

Permanent Building Committee Minutes  
 Tuesday, April 27, 2021  
 5:30 pm  
 Via Zoom Remote Participation  
 Westwood, MA 02090

**Call To Order:**

The meeting was called to order at approximately 5:30 pm by Chairman, John Cronin, Jr.  
 All attendees participated remotely.

**PBC Members in attendance:**

John Cronin, Jr.	Charles Bean
John Cummings	Lyle Coghlin
Thomas Erickson-Absent	William Scoble-Absent

**Other Attendees:**

Steven Brown, Arcadis	Mike McKay, Architect
Jessica Cole, PBC Admin	Michelle Miller-Purchasing
Nora Loughnane-Director of Community & Economic Development	

**Chairman's Update:**

Mr. Cronin was present, and discussed that the new Wentworth Hall is coming down the stretch. The tank was removed, it was filled with sand and looks to be fine with no environmental residue. We are still waiting for soil samples. Tower Construction has been able to continue to work. The cost will be \$50,000 to remove instead of \$80,000 and will be finished by June.

**Wentworth Hall – OPM Update:**

Mr. Brown from Arcadis was present to give an update. Tower is making progress. Right now the critical path is going through the elevator sub and permanent power. Mr. Brown requested the details in the schedule and received it today. The elevator subway will be wrapped up on June 1. The siding is complete, inside boarding is done and painting is complete in the basement. The building will be secured by traditional locks. JC-Town requested to add some keyless pads, \$30,000 if it is within the budget, it's a want not a need. We will have to wait til the end to see if any money is left over.

**Comments:**

- The Town requested to add some keyless pads, \$30,000 if it is within the budget, it's a want not a need. We will have to wait til the end to see if any money is left over.
- Move in schedule? *Mr. Brown: There is room for improvement, and we need to get the Building inspector involved. There is a meeting on-site on Friday to discuss it.*
- What is the Mechanicals plan? *We need a start up schedule so we can monitor it. The critical path is through permanent power which we don't have yet. We need more detail on it, it will be*

tight. No start up plan right now. Technically we should have one. Mr. Brown: There is a discrepancy in the documents about some of the power requirements for some of the equipment. Mr. McKay and his electrical engineer are working through them. Is it the right type and amount? Thoughts Mike? Mr. McKay: Just started digging into it today. Power requirements, having issues with the electrician. We need a better plan.

- Move inside books? Furniture? Ms. Loughnane: The Town is purchasing new furnishings for the Library and the Youth & Family Services office, and some furnishings for the lower level community space out of the Capital Budget. The Library staff is working with a designer on the circulation desk and shelving units. Library materials are currently stored across the street in the old CVS building. Books will move in after shelves are in. Should not cause any delay. Building ready by July 1st.
- IT and INet? Did it all come out of the vault? Mr. McKay-Everything is wired and located in the lower IT closet. Ms. Loughnane: Conduit is in place, Comcast will come into the vault. Problem now is that there are no data lines anywhere throughout the building. Mike and Steve are working out with the electrical subcontractor. It was called for in the plans and is responsible for putting in all of the data lines.
- So there are no Cat5 Cat7 coats running through there at all? Ms. Loughnane: None. Mr. Brown: Had a meeting with the electrical engineer and pulled out the text, somewhere between nothing and something is zoned. TBD. Mr. Brown and Mr. McKay have read the spec a couple of times, and needs to reach the middle ground. McKay: The electrician is being unreasonable, and having some trouble with him. He is the electrical sub for Tower.
- Do we have the daily construction reports from Tower? Curious about manpower, how they are staffing the project. Are they being submitted? We are not getting copied on them daily. No only on the change work. No daily construction reports? Not sure they are required to give them to us. They are, it is in the spec. Mr. Brown: We can request them. McKay: The electrician did some rough work, but he has been there fully staffed on site, we have not received daily logs. Mr. Cronin: This will be addressed. Mr. Brown, if we don't see something fair and reasonable the next option is to have the Town make him do it based on the interpretation of the documents.
- The designer makes the determination of the documents and sends them to the General Contractor. Mr. McKay: We did give that direction.

**Invoices for Review/Approvals:**

Arcadis Invoice #34224653 in the amount of \$7,510.50 for OPM construction admin phase services through 3/21/21.

**VOTE:**

**Mr. Cronin** made a motion to approve Arcadis Invoice #34224653 in the amount of \$7,510.50 for OPM construction admin phase services through March 21, 2021, to Arcadis Design & Consultancy, Inc.

**Mr. Cummings: Second.**

**Roll Call Vote:** Cronin-Yes

Bean-Yes

Cummings-Yes

Coghlin-Yes

**Motion Carried**

Tower Construction requisition for payment no. 6 in the amount of \$576,589.49 for New Wentworth Hall construction activity through 3/31/2021.

Mr. Brown: Part of the requisition is Tower is progress billing for CCD#1 which is for the removal of the tank. There are some differences, the scope is a little different but fair and reasonable. Includes the change order, for the progress billing. They are submitting \$47, 477.57. Strong recommendation to proceed and will give the Town some leverage.

Comments:

- Tower is pushing the job, Mark ups, no T&M slips, tools & equipment, Global invoice not attached. A lot of money for a small tank. *Mr. Cronin understands the concern but thinks that it is fair. McKay: So many issues that they could have asked for and did not. We can delay the vote and look into it more. Mr. Brown: We are trying to pick our battles, if there is an overall concern, we can put a hold on the payment.*
- Can we put Tower on notice, we need more accountability and documentation going forward?
- Let's hold Tower accountable, if we approve it, we need to be very specific and tell them what we expect. It will be approved based on proper paperwork.
- Updated Builders Risk Policy from Tower Construction? *Ms. Miller will check.*

#### **VOTE:**

**Mr. Cummings** made a motion to approve payment of Requisition #6 to Tower Construction in the amount of \$576,589.49 for the New Wentworth Hall construction activity through March 31, 2021, and to withhold \$47,477.57 of said amount, which is attributable to work performed under CCD#1, until such time as sufficient paperwork has been submitted to and approved by Procurement Manager Michelle Miller in substantiation of this amount.

**Mr. Cronin: Second.**

**Roll Call Vote:** Cronin-Yes  
Bean-Yes  
Cummings-Yes  
Coghlin-Abstain

**Motion Carried**

#### **Commitments for Review/Approval**

Tower Construction change order #4 in the amount of \$61,551.30 including PCO's 6, 11, 12, 15, 18, 19, 20, 21, and 22. Mr. McKay and Arcadis have reviewed and recommended approval.

Mr. Brown grouped the latest changes that have been submitted and reviewed and recommended.

CCD #1 and the partial billing, it is progress building and there is still a substantial amount left in the contract. Some of the changes are typical errors and omissions.

Mr. McKay went through the PCO's. Some were during the framing and slight modifications. The gable wall support that the structural engineer asked for after framing was complete. Exposed concrete was out of square and had to be framed over. Did rake returns instead of shingles. Design modification in 6 of the offices, and added several floor boxes. There will be a few more next month, but not as significant.

Comments:

- This is the proposed change order, we are not voting on paying this? You will vet it all out and the cost is what it is? *McKay has reviewed 2-9 and all have revisions and recommends approval.*
- We want to approve Change Order #4 which includes the PCO's above.
- They will come back when we pay it, will we see it again? *Mr. Brown: This allows them to amend the contract to include the additional scope and change.*
- 8&9 are all set? *Mr. McKay: Yes, the electrician had done it.*

- Do the floor boxes limit us on the data? *Mr. McKay: There are Quad Data and Quad Electrical outlets in the floor boxes.*
- Are the floor boxes coordinated with the furniture? *Mr. McKay: Yes, we had a meeting and walked through with Ms. Loughnane and Library staff.*

**VOTE:**

**Mr. Cronin** made a motion to confirm authority to execute Tower Construction Change Order #4 in the amount of \$61,551.30 including PCO's #6, 11, 12, 15, 18, 19, 20, 21, and 22. Has been reviewed and recommended by Mike McKay and Arcadis.

**Mr. Cummings: Second**

**Discussion:**

Mr. Coughlin had an exception of CCD1, okay with everything else.

Mr. Brown: PCO6R1 includes the partial CCD1 (\$47,477.57 discussed in the last vote)

Mr. Cummings: Is CCD1 part of this total? Mr. Brown: Yes, it is.

Mr. Cummings: Do we need to subtract it because we voted on it in the last vote? Mr. Brown: It is under the umbrella of 1 amendment of their contract. Mr. Brown wants to keep it included.

Mr. Cummings: You're asking us to vote on it twice? Mr. Brown: The first one was on the pay application

Mr. Cummings: Invoice #6 for \$576,589.49 part of CCD#1 \$47,477.57 which is the same in PCO6R1 CCD#1. We've already voted on it.

Ms. Loughnane: The previous vote was to make the payment for that amount within the approved requisition. This vote is to amend the contract to have the funds to make the payment we voted to make.

Mr. Cummings: We are not actually paying out on the Change Order. Ms. Loughnane: Not the rest of it. Your paying the CCD#1. Normally amend the contract first.

Ms. Miller: It seems like we need to break it into 2 pieces because we will vote on the same thing twice.

Mr. Brown: The review of the invoice, the Town has the authority to pay. It will give the Town the authority to pay the funds in full. We are currently at 50% invoice.

Ms. Miller: We should not pay until work is approved, and assess the work to our satisfaction.

Ms. Loughnane: Would it help to have 2 separate Change Orders? One for CCD#1 and one for the balance in Change Order #4?

Ms. Loughnane: 2 Change Orders—Change order #4 for CCD#1 amount & Change Order #5 would be for the balance of everything currently shown in Change Order #4.

**VOTE:**

Mr. Cronin, made a motion to confirm authority to execute Tower Construction Change Order #5 in the amount of \$14,073.73 including PCO's #6, 11, 12, 15, 18, 19, 20, 21, and 22. minus \$47,477.57 which was previously approved for payment #6 that was total for the construction requisition.

**Mr. Bean: Second**

**Roll Call Vote:**

- Bean-Yes
- Coughlin-Yes
- Cummings-Yes
- Cronin-Yes

**Motion Carries**

Ms. Loughnane: Please amend motion for change order #4 to limit it to the CCD#1 and then take a roll call vote.

**VOTE:**

Mr. Cummings made a motion to accept Change Order #4 as rewritten to include PCO 6R1 Progress CCD #1 for \$47,477.57 once the Town has received all of the proper paperwork.

**Mr. Bean: Second**

**Roll Call Vote:**

Bean-Yes  
Coghlin-No  
Cummings-Yes  
Cronin-Yes

**Motion Carried**

**Review & Approval of Meeting Minutes:**

Mr. Cummings made a motion to approve the minutes of the Permanent Building Committee from Monday March 22, 2021 accepted as amended.

**Mr. Bean: Second.**

**Roll Call Vote:**

Cummings - Yes  
Bean - Yes  
Cronin - Yes  
Coghlin-Abstain

**Motion Carried**

**New Business:**

- John Cummings, your appointment is expiring, we will have to get you sworn in after the Town Meeting.
- **Next Meeting:** Monday May 24, 2021 at 5:30 pm.

**Adjournment:**

Mr. Cronin made a motion to adjourn at approximately 6:33pm.

**Mr. Bean: Second.**

**Roll Call Vote:** Bean-Yes  
Cummings-Yes  
Cronin-Yes  
Coghlin-Yes

**Motion Carried**

**4/22/2021 Minutes approved on 5/24/2021**