



Public Works Facility Building Committee Meeting Minutes

Montague Town Hall

One Avenue A, Turners Falls, MA 01376

Tuesday, April 21, 2020 @ 5:30 PM

Meeting Conducted via Conference Call – (515) 604-3112 / Meeting ID #7860600#

Participants: Jason Burbank, Ken Morin, Jay DiPuccio, Bob Macewicz, David Jensen, Mark Williams, Ariel Elan, Pam Hanold, Steven Ellis (Town Administrator), Tom Bergeron (Highway Supt.), Neil Joyce (CMS), Roger Hoyt (CMS); Chris Rice (Building Inspector)

Absent: Mark Fairbrother

Call to Order – 5:35 PM

1. Approve Meeting Minutes of Minutes from March 31 meetings.
 - a Motion to accept March 31st minutes as submitted / seconded. Unanimous in favor
2. Coronavirus Update - CMS advised that Carpenter's union had pulled their labor forces from construction projects across the state, citing health concerns. CMS further noted that the impact of this stoppage on the Montague project would be somewhat minimal, as the only contractor that has been affected is the concrete subcontractor (slabs on grade have been on hold since just after our last meeting). Slab formwork is anticipated to resume by the end of this week, per discussions with BW Construction. We have been advised of minor impacts to shipping and delivery of materials to the site as well. CMS will advise / keep committee updated moving forward.
3. Progress Reports:
 - a Construction Update
 - i. Completed operations include roof panel Installation, and all under slab plumbing, electrical and mechanical piping within the vehicle storage area. Inspections were completed for these drain, waste and vent systems. Pathway (conduits) for primary and secondary electric was completed between the pole and transformer vault.
 - ii. Installation of trench drains is continuing within the vehicle storage area, as well as fine grading and preparation of the concrete slab on grade. Painting operations on the primary steel members is in process across the vehicle storage areas.

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- iii. Site operations including the installation of storm drainage structure and pipe, as well as sewer connection and oil / water separator structure are continuing.
- iv. Light Gage Metal Framing is in process on the offices / administration areas, as well as masonry partitions for the Boiler Room and Mechanic's Area.
- v. Upcoming work includes preparation of the slab area in the vehicle storage areas, with continuation of roof panel installation, under slab plumbing, electric and mechanical piping for the remainder of the building. Light Gage metal framing and masonry partition work will continue, followed by the installation of rough mechanical and electrical components. Site operations will continue with the storm drain installation, as well as other underground utility infrastructure. Grading operations around the building will commence after installation of underground piping and infrastructure.

b. Project Schedule –

- i. BW Construction is proceeding with work, and we are continuing to coordinate our administrative efforts in support of his work (change order approvals, submittal review, etc.). All efforts are still directed at completing the building and associated sitework by early July with punchlist to follow.
- ii. CMS proposes to schedule furniture anticipating a mid-July delivery and installation, as well as technology and communications installations. An August move-in / occupancy would follow.
- iii. Scheduled activity is optimistic, given the current environment and public health concerns and does not contemplate future restrictions or impacts resulting from the Coronavirus.

c. Budget Update

- i. Budget Update was distributed via email before the meeting. Costs to date are \$4.32M, and include invoices through mid-March.
- ii. Change Order #3 has been executed and includes only the credit for the Vehicle Lifts (-11K).
- iii. Change Order #4 is being developed, with anticipated changes for under drain revisions at the salt shed, water service connection for the sweeper fill, locker layout, transformer vault, A/V changes, and provision of an exhaust hood at welder at an estimated value of \$30K (final values still being negotiated).
- iv. CMS noted a total of \$108K is included in the budget for potential liabilities inclusive those times identified in CO #4, as well as the submitted value of the salt loading ramp (which is believed to be excessive). Negotiation of existing PCO's is ongoing.

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d. Procurement:

- i. Communications – Beltronics awarded the radio / communications contract and work is progressing. Awarded value was less than budget, at approximately \$51K.
- ii. Fuel Depot – Design has been completed and is with contractor for pricing. CMS noted that underground work will be completed in accordance with the Geotechnical Report included with the Contract Documents. It is likely this work will be approved in two change order groups – one for materials, so as to release Dependable Petroleum to release the materials (tanks are 8 -10week lead time), with a second proposal for related site work and electrical scope. It was noted to the committee this work would be completed after the building and will not be tied to the Town’s occupancy or project Substantial Completion.
- iii. Furniture & Equipment – CMS has received three quotes for the furniture, with two quotes (WB Mason and Sheehan’s) received at or below budget. One of the quotes (Creative Office Pavilion) was significantly higher than the other two. CMS has provided previews of proposed furniture options from each vendor for Town review. CMS will schedule meeting with vendor(s) as needed to facilitate vendor selection and finalize order. A July delivery is planned.
- iv. Technology – Horace Moody (Town IT Consultant) has provided quotations for Network Services and set-up of same, at a quoted price of \$17K (phones, Computers, printers and network equipment). This scope is not a complete representation of the work intended with the project. CMS is recommending moving forward with this scope. Materials will be procured from State Contract vendors, and labor is to be provided under Horace’s existing contract for services from the Town. Question about capability of Horace – confirmed he has been working for the Town for several years with similar services. CMS confirmed Electrical Contractor will be providing the in-wall wiring, with Moody providing installation and patch cords for head end items (switches and devices in the IT Closet), along with programming and set-up of peripheral devices. A motion and a second was heard, with no further discussion – Role Call vote was unanimous in favor.

e. Commissioning Update

- i. A Tracking Log of items noted during the CX Meeting has been generated by Jason Burbank and distributed to the Construction Team. A follow up conference call has been requested and will be finalized in the days to come.

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4. Confirm Future Meetings Schedule – Tuesday, May 5, 2020 @ 5:30 PM. via conference call.
5. Topics not Anticipated within 48 Hours of posting – None heard.
6. Motion to Adjourn 6:20 PM - Motion / second, Vote was Unanimous in Favor.