

LESLIE HENNESSEY, Director

Senior Center Building Committee
February 03, 2021
Meeting Minutes
Virtual Meeting via Zoom

Present: Leslie Hennessey, Linda Young, Diane Mulvaney, Kevin McAllister, Carol Constant, Michael Siddall, Jeff Cyr, Ted Boulais, Richard Ness, Mike Sullivan (Town of South Hadley), Phil Palumbo, Doug Goulet, Chris Wante, John Hammer (SLR, formerly Milone & MacBroom), Carly Picard (SLR).

Not Present:

The meeting was called to order at 5:02pm by Diane Mulvaney.

Approval of Prior Minutes

Carol Constant made a motion to accept the minutes of the January 06, 2021 Building Committee meeting, was seconded by Kevin McAllister and unanimously approved via roll call.

Project Update

PCO #026 Request for extension of time.

Phil provided an introduction and background on the proposed change order #26. Due to impacts from both COVID-19, the contractor has requested schedule relief by way of an 88-day time extension. If the request is granted, the new completion dates will be:

Substantial Completion: 02/01/2021 becomes 04/30/2021
Final Completion: 03/03/2021 becomes 05/28/2021
Site Completion: 03/03/2021 becomes 05/28/2021

Colliers intends to include a letter as part of the change documentation stating the owner's position and outlining the costs being incurred by the owner because of the time extension. The Town intends to try and recuperate these incurred costs through the CARES Act. For any amounts that they are unable to obtain reimbursement, they will consider pursuing from the contractor. Phil emphasized that the contractor needs to make every effort to meet the new deadline as any further additional time will not be granted. The completion progress will be closely monitored by Colliers.

Mike Sullivan praised the committee on its careful monitoring of the project funds. Jeff Cyr also stated that based on a recent site visit by Ted Boulais and himself, that the workmanship is good quality.

Linda Young made a motion to grant the requested additional time, which was seconded by Mike Siddall and unanimously approved via roll call.

Playground and Exterior Fitness Trail / Equipment

John Hammer (SLR) presented the proposed documents for the Fitness Trail and playground equipment. Regarding the funding for the work: Colliers has carried an allowance for the playground area and equipment as part of the project contingency. Anne Capra (Conservation Commission Agent) has grant funding for the fitness trail. Leslie Hennessey noted that she has also applied for a grant for the ADA accessible walkway which will be part of both the Fitness trail and the playground access. Leslie expects to have a response on the grant request by mid-February. Colliers stated that the playground funding is possible due to the bid savings. SLR recommended purchasing all the required site work from the project site contractor via a change order with the General Contractor as opposed to bidding the scope outside of the Senior Center project. This will prevent territorial issues regarding access and lay-down areas; it was also noted that a lot of the work takes place on our site.

Kevin McAllister made a motion to procure the sitework needed for the fitness trail scope and playground scope from

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the Senior Center site contractor, procure the fitness equipment and playground equipment direct from a playground supplier, the Town grants are to fund the fitness trail scope and the cost estimates provided by SLR are the not-to-exceed purchase amounts for these scopes. The motion was seconded by Linda Young and approved via unanimous roll call.

Building Identification Sign Illumination

Chris reviewed the status of the illuminated site sign with the committee. The committee had previously requested a hard cost for the lighted sign, but that has proven to be difficult. Edm is trying to work out issues on how to get the power to the letters and its impact to the precast piece the letters are mounted to. To get Planning Board approval, edm requested that the committee approve a not to exceed cost for the sign and the associated underground power. A delay in getting Planning Board review and approval will prevent the site work (underground electrical, seat wall, sidewalks, and signage) from being completed on time. Leslie noted that she sees the illuminated sign and the power outlets in the wall, as enhancing the functionality of the patio area, as well as a wayfinding feature for the facility. Edm stated that the costs for the work will be vetted like all other proposal change orders.

Linda Young made a motion to approve a Not to Exceed cost of \$30,000 for this building identification sign change, was seconded by Ted Boulais and approved unanimously via roll call.

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 (\$675,799.58 – this was their December invoice), edm (\$7,083.83), Fuss & O'Neill (\$5,028.94), Allied Testing (\$1,748.00), A to Z Moving (\$125.00), and Ondrick materials (\$13,893.38).

New Business

No new business was raised.

Adjournment

The meeting was adjourned at 6:55pm by Diane Mulvaney.

Items Distributed Prior to this Meeting

1. 01/06/2021 Meeting Minutes
2. Monthly Construction & Financial Update dated February 03, 2021
3. Financial Status Report dated February 01, 2021

Next Meetings

March 03, 2021

April 07, 2021