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# M E E T I N G M I N U T E S

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**NEW WILBRAHAM POLICE STATION  
BUILDING COMMITTEE  
WILBRAHAM, MASSACHUSETTS**

**Meeting Date: February 22, 2016  
3:00 PM / TOWN HALL  
CONFERENCE ROOM**

**PRESENT:**

Roger Fontaine, Chairman *	PBC
Roger Tucker *	PBC / Chief of Police
Roger Chapdelaine *	PBC
Ed Rigney *	PBC
Patti Diotelevi *	PBC
Paul LaPlante *	PBC
Tom Sullivan *	TOW
James Dowd *	PBC
Jeff McElravy	Tecton
Neil Joyce	CMS
Jeff Dome	CMS

**COPIES:**

Paul V. Griffin	CMS
JoAnn Corsi	CMS
Nate DeLong	TOW / IT
Lisa Bouchard	TOW
Lance Trevallion *	PBC
Francis Nothe *	PBC

**Abbreviations:**

PBC	Permanent Building Committee
TOW	Town of Wilbraham
TA	Tecton (Architect)
CMS	Construction Monitoring Services, Inc. (Project Mgr.)

\*- Voting Committee Members

<b>Action By</b>	<b>The following items were discussed:</b>
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Respectfully Submitted by Construction Monitoring Services, Inc.

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	<b>New Business:</b>
Record	<p>2-22.01 <b>Administrative Items:</b> Approval of minutes. Motion Made / seconded to approve minutes from 1/25/16 Building Committee meeting. Minutes were accepted (with clarifications as discussed) unanimously.</p> <p><b>Invoices:</b> CMS presented the following invoices for approvals:  <b>Tecton Architects</b> – December 31, 2015 Invoice for \$22,813.96  <b>CMS</b> – February, 2016 Invoice for \$21,000  <b>Allied Testing</b> – December 11, 2015 Invoice for \$75.00  <b>ATJ Invoice</b> – January 11, 2016 Invoice for \$397.69</p>
Record	<p>2-22.02 <b>CMS provided the following update:</b></p> <ul style="list-style-type: none"> <li>• <b>Mountford Contract status – Mountford is in receipt of requested changes from the Town’s legal counsel. Although the changes are minor in nature, Mountford has resisted signing a contract different than what was presented in the bid documents. Review of the proposed changes with Tecton will be coordinated during the coming week, with a resolution expected by week’s end. A conference call with representatives from the Town, CMS, Tecton and legal counsel reviewed the proposed changes prior to the meeting.</b></li> <li>• <b>CMS provided a copy of the preliminary schedule as received from WJ Mountford for the committee’s review. Comments and / or feedback were requested to be forwarded to CMS.</b></li> <li>• <b>CMS provided a copy of the updated project budget, including costs expended to date. This budget format will be updated each month and distributed to the committee for their information.</b></li> <li>• <b>CMS noted that procurement of station equipment will be progressing upon execution of the contract with WJ Mountford, likely in the next 60 days. CMS suggested the PD begin to narrow selections of specific equipment (dispatch furniture, etc.) such that these details can be properly coordinated during construction.</b></li> </ul>
TA / Record	<p>2-22.03 <b>Tecton provided the following update:</b></p> <ul style="list-style-type: none"> <li>• <b>Tecton (Jeff) will present the contract changes requested by Town Counsel in person with WJ Mountford in order to facilitate a resolution of this matter.</b></li> <li>• <b>Tecton and consultants are working on conformed contract documents, incorporating those changes to the bid documents issued by addenda. Upon completion of those documents, they will be made available for reproduction and project use.</b></li> </ul>
TA	2-22.04 <b>Committee Member Rigney raised a question about landscaping features, further clarifying</b>

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	<p>as follows:</p> <ul style="list-style-type: none"><li>• Grassed areas on North side of building – concern noted relative to snow storage and the ability of turf to survive in that location</li><li>• Oak tree placed adjacent to entrance to sallyport</li><li>• Observation - Overall number of shrubs / trees seemed excessive, relative to budget reduction discussions.</li></ul>
Record	<p>1-25.05 <b>Old Business Items:</b></p> <ul style="list-style-type: none"><li>• <i>Committee Member Dowd provided a list of questions / clarifications to CMS and Tecton for further review / discussion. Update 2-22-16 – Tecton advised that the questions will be reviewed with WJ Mountford during the submittal process, with appropriate clarification provided to the committee. Many of the questions seemed to inquire about “contractor means and methods” and related construction details. Committee Member Dowd requested consideration be given for termite control on the project, as the proposed structure is largely wood framed.</i></li></ul>
Record	<p>2-22.06 <b>Next Meeting scheduled for Monday March 7th at 3:00 PM in Town Hall (Room to be confirmed).</b></p>
Record	<p>2-22.07 <b>Motion to Adjourn – 4:07 PM</b></p>

*Attachments: WJ Mountford Baseline Schedule (Draft)  
CMS Budget Update, dated February 22, 2016*

Respectfully Submitted by Construction Monitoring Services, Inc.