

Permanent Building Committee Minutes
Monday, January 25, 2020
5:30 pm
Via Zoom Remote Participation
Westwood, MA 02090

Call To Order:

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

PBC Members in attendance:

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

Other Attendees:

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

Chairman's Update:

Mr. Cronin gave an update on the progress with Tower Construction, and the underground storage tank. Many experts were involved, Mr. Scoble was the point person for the PBC. The big issues are: cost, critical path of the construction component of the project and anything deemed environmentally unfriendly. The Town has to pay for it, the Town has closed the 3rd phase with Supreme Development, as a result we will add approximately \$113,000 from the closing with Supreme Development and add it to the Wentworth Hall contingency. It will cover the cost of the underground storage tank removal and the project contingency amount remains unchanged. The Town has contracted BETA, and Tower will remove the tank, and will be billed on time and material.

Board Comments:

- *How did we determine the budget of \$88,000? Who developed that cost estimate?* Mr. Brown, Tower put together a cost proposal which involves removing the tank, disposing of it, backfill, paving in CVS parking lot. A week's worth of time and material. Town is required to hire an LSP to oversee the tank removal.
- *How big is the tank?* Mr. Brown, No, It is under the driveway, it has not been fully exposed.
- *The money is not coming from the original project contingency.*
- *Did Town counsel look at this?* Mr. Cronin, Yes, it is a dead issue.
- *Is there another process?* Mr. Cronin, If Tower does not do it, it will cause disruption to the schedule.
- *We have unit prices for everything?* Mr. Sweeney, worked with BETA Engineering and Westwood Fire Department, asphalt, backfill and got unit pricing and the price looks appropriate. The bigger concern is to monitor the tank coming out and if any leaching has happened.
- *There is a certain limitation?* Mr. Sweeney, BETA will be testing the soil.

- *Does the EPA have to get involved?* Mr. Sweeney, The LSP steps in the place of the DEP, and the DEP takes the place of the EPA, They are all involved, LSP Beta engineering act as the eyes and ears.
- *Contractor will pull a permit with the EPA?* Mr. Sweeney, Correct.
- Tower has hired Global, it is their specialty.
- *Have they done any soil samples?* No.
- *Costs look high, can agree on the rates?* Mr. Brown, The cost will be vetted by everybody.
- Likely a 4,000 gallon tank.
- *Any schedule delays to do this work?* Mr. McKay, Tower is looking for 4 days to extend the end date.
- Ultimately it makes the most sense for Tower to subcontract out the job.
- *Schedule:* A little float in the site portion. We should give Tower a directive. Mr. Cronin Talking about doing a CCD.

Invoices for Review/Approval:

_____Arcadis Invoice # 34208216 in the amount of \$9,114.00 for OPM construction admin phase services through 12/27/20.

VOTE:

Mr. Cronin made a motion to approve Arcadis Invoice # 34208216 in the amount of \$9,114.00 for OPM construction admin phase services through December 27, 2020 to Arcadis Design & Consultancy, Inc.

Mr. Erickson: Second.

Roll Call Vote: Coghlin-Yes
 Cronin-Yes
 Bean-Yes
 Cummings-Yes
 Erickson-Yes
 Scoble-Yes

Motion Carried

McKay Architects Invoice # 22152 in the amount of \$3,850.00 for designer construction admin phase services, through January 19, 2021.

VOTE:

Mr. Cronin made a motion to approve Invoice # 22152 in the amount of \$3,850.00 to McKay Architects of Dedham, MA for designer construction admin phase services.

Mr. Cummings: Second.

Roll Call Vote: Coghlin-Yes
 Cronin-Yes
 Bean-Yes
 Cummings-Yes
 Erickson-Yes
 Scoble-Yes

Motion Carried

UTS of Massachusetts Inc., an Independent Testing Agency, Invoice # 92005 in the partial payment amount of \$1,580.00 for owner's independent testing services.

Comments: Mr. Brown, this is a partial from last month for inspections and tests.

VOTE:

Mr. Cronin made a motion to approve UTS of Massachusetts Inc. Invoice # 92005 a partial payment of \$1,580.00 for owner's independent testing services.

Mr. Cummings: Second.

Roll Call Vote: Coghlin-Yes
Cronin-Yes
Bean-Yes
Cummings-Yes
Erickson-Yes
Scoble-Yes

Motion Carried

Comments from Mr. Brown: Saw this last month, with a couple suspect charges. Inspections and tests.

UTS Invoice # 92354 in the amount of \$3,485.00 for owner's independent testing services through 1/8/21.

VOTE:

Mr. Cronin made a motion to approve UTS of Massachusetts Inc. Invoice # 92354 in the amount of \$3,485.00 for owner's independent testing services through January 8, 2021.

Mr. Scoble: Second.

Roll Call Vote: Coghlin-Yes
Cronin-Yes
Bean-Yes
Cummings-Yes
Erickson-Yes
Scoble-Yes

Motion Carried

Comments:

- Mr. Brown: close to \$10,000 ,on the UTS budget limit, may need to discuss next month.
- Mr. Sweeney: gave an update on Tower Construction to date: Backfilled the foundation, finished the elevator shaft, steel is in for the main deck flooring, carpenters have built the first floor deck, started the perimeter walls, framed the perimeter basement walls. The site is clean and Mr. McKay agreed, trusses are coming.
- *When do they do the electrical work in the basement?* Mr. Brown, Probably wait for the roof to be weather tight, probably mid march.

Tower Construction requisition for Payment # 3 in the amount of \$160,176.46 for New Wentworth Hall construction activity through 12/31/2020.

VOTE:

Mr. Cronin made a motion to approve a payment of \$160,176.46 to Tower Construction for Payment #3 for New Wentworth Hall construction activity through December 31, 2020.

Mr. Erickson: Second.

Roll Call Vote: Coghlin-Yes
Cronin-Yes
Bean-Yes
Cummings-Yes
Erickson-Yes
Scoble-Yes

Motion Carried

Commitments for Review/Approval:

Tower Construction proposed change order #6 re: Unforeseen Tank Removal Budget in the not-to-exceed budget amount of \$81,620.45. Mr. Cronin wants to move forward to confirm the review and approval for a not-to-exceed budget value for unforeseen tank removal budget and BETA Engineering not to exceed \$21,200.

VOTE:

Mr. Cronin made a motion to confirm authority to execute Tower Construction Change Order #6, unforeseen tank removal budget in the not-to-exceed budget amount of \$81,620.45

Mr. Scoble: Second.

Coghlin-Yes
Erickson-Yes
Chuck-Yes
Scoble-Yes
Cummings-Yes
Cronin-Yes

Motion Carried

BETA Group, Inc. contract in the not-to-exceed amount of \$21,200.00 for owner's consultant services related to the Underground Storage Tank (UST) closure assessment at 299 Washington Street.

VOTE:

Mr. Cronin made a motion to confirm authority to execute BETA Group, Inc. for Environmental Engineering services representing the Town of Westwood in the not-to-exceed amount of \$21,200.00 for owners consulting services related to underground storage tank closure assessment at New Wentworth Hall, 299 Washington Street.

Mr. Erickson: Second.

Coghlin-Yes
Erickson-Yes
Chuck-Yes
Scoble-Yes
Cummings-Yes
Cronin-Yes

Motion Carried

3cTower Construction Change Order #2 in the amount of \$2,741.29 including PCO's #1, 3, and 4. Arcadis has reviewed and recommend approval.

Comments:

- Mr. Brown, change order #2 is made up of Tower's PCO's #1, 3, and 4. Arcadis has reviewed and recommends approval.
- *Do we have an AIA change order that comes from Mr. McKay that establishes a contract end date?* Mr. Brown, Yes, we do. Prepared by Mr. McKay and signed by all parties for fee only no change in times.

VOTE:

Mr. Cronin made a motion to confirm authority to execute Tower Construction Corp. Change Order #2 in the amount of \$2,741.29 including PCO's #1, 3, and 4.

Mr. Erickson: Second.
Coghlin-Yes
Erickson-Yes
Chuck-Yes
Scoble-Yes
Cummings-Yes
Cronin-Yes

Motion Carried

Comments:

- Mr. Brown, the review of the tank PCO, Mr. McKay will draft up the CCD, it will be reviewed and initialed and signed by Mr. McKay and Mr. Cronin.
- Mr. McKay, PCO 1 was an additional cleanout required by Westwood DPW, used in lieu of an additional manhole. PCO 3 reinforcing the footings that were poured by MCI. PCO 4 was a steel stub column, a beam was short and needed to be welded. 1, 3 & 4 make up Change Order 2.

New Business/Public Comment:

Please do the Ethics Certification and email documents to Dottie Powers.

Review & Approval of Meeting Minutes:

Mr. Cummings made a motion to approve the minutes of the Permanent Building Committee from Monday December 21, 2020.

Mr. Bean: Second.

Roll Call Vote: Erickson-Yes
Cummings - Yes
Coghlin - Yes
Bean - Yes
Cronin - Yes
Scoble-Yes

Motion Carried

Next Meeting:

Monday February 22, 2021 at 5:30pm.

Adjournment:

Mr. Cronin made a motion to adjourn at approximately 6:20 pm.

Mr. Cummings: Second.

Roll Call Vote: Coghlin-Yes
Bean-Yes
Cummings-Yes
Cronin-Yes
Erickson-Yes
Scoble-Yes

Motion Carried

1/25/2021 Minutes approved on 2/22/2021.