

LESLIE HENNESSEY, Director

Senior Center Building Committee
June 02, 2021
Meeting Minutes
Virtual Meeting via Zoom

Present: Leslie Hennessey, Linda Young, Diane Mulvaney, Kevin McAllister, Carol Constant, Ted Boulais, Richard Ness, Phil Palumbo, Doug Goulet, Dan Pease (SHCTV), and Chris Wante

Not Present: Jeff Cyr, Michael Siddall

The meeting was called to order at 5:05pm by Diane Mulvaney.

Approval of Prior Minutes

Carol Constant made a motion to accept the minutes of the May 05, 2021 Building Committee meeting, which was seconded by Linda Young and unanimously approved via roll call.

Cable TV Studio and Camera equipment

Dan Pease discussed the planned use of the Multi-purpose Room for community events which would be broadcast via South Hadley Community TV (SHCTV). Dan requested that the project cover the cost of broadcast equipment that will be permanently installed in the Senior Center. The cost for the equipment will be \$25,048.00. SHCTV will be covering a similar amount for portable broadcast equipment needed for broadcasting the events.

Linda Young made a motion to approve using \$25,048.00 of the project FF&E/Technology funds to pay for the broadcast equipment. The motion was seconded by Kevin McAllister and unanimously approved via roll call.

Project Update

Substantial Completion Date

Doug Goulet reviewed the construction progress the substantial completion. The 05/21/2021 date was not met. Souliere & Zepka is currently planning on obtaining a temporary certificate of occupancy (TCO) on 06/14 to allow the FF&E installation to occur. A second TCO is planned for 06/21 to allow the occupancy of the building. Due to material delays, completion of the Kitchen is planned for early July.

The contractor is continuing to work hard to meet the new date of substantial completion; they are working extended hours (10-12 hours/day) and weekends, as needed.

The Committee expressed their concern and displeasure that the 05/21 date was missed. It was noted that was the 3rd substantial completion date that was missed on this project. Discussion occurred regarding pursuing liquidated damages, but no consensus was reached. Further discussion is expected at the next Committee meeting. Colliers advised the Committee to allow completion of the project. Recouping damages should not be considered until all of the impacts are understood.

Colliers will continue to monitor the schedule and the contractor's progress; and will update the committee if issues or delays occur that impact the current completion schedule.

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 (\$12,266.00), Souliere & Zepka (\$548,026.47 – this was their April invoice), edm (\$4,632.42), A to Z Moving (\$180.00). BBE Office Interiors (\$105,761.10), and Allied Testing (\$540.00).

Remaining contingency: \$845,999.32.

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New Business

Virtual Open House:

A virtual open-house is planned for June 30,2021. Leslie Hennessey discussed the proposed activities.

Adjournment

Kevin McAllister made a motion to adjourn the meeting, which was seconded by Ted Boulais and unanimously approved via roll call.

The meeting was adjourned at 6:02 pm by Diane Mulvaney.

Items Distributed Prior to this Meeting

1. 06/02/2021 Meeting Agenda
2. 05/05/2021 Meeting Minutes
3. Monthly Construction & Financial Update dated June 02, 2021
4. Financial Status Report dated May 28, 2021

Next Meetings

July 07, 2021