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

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

**Meeting Date: March 7, 2016
3:00 PM / TOWN HALL
CONFERENCE ROOM**

PRESENT:

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

COPIES:

Paul V. Griffin	CMS
JoAnn Corsi	CMS
Nate DeLong	TOW / IT
Lisa Bouchard	TOW
Roger Chapdelaine *	PBC
Jeff McElravy	Tecton
Lance Trevallion *	PBC

Abbreviations:

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

*- Voting Committee Members

Respectfully Submitted by Construction Monitoring Services, Inc.

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

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

**Meeting Date: March 7, 2016
3:00 PM / TOWN HALL
CONFERENCE ROOM**

Action By	The following items were discussed:
	New Business:
Record	<p>3-07.01 Administrative Items: Approval of minutes. Motion Made / seconded to approve minutes from 2/22/16 Building Committee meeting. Minutes were accepted unanimously. It was noted that future budget updates would have revision dates.</p> <p>Invoices: No new invoices were presented at this meeting.</p>
Record	<p>3-07.02 CMS provided the following update:</p> <ul style="list-style-type: none"> • Mountford Contract status – Mountford has signed the contract, and returned originals to the Town for signature. Town will seek Select Board’s approval and signatures at meeting this evening. Executed copies of the contract should be returned to Mountford. • CMS will provide a draft Notice to Proceed. Town should print on letterhead, and forward to Mountford with executed contracts. The date of the NTP should indicate a March 14, 2016 start date. • CMS will follow up with WJ Mountford regarding a start of site mobilization / construction operations. It is anticipated that this should occur in the next two weeks. • Town requested a cash-flow (drawdown) schedule from Mountford to assist in financing the project. CMS to follow up with Mountford, and request same.
TA / Record	<p>3-07.03 Tecton was not present at this meeting. CMS conveyed via phone discussion that other than contract updates, no new information was available.</p>
Record	<p>3-07.04 Committee Member Rigney raised a question about temporary job signs. CMS confirmed the contractor will provide up to a 4’x8’ sign installed at the fenceline of the project, or at a location to be determined by the Committee, as required by the specifications.</p>
Record	<p>3-07.05:</p> <ul style="list-style-type: none"> • Chairman Fontaine proposed the following subcommittees for the project: <ul style="list-style-type: none"> ▪ Technology – Chief Tucker, Chief Nothe, Ed Rigney, Nate DeLong ▪ Furniture, Fixtures & Equipment – Roger Chapdelaine, Lisa Bouchard, Patti Diotelevi, Shirley ▪ General Construction / Site – Lance, Paul LaPlante, Jim Dowd ▪ Financials – Tom Sullivan, Roger Fontaine • CMS noted that proper posting of subcommittee meetings as required by open meeting laws

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

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

**Meeting Date: March 7, 2016
3:00 PM / TOWN HALL
CONFERENCE ROOM**

	<p>must be followed.</p> <ul style="list-style-type: none">• Committee Member Rigney raised questions about the protocol and procedures for ordering equipment from the state bid list. CMS confirmed this process would be clarified as we get closer to selecting materials and equipment. CMS noted a minimum of four months should be allowed from selection of furniture to delivery. Some of the more critical items (dispatch equipment) may be selected earlier.
Town	3-07.06 Town had general discussion on potential ground breaking ceremony time / date. No definitive dates were established. Additional discussion will occur at next meeting.
Record	3-07.07 Next Meeting scheduled for Monday March 28th at 3:00 PM in Town Hall (Room to be confirmed).
Record	3-07.08 Motion to Adjourn – 3:45 PM