

Permanent Building Committee Minutes  
Tuesday, May 24, 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	William Scoble

**Other Attendees:**

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

**Chairman's Update:**

Mr. Cronin was present, and discussed that the new Wentworth hall is close to completion by June 15th. He discussed power, data getting into the building and the electrician. Power is close to being in the building. Data standoff came in at \$38,000. The Town came to an agreement of the \$38,000, and kept the original plans \$26,000 to be paid by the electrician, and \$12,000 by the Town that will come out of the contingency which will bring it down to \$38,000.

**Wentworth Hall – OPM Update:**

Mr. Brown from Arcadis was present to discuss construction progress, getting ready to close out the project. Issued CCD#3 Eversource reviewed the power plan in the transformer location on Washington Street. It was a last minute change. The material is in and we should have permanent power by next week. The sidewalks were poured and handicapped ramps are done. Loam and seeding will be done by the Town. Looking to issue a credit change and give the work to Mr. Petruzzello.

**Comments:**

- Will we miss the window for planting? *Mr. Brown: Yes, it's going to get hot. Why would we do that? Mr. Sweeney: Mr. Petruzzello owns hardscaping on half of the landscaping, and only half is done now, so it would only be partial loam and seed, there is no irrigation there, they might hold it off to the fall. Can't do the work now. Mr. Cronin: With the TMS, it included landscaping, we went back to the Town and worked with the Highway Dept. If we have to push to the fall, we can.*

- Do they open in July? Seems like not a lot of loam and seed and we should just do it. *Ms. Loughnane: Hoping to get into the building in July, but there will not be any furnishings, a lot of delay on the furnishings, opening will probably happen in September. The grass growing is probably not an issue.*
- When will we get the Certificate of Occupancy? *Ms. Loughnane: Looking for a Temporary Certificate of Occupancy on June 15th. Permanent Certificate of Occupancy has to wait until the sidewalks are complete. Mr. Petruzzello should have them done in early July.*
- When can Westwood Media Center go into the Community Room? *Mid June as soon as Tower is finished.*
- Follow up question from last meeting, \$47,477.57 CCD#1, did we get the paperwork? *Mr. Brown: Yes, we received the paperwork and Ms. Loughnane confirmed that it has been paid.*
- Can you take us through the schedule? Permanent power next week? We need to turn over the elevator, but June TCO. They don't add up. Maybe reset our expectations. *Mr. Brown: It will be close and tight. The TelData work is not a ton of work, it should not affect occupancy. Getting confirmations on the elevator inspection, it is coming together.*
- Schedule is from January, is it the latest schedule from Tower? *Yes.*
- No monthly updates? *Mr. Brown: Not in quite some time. Mr. Sweeney: We have been requesting it from Tower, but the performance has been happening in the field. 3 weeks to get up an elevator is tight, but we will continue to push them along.*
- Is the elevator installed? *Yes, the elevator is running with the temporary power feed.*

**Invoices for Review/Approvals:**

Arcadis invoice no. 34230711 in the amount of \$11,025.50 for OPM construction admin phase services through 4/25/21.

**VOTE:**

**Mr. Cronin** made a motion to approve Arcadis Invoice #34230711 in the amount of \$11,025.50 for OPM construction admin phase services through April 25, 2021, to Arcadis Design & Consultancy, Inc.

**Mr. Cumming: Second.**

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

**Motion Carried**

McKay Architects invoice no. 22287 in the amount of \$3,850.00 for designer construction admin phase services.

**VOTE:**

**Mr. Cronin** made a motion to approve McKay Architects Invoice # 22287 in the amount of \$3,850.00 for designer Construction Administration phase services.

**Mr. Cummings: Second.**

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

**Motion Carried**

Tower Construction requisition for payment no. 7 in the amount of \$604,793.82 for New Wentworth Hall construction activity through 4/30/2021.

**VOTE:**

**Mr. Cronin** made a motion to approve payment #7 to Tower Construction in the amount of \$604,793.82 for the New Wentworth Hall construction activity through April 30, 2021.

**Mr. Cummings: Second.**

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

**Motion Carried**

**Commitments for Review/Approval:**

Tower Construction change order #6 in the amount of \$19,298.75 including PCO's 17, 24, 25, 26, and 27. Mr. McKay and Arcadis have reviewed and recommended approval.

Mr. Brown and Mr. McKay went through the PCO's

#17: For a bottle filler in addition to a drinking fountain.

#24: Lighting discrepancies-entry hall lighting entry hall lighting-during the rebid they were deleted from the electrician's drawings.

#25: Back stairway lighting, we had a credit.

Another PCO: Elevator. The height was 6 inches too low.

Another PCO: Future conduit, 3 items that are owner provided, car charging station, Town clock and a light fixture on town property that lights up the parking lot.

#26: Conference room ceiling and ladder. Added pull down stairs, the ceiling had to be reframed to make it easier.

**VOTE:**

**Mr. Cronin**, made a motion to confirm authority to execute Tower Construction Change Order #6 in the amount of \$19,298.75 including PCO's # 17, 24, 25, 26, and 27. Has been reviewed and recommended by Mr. McKay and Arcadis.

**Mr. Scoble: Second**

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

**Motion Carries**

Tower Construction change order #7 in the amount of \$12,000 including PCO 30 R1. PBC to confirm the recommendation to use potentially available contingency to fund CO #7.

Mr. Cronin is in agreement that the electrician owes some of the work, and feels that it is a fair settlement.

**VOTE:**

**Mr. Cronin**, made a motion to confirm authority to execute Tower Construction Change Order #7 in the amount of \$12,000 including PCO # 30 R1. PBC confirmed the use of contingency to fund Change Order # 7.

**Mr. Cummings: Second**

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

**Motion Carries**

Board Comments:

- Mr. Cronin stated that this will leave the contingency with a balance of \$38,000 minus the approval of Change Order #7, \$12,000=\$26,000
- Unforeseen storage tank, carved out \$80,000 to remove it, which leaves a \$25,000 buffer in the construction budget.
- Still need to order FF&E: Has anything been ordered? *Ms. Loughnane: Jimmy McCarthy is putting together a list, and is getting requests from Youth & Family Services, the Library and the Recreation Dept. We will wait until we get a reconciliation to see what is left in contingency. She thinks it is around \$130,000.*
- Final reconciliation BETA group, no invoice from them yet? *Ms. Loughnane: not until their final report is submitted, waiting for piles of dirt to be removed from the site.*

Review & Approval of Meeting Minutes:

**Mr. Cronin** made a motion to approve the minutes of the Permanent Building Committee from Tuesday April 27, 2021.

**Mr. Cummings : Second.**

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

**Motion Carried**

New Business:

**Next Meeting:** Tuesday June 22, 2021 at 5:30pm.

Adjournment:

**Mr. Cronin** made a motion to adjourn at approximately 6:10pm.

**Mr. Cummings: Second.**

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

**Motion Carried**

**5/24/2021 Minutes approved on 6/22/2021**