

7/26/2021 Minutes approved on 8/23/2021

Permanent Building Committee Minutes
Monday, July 26, 2021
5:00 pm
Via Zoom Remote Participation
Westwood, MA 02090

Call To Order:

The meeting was called to order at approximately 5:00 pm by Chairman, John Cronin, Jr.
All attendees participated remotely.

PBC Members in attendance:

John Cronin, Jr.	Charles Bean-Not Present
John Cummings	Lyle Coghlin
Thomas Erickson	William Scoble

Other Attendees:

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

Chairman's Update:

Mr. Cronin was present to discuss that Arcadis' services as OPM were concluded on June 24, 2021. The Town has since received an invoice covering the period from May to June 24th, which will be the final invoice from Arcadis. Steve Brown and Sean Sweeney will remain available for OPM services, as needed, outside of the Arcadis contract.

Mr. Cronin spoke with Patrick Fitzgerald of Tower and reported that 99% of paperwork is all set. Mr. Fitzgerald and Mike McKay, architect for the project, are working on the punch list. Tower and its subcontractors appear to have completed 99% of the work at Wentworth Hall that is required for substantial completion; mostly painting is left and Tower has calls into painters.

Jim McCarthy is working with Comcast and coordinating with Mr. Fitzgerald for remediation of water damage. Mr. Fitzgerald is requesting the warranty from the flooring contractor. The basement has been dry since the last meeting.

Mr. McKay, architect for the project was present to give an update. He stated that on Wednesday the electrical engineer and HVAC engineer will do their final walk through. He confirmed that the plumbing engineer and structural engineer each completed their reviews. Mr. McKay said that he still needs to follow up with the Fire Chief, Building Inspector and electrical inspector on a question regarding the potential need for an additional pull box. Mr. Coghlin put together a list of items that should be addressed prior to substantial completion and Mr. McKay sent that list to Tower. Mr. McKay is waiting for Tower to submit a schedule for completion of the items on the Punch List. He stated that the sump pumps in the

basement are performing and noted that grading work and the addition of an area drain near the back of the building would help to keep the basement dry.

Board Comments:

Mr. Coghlin asked Mr. McKay if he had created a punch list. Mr. McKay responded that he had and said he would send it around in an email.

Invoices for Review/Approvals:

Arcadis Invoice #22 in the amount of \$9,504.00 for OPM construction admin phase services through 6/24/2021.

VOTE:

Mr. Cronin made a motion to approve Arcadis Invoice #22 in the amount of \$9,504.00 for OPM construction admin phase services through June 24, 2021, to Arcadis Design & Consultancy, Inc.

Mr. Cummings: Second.

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

Motion Carried

Tower Construction requisition for payment #9 in the amount of \$265,473.32 for New Wentworth Hall construction activity through 6/30/2021.

VOTE:

Mr. Cronin made a motion to approve Tower Construction Corp. Invoice #9 in the amount of \$265,473.32 for the New Wentworth Hall construction activity through June 30, 2021.

Mr. Scoble: Second.

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

Motion Carried

Commitments for Review/Approval:

Tower Construction Change Order #10 in the amount of \$76,078.99. Mr. McKay has reviewed and recommended approval. This CO includes the following: The balance of PCO 6/CCD 001, the unforeseen oil tank (\$11,892.22); PCO 13/CCD 002 Revised, Installation of Oil/water separator for hydraulic elevator (\$59,088.35); PCO 36, Temper faucet to get temperature from 125 to 110 per code (\$1,555.09); and PCO 39, Installation of new switch to control Main Hallway lighting (\$3,543.33). PCO 37 (\$778.13) was removed and Tower will not charge the Town for the installation of wireless automatic door openers. Contract included door openers, but wiring was not included.

Mr. McKay discussed the faucets. He said they had to install a localized device to get the water temperature down. He said that a light switch also needed to be added inside the side entrance. Tower said there will not be any additional charges for this switch. It needs to be done. There will be 2 more electrical items for the next meeting.

Board Comments:

- CCD 001 for the site work: Mr. Coghlin asked if the CCD was approved based on T&M. Mr. McKay replied that PCO 6/CCD 001 came in less than the budget, and that this amount in CO#10 was the remainder of the bill. Ms. Loughnane stated that the soil removal costs were higher than anticipated, and the tank removal costs were lower than anticipated. Mr. McKay said that PCO 6 was T&M in the Town's favor.
- Oil/water separator: Mr. Coghlin asked if CCD 002 was also approved based on a T&M basis? Mr. McKay said there was an amount paid under a prior Change Order and this additional amount for ledge removal was held off because it came in late. Ms. Miller stated that she did not believe that CCD 002 was based on T&M; she thinks it was set prices. Mr. McKay said that the original plan had a 2 inch force main going from the elevator to the exterior of the building, but that was not credited from the plumber. Mr. Coghlin said he is happy to go through the paperwork.
- Mr. Coghlin also noted the issue of 1,000 yards of removed unsuitable soil. He asked how the PBC wants to handle that without someone onsite to verify it. He said it needs to be addressed and could be a \$30-\$35,000 credit. Ms. Loughnane stated that the unsuitable soil amount has never been credited or utilized.
- Mr. Coghlin offered to markup CO#10 and circulate it tomorrow.
- Mr. Erickson asked if we should hold over this proposed change order. Ms. Loughnane said that CO#10 has specific change proposals associated with it and that the amounts can be confirmed by Mr. Coghlin and Mr. Erickson reviewing the backup with Mr. McKay. She said that there will be another change order for review at the August meeting and that Tower's requisition for payment under these two change orders could be considered by the PBC at a subsequent meeting. She confirmed that Tower is not yet requesting final payment. Mr. McKay stated that Tower has a contract balance of approximately \$300,000 left to be paid.

VOTE:

Mr. Cronin made a motion to confirm authority to execute Tower Construction Change Order #10 not to exceed the amount of \$76,078.99. Pending a review by Mr. Coghlin, Mr. Erickson and Mr. McKay, knowing there will be another opportunity to discuss at the August 23, 2021 meeting.

Mr. Cummings: Second

Roll Call Vote: Cronin-Yes

Coghlin-Yes

Cummings-Yes

Erickson-Yes

Scoble-Yes

Motion Carries

Board Comments:

- CO 8 & 9: Mr. Coghlin asked about administrative items from the last meeting. He noted that the 6/22/2021 minutes state: *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. Mr. McKay will take care of immediately.* He asked if this language had been corrected. Mr. McKay said that it had not but that he would reissue change orders and send Tower the amended language. Mike said he would cc Ms. Miller and Ms. Loughnane. He noted that the dollar value does not change, just the language and said he would flag it on the cover page. Mr. Coghlin explained that the language kept it open ended on the end date leaving the Town vulnerable. Mr. Cronin stated that the PBC approved all of the changes.
- Mr. Cummings asked if a Certificate of Occupancy would be issued in the next couple of weeks. Ms. Loughnane stated that a temporary Certificate of Occupancy might be issued but that there

are outstanding items preventing the issuance of a final Certificate of Occupancy including the installation of bicycle racks.

- Mr. Coghlin asked if he handicapped signs are in? Mr. McKay replied that they are but that several interior signs are on the punch list.
- Mr. Coghlin asked about the transformer box out front, has it been removed? Ms. Loughnane responded that it was determined that the box is not a transformer. It is a cabinet, and has not been removed. Mr. McKay stated that the transformer was removed and he suggested that the town install a fence around the cabinets. He said this would be cheaper than removing the cabinet. Mr. McKay and Mr. Coghlin agreed that the cabinet is merely an outlet box.
- Mr. Coghlin asked if the concrete pad was removed. Mr. McKay said that the old transformer pad was removed and a new one has been added.
- Mr. Coghlin asked if the Town would like to get rid of the box. Ms. Loughnane said that Town Administrator Chris Coleman was considering adding a fence to prevent public access to the side of the building, and noted that there could be some benefit to keeping the outlet box if it remains hidden by a fence.

Review & Approval of Meeting Minutes:

Mr. Scoble made a motion to approve the minutes of the Permanent Building Committee from Tuesday June 22, 2021 as presented.

Mr. Erickson: Second.

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

Motion Carried

New Business:

Next Meeting: Monday August 23 at 5pm virtually.

Adjournment:

Mr. Cronin made a motion to adjourn at approximately 5:37pm

Mr. Cummings: Second.

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

Motion Carried