

FIRE HEADQUARTERS BUILDING COMMITTEE

May 25th, 2022 5:30 pm

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2022 AUG 24 PM 1:41
MILLBURY, MASS.

Members in attendance: Chair D. Rudge, Vice Chair/ Secretary R. Hamilton, B. Gasco, P. Concemi, M. Mann, S. Piscitelli. B. DeVault, S. Kosiba, J. Cadrin
Guests in attendance: Town Manager Sean Hendricks; Alyssa Chatani (CHA Consultants); Jeff Shaw (Context Architects)

Pledge of Allegiance

Minutes were reviewed and accepted from April 21st ; motion by Brian seconded by Steve: unanimous

Town Manager Sean Hendricks Update: Town Meeting approved the project, a debt exclusion needs to be done, he read the question that will go on the town ballot, no dollar value or project details are allowed to be on the ballot, he can have postcards mailed to each household to explain the question and include the cost, until the project gets through the town ballot no funds can be spent except for existing funds, CHA discussed the delay with the general contractor and they agreed to hold the bid price until after the vote, he agreed with the chairman that its probably best to pause on the project until the vote, in answer to a question from Dave the Town Manager will craft some information to include on the postcard, in answer to a question from Paul the Town Manager stated there will not be any one year contracts and it will be an all or nothing ballot question, in answer to a question from Bruce the Town Manager stated it will be a simple yes or no vote, the Manager also stated the election vote is needed in order for the Town Meeting vote to be authorized.

CHA Update: Alyssa stated if it passes June 28th, then a notice to proceed will be issued June 29th, at that point the 16-month timeclock starts. Some small hazard mitigation may happen before that date through the general contractor, the process for paying invoices was deeply discussed, Jeff Shaw added the need to keep paying efficiently and help keep the relationship with the contractors going good, he stated the sub-contractors will submit monthly invoices to the general contractor who submits to the architect and they will submit to the building committee for payment after reviewing, Sean added the invoices will need to be submitted by Tuesday for a payment on the following Monday, Jeff felt the invoices should be discussed at a building committee meeting for transparency, in answer to a question from Maxine, Jeff stated the contractor just wants to paid efficiently and in general it doesn't matter what point in the month, the committee may change the week of each month's meeting, Jeff will discuss this more when the project begins.

New members: Dave explained the thought that the active fire chief should be on the committee and to keep the committee at an odd number, the HQ fire engineer should be the additional member. The Town Manager added Steven Kosiba and Jason Cadrin to the committee for those reasons, the building committee is now at nine members.

Dollar amount for change orders: Dave brought up for discussion the question of what dollar amount should the sub-committee be allowed to approve before a change order needs to go be-

fore the entire committee. The sub-committee has been meeting weekly and to avoid holding up something critical with the project before the monthly committee meeting, at what point should it wait for that monthly meeting. Jeff stated its typically 5 to 10 thousand dollars. He would recommend 10 thousand to keep the project moving. Alyssa stated if its larger than that a special meeting of the full committee could be called. She agrees with the 10-thousand-dollar figure. Jeff further explained that its generally something we would have already discussed anyway.

- Motion: Bruce and seconded by Maxine: For change orders not to exceed 10-thousand-dollars, the sub-committee can approve them and an email will be sent right away to all committee members: unanimous

Sean added to be sure and keep track of the cumulative amounts of the change orders.

Testing: Alyssa explained the process they used to solicit companies for testing during the project and the bids they received. She also explained the testing that will occur with various parts of the project. CHA is recommending we select Briggs.

Motion: Brian and seconded by Steve: To select Briggs for testing: unanimous. CHA will sign a contract after the project is approved.

Commissioning: Alyssa explained the process they used to solicit companies for commissioning during the project, similar to the testing. CHA is recommending we select SMMA.

Motion: Maxine seconded by Bruce: To select SMMA for commissioning: unanimous. CHA will sign a contract after the project is approved.

Easements: The Town Manager stated he received permission from the Board of Selectmen to sign any easements necessary for the project.



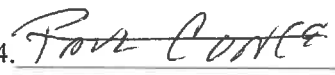

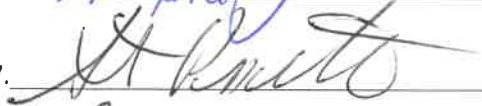

Discussed the next meetings and decided will not need to meet until after the ballot on June 28th.

Next Meeting: TBD

Motion to adjourn by Steve seconded by Bruce: Unanimous.

Adjourned 6:25 pm

May 25th, 2022 Fire Headquarters Building Committee Minutes

1. 
2. Rich P. Hall
3. 
4. 
5. 
6. Bruce H. Gower
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9. 