

LESLIE HENNESSEY, Director

Senior Center Building Committee
April 07, 2021
Meeting Minutes
Virtual Meeting via Zoom

Present: Leslie Hennessey, Linda Young, Diane Mulvaney, Kevin McAllister, Carol Constant, Ted Boulais, Richard Ness, Michael Siddall, Phil Palumbo, Doug Goulet, Chris Wante, John Hammer and Kim Palmucci

Not Present: Jeff Cyr

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

Approval of Prior Minutes

Diane Mulvaney made a motion to accept the minutes of the March 03, 2021 Building Committee meeting, which was seconded by Carlo Constant and unanimously approved via roll call.

Building Walk-Through

Doug Goulet presented a slideshow presentation providing and update on the construction activities and status.

Discussion occurred regarding setting up small group tours of the project for the building committee members. Doug Goulet will follow up with Souliere & Zepka to find out what days will work for them.

Project Update

Substantial Completion Date

Phil Palumbo discussed the completion date and schedule. In early-February the contractor was granted a time extension of 88 days: revising the date of substantial completion from 02/01/2021 to 04/30/2021. Since then, the contractor has been working hard to meet the new date of substantial completion. At this time, completion per the schedule is possible but will require the contractor to maintain the current effort to the end. Colliers has been - and will continue to - monitor the schedule and the contractor's progress.

Fitness Trails and Playground Equipment.

Phil Palumbo indicated the contractor submitted pricing for the site preparation came in higher than anticipated. At this time, the team is looking at possibly breaking out the site preparation work for the playground and re-pricing the balance (fitness trail). That would allow the playground to be installed as part of the project. Further discussions are required before a decision is made.

POS Equipment

Phil Palumbo reported that a quote has been signed for the point-of-sale system that's to be utilized at the Café, and installation and Owner-training for it is scheduled for early to mid May.

Furniture Status:

Phil Palumbo reported that, for various reasons, some of the furniture items have been delayed. At this time, the vendor anticipates that the items will be delivered in time for occupancy.

Project Budget Update

Doug presented the total project budget status report, construction budget status report and contingency budget status report. Doug highlighted the invoices that have been approved since the committee last met which were: Colliers (\$14,025), Colliers Commissioning (\$1,530.03), Souliere & Zepka (\$536,964.96 – this was their February invoice), edm (\$11,227.56), A to Z Moving (\$180.00).

LESLIE HENNESSEY, Director

New Business

Grand Opening:

Leslie reported that they are tentatively looking to have a Grand Opening celebration in July. The date has not been finalized.

EV Charging Stations:

Chris Wante indicated the project currently owns the required underground conduit and handholes to supply (3) future EV stations if the Town so chose to install them. He also indicated that for potentially under \$1K the project could have additional underground conduit and a handhole installed to serve as the pathway for a 4th EV station. The actual EV charging stations and required wiring and circuit breakers are by others at a later date if the Town so chose to procure them. Discussion occurred regarding the merit of having this additional conduit and handhole installed.

Richard Ness made a motion to approve installing the conduits and handhole for the additional EV station, with costs not to exceed \$1,000. Seconded by Carol Constant. Via a roll call vote, the motion passed unanimously.

Wood Guardrails and Plowing:

John Hammer addressed questions regarding the proposed additional timber guardrails designed at the north edge of the parking lot due to the grading drop from edge of pavement to the stormwater retention system. He proposed that instead of installing a chain at the open gap in the guardrail system (which is there to provide an access way for snow to be pushed through), that a heavy-duty swing gate be installed. The exact size needs to be coordinated with DPW.

Phil Palumbo indicated the contractor has submitted a proposal change order in the amount of \$11,465.08 to furnish and install the additional timber guardrails. This price does not include a gate at the opening because the project team wanted to discuss that topic with the Building Committee at tonight's meeting. Ted Boulais made a motion to approve the proposal change order for the additional timber guardrails, Kevin McAllister seconded the motion, and it was unanimously approved via roll call vote.

Kevin McAllister made a motion to approve the design team to request pricing from the contractor to install a heavy-duty swing gate at the opening, the size of which is subject to coordination with DPW. Linda Young seconded the motion, and it was unanimously approved via roll call vote.

Sanitary Barriers:

Chris Wante reviewed the proposed sanitary "sneeze guard" barriers (Proposal Request 17) with the committee to see if they still wanted to pursue installation. Contractor pricing [\$6,028.36] has been submitted, and was recommended for approval.

Linda Young made a motion to approve the contractor's proposal change order for the sanitary barriers, it was seconded by Ted Boulais and unanimously approved via roll call vote.

MERV-13 filters:

Chris Wante discussed the proposed installation of MERV-13 air filters at the air handler units, in lieu of the specified MERV-8 filters as this is a recommendation from the HVAC engineer as it relates to means to combat against air pollutants. It was noted that because they will trap more particles, the filters will need to be replaced more frequently. The filters are, unfortunately, also more expensive than the MERV-8. A benefit is that both filters are the same size and can be swapped out interchangeably; if cost or availability becomes an issue the other style could be used. Chris noted that as part of proposal request #20, currently being priced, the contractor is to provide one set of additional filters for future use.

Linda Young made a motion to approve installing the MERV-13 air filters, with costs not to exceed \$3,000. Seconded by Kevin McAllister. Via a roll call vote, the motion passed unanimously.

IT Room AC controls:

Chris Wante discussed connecting the I.T. Closet air conditioning unit to the Building Management System (BMS). Currently the AC unit has a sensor to shut off the cooling unit if the condensate pan overflows, but no one will be notified of the problem. Without cooling, the I.T. equipment could overheat. The proposed change is to connect the

LESLIE HENNESSEY, Director

AC unit to the BMS, so that maintenance will be notified of the problem and the issue can be quickly addressed. The estimated cost is under \$1,000.

Linda Young made a motion to approve connecting the I.T. Closet air conditioning unit to the BMS system, with costs not to exceed \$1,000. Seconded by Kevin McAllister. Via a roll call vote, the motion passed unanimously.

Adjournment

The meeting was adjourned at 7:00 pm by Diane Mulvaney.

Items Distributed Prior to this Meeting

1. 03/03/2021 Meeting Minutes
2. Monthly Construction & Financial Update dated April 07, 2021
3. Financial Status Report dated April 01, 2021

Next Meetings

May 05, 2021

June 02, 2021