



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, March 31, 2020 @ 5:30 PM

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

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

Absent: Mark Williams, Mark Fairbrother,

Call to Order – 5:30 PM

1. Approve Meeting Minutes of Minutes from Feb 18 and March 3 meetings.
 - a Motion to accept Feb 18th minutes as submitted / seconded. Unanimous in favor.
 - b Motion to accept March 3rd minutes as submitted / seconded. Unanimous in favor – Two abstentions (Ken and Bob)
2. CMS advised that the recent health concerns from the Coronavirus have resulted in the State issuing public health guidelines moving forward, and further confirmed orders designate public works construction projects as “essential operations”. DPW project is anticipated to continue operations as planned. Both Pam Hanold and Ariel commented in affirmation of moving the project forward. Pam also suggested holding the use of this building for other non-intended purposes moving forward.
3. Progress Reports:
 - a Construction Update
 - i. Completed operations include wall panel Installation and all underslab plumbing, electrical and mechanical piping within the mezzanine area. Rebar and radiant heating tubing has been installed at the slab on grade under the mezzanine, along with insulation and vapor barrier.
 - ii. Roof panel installation is in progress. Contractor experienced some difficulty marrying the roof panels together, but worked with manufacturer to overcome field conditions.
 - iii. Site operations have resumed, with installation of the primary electric from the pole to the building.

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- iv. Contractor is forecasting completion by end of June / early July.
 - v. Upcoming work includes first concrete slab placements (April 1) , with continuation of roof panel installation, under slab plumbing, electric and mechanical piping for the remainder of the building. Site operations will continue with the extension of the sewer line and installation of primary electric. Grading operations around the building will commence after installation of underground piping and infrastructure.
 - vi. Chris Rice- comment on quality observed.
- b. Project Schedule –
- i. An updated schedule has been provided by BW (as of today), with an updated forecast of planned operations. Completion remains forecasted for early July, consistent with our last committee meeting.
 - 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 / 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 \$4.32M, and include invoices through mid-March.
 - ii. Change Order #2 has been executed (\$64,004), and included the following items: Unsuitable Soils (21K), CT Cabinet (17K), Gravel Fill at Salt Shed (5K) and Material Storage area (4K) and Relocation of Water Main (17K)
 - iii. Change Order #3 is being finalized, with anticipated changes for trench drain revisions at the salt shed, credit for lift, locker layout, transformer vault, A/V changes, and provision of an exhaust hood at welder at an estimated value of \$30K (final values still being negotiated).
 - iv. CMS noted a total of \$96K is included in the budget for potential liabilities inclusive those times identified in CO #3, as well as the submitted value of the salt loading ramp (which is believed to be excessive).
- d. Procurement Decisions:
- i. Communications system – Pricing revisions / confirmations received from three vendors (Beltronics, Cybercomm, Goosetown). It appears that Beltronics has submitted the lowest priced proposal for the Kenwood radios and related equipment. CMS will schedule a meeting to do a final review of scope and pricing prior to moving forward.

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- ii. Fuel Depot – Design has been completed and is with contractor for pricing. Committee noted that over excavation at footings and pad may not be necessary and asked that CMS follow up with the designer.
 - iii. Furniture & Equipment – CMS has contacted three furniture vendors (WB Mason, Sheehan’s / Creative Office Pavilion). CMS requested, but have not received pricing from all three vendors yet. CMS will provide the previews of the furniture to DPW for consideration and share pricing when available. Ariel asked to be included on the furniture review.
- 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. A follow up conference call is planned during the next two weeks to track status of the items.
 - ii. Request was made to photograph existing conditions prior to placement of concrete. Roger will coordinate obtaining photos and as-built drawings will indicate locations of piping moving forward.
- 4. Confirm Future Meetings Schedule – Tuesday, April 14, 2020 @ 5:30 PM. Assumed to be a conference call through beginning of May.
 - 5. Topics not Anticipated within 48 Hours of posting – None heard.
 - 6. Motion to Adjourn - Motion / second 6:55 PM.