allocations (specific departmental costs vs. town-wide costs) was heard, with no committee action required. It was determined this would be a decision for a later date and should be made with efficiency and accountability in mind.

6. Next Steps for DPW Building Committee -

- a Tom Bergeron expressed his thanks for everyone's efforts relative to the building. It has been received quite well by the employees and is improving operation and functionality of the department.

7. Topics not anticipated in 48 hrs. of Posting.

- a. Jay DiPucchio made a motion in recognition of Ken's efforts toward this project to make recommendation to the Select Board to name the Conference Room at the DPW in his name. The motion was seconded, and vote was unanimous in favor, with one abstention (Ken Morin).
- b. A question was raised regarding control of exterior lighting. Tom confirmed pole lights controlled via clock and are on from 4pm – 9PM and again prior to dawn in the morning hours. Lights over the door will remain on throughout the night. No complaints have been heard since the building has become operable.

8. Confirm Future Meetings Schedule – Tuesday, January 12, 2021 @ 5:00 PM.

9. Motion to Adjourn – 6:04 PM - Motion was made / second, Vote was Unanimous in Favor of adjournment.