

6/22/2021 Minutes approved on 7/26/2021

Permanent Building Committee Minutes
Tuesday, June 22, 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 project is very close to substantial completion, next Friday. Sean Sweeney and Steve Brown are leaving Arcadia, but will stay on as consultants. Arcadis will leave money in the project, the State and Town should be good with it, and will have \$20,000 left for our contingency. Mike McKay and Jimmy McCarthy from Town will help out with work that needs to get done in July. With OPM work being done, work left is considered at about \$130,000 which will go towards the Change Orders 8 & 9.

After paying Tower tonight, we will have about \$580,000 left, probably \$525,000 when we meet in July, and about \$50,000 left in the contract for the August meeting. The Town needed to come up with additional funds, the Morrison Project, there was some money available, about \$480,000 used \$275,000 for the bidding process, which then left us with about \$200,000 for potential Change Orders and FF&E. The project will need money from the Morrison Budget, and \$150,000 has been released to the project, which will leave about \$130,000 going forward for FF&E.

Wentworth Hall – OPM Update:

Steve Brown was present to discuss bidding the project last summer with some funds available to be able to award a contract. A very detailed project. A lot of the costs being reviewed are as transparent as possible.

Comments:

- Do we have permanent power? *Mr. Brown: Yes, as of last night.*

- Walked through this afternoon, have any of the mechanicals been started up? *Mr. Brown: Mechanical start up is scheduled for Monday.*
- The elevator? *Mr. Brown: Work is complete but waiting for an elevator inspection date. Mr. McKay: It's not complete, but it is running, they needed permanent power. Walk through with the inspector on Monday. It was delayed 3 weeks.*
- Does it make sense to push through on total completion? Warranties start, what is the benefit to the Town? *Mr. McKay: It will only happen next week if it is ready. Planning on punch list Goal is to shoot for next Friday. Walk through on Thursday.*
- Mr. Cronin: The goal is Friday, implied if it works.
- Seemed like the basement was very humid and the elevator slab was wet. *Mr. McKay: It is because there is no air conditioning. We have been running fans. It is a concern since the building has been sealed up. Hard to gauge without the mechanical systems running. The basement is a concern.*
- Mr. Cronin: Tower will be on the project until July.
- Parking lot up the hill, by the security company, a portion of it drains into a corner of the site, which adds to a potential problem in the basement. *Mr. McKay will look into it.* There is a Cape Cod berm that runs along the side of the parking lot, the water rushes into the site. *Mr. McKay will take a look at it.*

Mr. Brown continued with the budget update, Tower wants to finish up the job, there is still a substantial amount of money left. We have a contract with Tower of 6/1 substantial completion. Tower is motivated to stay and wants to finish with good publicity. Meeting in July will capture costs for June.

Invoices for Review/Approvals:

Arcadis Invoice no. 34235308 in the amount of \$8,560.00 for OPM construction admin phase services through 5/23/21.

VOTE:

Mr. Cronin made a motion to approve Arcadis Invoice #34235308 in the amount of \$8,560.00 for OPM construction admin phase services through May 23, 2021, to Arcadis Design & Consultancy, Inc.

Mr. Cummings: Second.

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

Motion Carried

Mr. Cronin noted for the record that next month's Arcadis invoice will be a similar amount. We will have some sort of understanding about exactly what the advisory component will be as relates to services rendered in July and the money that is left in the budget.

BETA invoice no. 1 in the amount of \$3,289.93, invoice no. 2 in the amount \$3,465.88 and invoice no. 3 in the amount \$3,001.10 for environmental services related to UST closure.

VOTE:

Mr. Cronin made a motion to approve BETA Invoice #1 in the amount \$3,289.93, BETA Invoice #2 in the amount \$3,465.88 and BETA Invoice #3 in the amount of \$3,001.10 for environmental services related to UST closure, for a total amount of \$9756.91 to BETA.

Mr. Cummings: Second.

Roll Call Vote: Cronin-Yes

Bean-Yes
Cummings-Yes
Coghlin-Yes
Erickson-Yes
Scoble-Yes

Motion Carried

- Invoices are backdated and were not received, the total: all costs that we anticipate. Less than the \$21K that we thought.

Tower Construction requisition for payment no. 8 in the amount of \$389,183.56 for New Wentworth Hall construction activity through 5/31/2021.

VOTE:

Mr. Cronin made a motion to approve payment #8 to Tower Construction in the amount of \$389,183.56 for the New Wentworth Hall construction activity through May 31, 2021.

Mr. Bean: Second.

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

Motion Carried

UTS invoice no. 94249 in the amount of \$600.00. Arcadis does not recommend approval of this invoice as it was billed against the project in error. Arcadis continues to request item for the file correcting the issue.

At Ms. Loughnane's recommendation, it was billed in error and it was not requested. Close the loop and do not pay it.

VOTE:

Mr. Cronin made a motion to deny payment to UTS of MA.

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 #8 in the amount of \$16,741.75. Mr. McKay and Arcadis have reviewed and recommend approval.

Using the money from Islington.

Mr. Brown discussed that CO8 was for PCO 23, electrical transformer metering change
PCO 24-electrical requirements an omission in the design needed adequate power
PCO32-water pressure reducing valve

PCO 34-eliminated a decorative design element for an oak shelf credit . Had built in a shelf to cover the concrete but when the floor was raised it was no longer needed.

VOTE:

Mr. Cronin, made a motion to confirm authority to execute Tower Construction Change Order #8 in the amount of \$16,741.75. Has been reviewed and recommended by Mike 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 #9 in the amount of \$18,311.81.

Mr. Brown: Around mid March Tower submitted a PCO for some plumbing fixtures that were not included. One was for a countertop and not part of Tower's contract. It is a cost that was originally in the design. Not needed for Certificate of Occupancy but is needed for programs in the future. Includes installation. Mr. McKay concurs, and includes handicapped accessible cabinetry. Rough plumbing is done.

Comments:

- Language on CO#8-CD#3 Mike McKay received a lot of information over the weekend. There is a typo and a mistake Mr. McKay will reissue CO 8 & 9.

VOTE:

Mr. Cronin, made a motion to confirm authority to execute Tower Construction Change Order #9 in the amount of \$18,311.81.

Mr. Scoble: Second

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

Motion Carries

Review & Approval of Meeting Minutes:

Mr. Cronin made a motion to approve the minutes of the Permanent Building Committee from Tuesday May 24, 2021 as amended.

Mr. Cummings: Second.

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

Motion Carried

New Business:

Next Meeting: Monday July 26, 2021 at 5pm virtually.

Final Comments:

- Mr. Coghlin offered to help out Mr. McKay set the right expectations.
- Do we have a Temporary Certificate of Occupancy or are we waiting for the Full Certificate of Occupancy? *Ms. Loughnane: At best you will get a Temporary Certificate of Occupancy.*
- Ms. Loughnane: There are 2 pending Change Proposals: The Oil Water separator, under \$60,000 and a change proposal for a credit for Hydroseeding for less than \$400. Any questions about the 2 proposals? *Mr. Cronin: As it relates to the credit of hydroseeding, credit from Tower landscaping, we will reject the credit or give a larger credit. The Town does it just as well, and there is a timing issue too, not until late September. Loam spread was not seeded? Ms. Loughnane: No, it's all weeds.*
- Mr. Brown: The CCD issued for the oil water separator for the elevator they encountered ledge. And could not make a recommendation tonight, did not have enough time. Additional \$11,892.22 closing out of the storage tank, still under the budget number. Did not have enough time to go through. And the credit for the hydroseeding. Will vote on in July.
- Mr. Brown: Exterior lights (to meet code and occupancy), painting and the foldable participation for lower level, want to exclude it from the projections, and do it outside of the project budget. *Ms. Loughnane: No, it is all in the project budget. The Town is intending to do this work. Ms. Loughnane: One of the conditions in getting the additional \$150,000 in contingency was to include those amounts. \$25,000 for the room divider, \$7,500 for the exterior lights and \$5,000 for the painting, it has to be kept in the budget.*

Adjournment:

Mr. Cronin made a motion to adjourn at approximately 6:35pm.

Mr. Erickson: Second.

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

Motion Carried