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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: April 11, 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
Shirley Rae	TOW / PD
James Dowd *	PBC
Francis Nothe *	PBC
Nate DeLong	TOW / IT
Jeff McElravy	Tecton
Lance Trevallion *	PBC
Neil Joyce	CMS
Jeff Dome	CMS

**COPIES:**

Paul V. Griffin	CMS
JoAnn Corsi	CMS
Lisa Bouchard	TOW
Roger Chapdelaine *	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.

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<b>Action By</b>	<b>The following items were discussed:</b>
	<b>New Business:</b>
Record	<p>4-11.01 <b>Administrative Items:</b> Approval of minutes. Motion Made / seconded to approve minutes from 3/28/16 Building Committee meeting. Minutes were accepted unanimously.</p> <p><b>Invoices:</b> An invoice for W.J. Mountford in the amount of \$109,868 was presented and approved. This invoice represented payment of bonds and insurance.</p>
Record	<p>4-11.02 <b>CMS provided the following update:</b></p> <ul style="list-style-type: none"> <li>• <b>Construction Update</b> – Earthwork continues with the export of surplus soils and import of structural fill. Installation of drainage and related infrastructure is progressing from the outfall around the site and up to the culvert at Rte 20. It was noted the diameter of one drain manhole was increased from 5’ to 7’ to accommodate the number and size of pipe penetrations at this location. Cost implications (if any) are to be determined.</li> <li>• <b>Upcoming operations</b> will include continued site mobilization, and job trailer installation. Installation of fill materials and storm drainage infrastructure will continue, with foundation installation scheduled for the end of April / beginning of May.</li> <li>• <b>Submittal Review</b> and other project related documentation is proceeding.</li> </ul>
TA / Record	<p>4-11.03 <b>Architectural Update</b> – Tecton provided the following update:</p> <ul style="list-style-type: none"> <li>• Shop drawing and submittal review has commenced and in on-going.</li> <li>• Tecton was requested to confirm scope of landscaping shown is consistent with the reduced scope discussed during late stages in design phase. – UPDATE – Tecton confirmed schedule of values for landscaping indicates a total value of \$23,500, which is within the \$25,000 allowance assumed during VE analysis during project design. No other reductions are necessary unless desired by the committee. Committee Member Rigney suggested consideration be given to removal of the trees adjacent to the sallyport doors, as well as reduction of lawn areas in shaded locations of the site.</li> <li>• Tecton confirmed they have coordinated electronic door lock locations with the hardware submittal.</li> <li>• Tecton noted discussions with Chief Nothe and W.J. Mounford, regarding changes to the proposed water service and telecom interface with the FD are ongoing. Updated sketches will be provided, to include revisions to the proposed water connection and revised routing of the communications conduits from the PD to the tower.</li> </ul>
	<p>4-11.04 <b>Changes / Change Orders</b> – Tecton provided the following update:</p> <ul style="list-style-type: none"> <li>• W.J. Mountford provided pricing for the suggested change to a hole-less hydraulic elevator, reflective of a savings of \$46,500.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Tecton noted there was an error in the project specification, incorrectly identifying the quantity of general fill required as 500 CY, where the correct number being 5,000 CY. After consultation with the AG's office and review of the specifications and contract documents, Tecton has recommended increasing the anticipated unit price quantity to reflect the difference. In a good faith gesture, Mountford has agreed to deduct \$2/CY from their quoted price of \$14/CY. In addition, Mountford has identified deep loam pockets, as well as additional areas of unsuitable soils along the west side of the site. The resultant of these two factors will result in an additional 7,500 CY of general fill required, at a unit cost of \$12/CY, or an estimated \$90,000.</li> <li>• Temperature Controls – At the Town's request, pricing was requested from W.J. Mountford to change the Paragraph E Vendor for temperature control to Automated Logic, the premium for which is approximately \$21,000. Final details for this proposal will need to be fully vetted with the mechanical contractor. The premium includes an upgrade to the existing web control server currently serving additional Town buildings.</li> </ul> <p>A motion was made to accept the above proposals for the improvements to the Temperature Controls (upgrade to Automated Logic System), Increase the Unit Price Quantity for Common Fill, and accept the credit for the proposed specification change to a hydraulic elevator, the net effect to the project estimated at an added cost of \$52,800. Motion was seconded, and accepted unanimously. Pricing will be confirmed, with formal change order to follow.</p>
Record	4-11.05 <b>Town</b> was requested to restore contact with member utility companies regarding scheduling of service and appropriate locations at the site such that Mountford can confirm foundation penetrations for the services (electrical and gas). Lance was requested to head up these items for the Town. Exchange of information will flow through Jeff Dome (CMS), Bob Silva (Mountford) and Lance (TOW). Confirmation of required easements will also be required.
Record	4-11.06 <b>Next Meeting scheduled for Monday May 9th at 3:00 PM in Town Hall (Room to be confirmed).</b>
	<b>Updates on OLD Business Items:</b>
Record	3-28.06 <b>Ground Breaking Ceremony</b> – Consensus of committee was to hold a brief, small ceremony at the site in the coming weeks. Local press coverage (cable access television, newspaper, etc) would be coordinated. Exact date will be established at next meeting. <b>UPDATE 4/11: Groundbreaking Ceremony confirmed for Monday, 4/25, 2:30 PM at the site.</b>
Record	3-28.08 Tom Sullivan noted that bids for project funding (\$3M) are due to the Town on Tuesday, April 5 <sup>th</sup> . <b>Update 4/11: Tom advised three bids were received for BANS on first \$3M in project funding, at a cost of \$24,000, reflective of a 0.80 interest rate.</b>
Record	<b>Motion to Adjourn – 3:45 PM</b>

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