

LESLIE HENNESSEY, Director

Senior Center Building Committee  
December 2, 2020  
Meeting Minutes  
Virtual Meeting via Zoom

Present: Leslie Hennessey, Linda Young, Diane Mulvaney, Kevin McAllister, Carol Constant, Michael Siddall, Jeff Cyr, Ted Boulais and Phil Palumbo

Not Present: Richard Ness, Doug Goulet and Chris Wante

The meeting was called to order at 5:17pm by Diane Mulvaney.

**Approval of Prior Minutes**

Jeff Cyr made a motion to accept the minutes of the November 4, 2020 Building Committee meeting, was seconded by Carol Constant and unanimously approved via roll call.

**Project Update**

Construction Update

Phil provided the below breakdown regarding the construction progress over the past 30 days:

Building

- Exterior:
  - Installed roofing at flat roof.
  - Installed exterior sheathing, insulation, and windows at tower.
  - Installed the brick veneer system.
  - Installed aluminum storefront window frames.
- Interior:
  - Installed gypsum board at underside of trusses.
  - Framing interior partitions.
  - Installing rough electrical and plumbing.
  - Installing ductwork.
  - Installing fire protection piping.

Site

- Installed gas line and regulator.
- Prepared and paved the parking lots with binder course.
- Installed sub-surface drainage system.
- Removed unsuitable soils from the site.

Phil provided the below breakdown regarding the 30 day look ahead for work on site:

- Install roof insulation and roofing system at sloped roofs.
- Install roof flashings and break metal at flat roofs.
- Install interior wall framing.
- Install hollow metal door frames.
- Install wood siding.
- M/E/P/FP rough-in.

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### Construction Schedule Update

Phil indicated the General Contractor has gotten back to him regarding a revised substantial completion date they felt would be an achievable date without needing to ask for additional time on non-substantial proposal change order work. The GC informally indicated mid-April, but Colliers and edm are still waiting on receiving a formal PCO for this schedule extension request. Phil explained to the Building Committee that the GC is struggling with subcontractors providing the appropriate manpower due to COVID. Phil also explained to the Building Committee that the definition of "substantial completion" is the Owner is able to use the building and site for their intended use, but to expect there will be punchlist work remaining. In response to that Diane mentioned the concern of COVID and having punchlist work happening in the building while the COA is trying to operate in there.

### Project Budget Update

Phil presented the total project budget status report, construction budget status report and contingency budget status report. Phil highlighted the invoices that have been approved since the committee last met which were: Colliers (\$14,025), Souliere & Zepka (\$524,309.42 – this was their October invoice, November is still being reviewed), edm (\$8,642.10) and A to Z Moving (\$125).

### COVID PCO #019 and Future COVID PCO's

While presenting the contingency budget, Phil highlighted PCO #019 which is related to additional labor and material the GC has accrued due to the COVID regulations put on construction sites. Phil indicated this PCO is still being negotiated with the GC because of the labor amount. There were several concerns raised by the Building Committee members regarding approving any PCO's related to labor and material accrued by the GC due to COVID regulations on construction sites. The Building Committee members' comments were regarding the fact that the additional labor and material required to comply with the COVID regulations should be an expense solely on the GC to deal with and not one for the Owner to pay. A couple committee members compared the scenario to business owners needing to pay for PPE, hand sanitizer, etc. Jeff Cyr mentioned the "Cares Act" and indicated it would be good to look into that as an option for the Owner to deal with any COVID PCO's.

### PCO #013 Gas Service Modifications and PCO #015 Technology Updates

Jeff Cyr questioned PCO's #013 and #015 and why the Town should be paying for them as they appear to be design related change orders. Phil responded that design related change orders do happen on projects as designers are human and that's one of the many reasons for a contingency budget. Phil also indicated, as he was not prepared at that moment with a comprehensive explanation of the PCO's, that he would follow-up with the committee with a comprehensive explanation of these two PCO's.

### Full Contingency Status Report

Diane asked that Phil email the committee a full contingency status report, not just one showing the open / pending changes. Phil indicated he would.

### Other Items

#### *Furniture Bid*

Phil indicated the furniture bid deadline was today at 2pm, and there were seven (7) vendors that submitted bids. What appears to be the low and responsible bid is approximately \$120K below the furniture budget, but the review of the bids is not finalized yet.

### **New Business**

#### Playground

Phil indicated that back when the project was bid, the Building Committee decided to hold on discussing whether the project was going to entertain replacing the playscape that was removed due to being located within the construction boundaries. Phil indicated now would be the time to decide if they wanted edm to issue a proposal request to the GC to provide a price to install a new playscape. Jeff Cyr made a motion to allow Colliers to facilitate the process of having edm issue a proposal request to the GC to install a new playscape at the playground area, was seconded by Kevin McAllister and unanimously approved via roll call. Jeff mentioned that Colliers and edm should coordinate appropriately with the Conservation Commission as the playscape will be located within the 50' conservation zone

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from the wetlands at the northeast area of the property.

**Adjournment**

The meeting was adjourned at 6:16pm by Diane Mulvaney.

**Items Distributed During this Meeting**

1. 11/04/20 Meeting Minutes
2. Monthly Construction & Financial Update dated December 02, 2020
3. Financial Status Report dated November 16, 2020

**Next Meetings**

January 06, 2021

February 03, 2021