



***Police/Fire Station Project  
Webster, MA  
Owner Progress Meeting Minutes  
#92***

**June 23, 2016**

Prepared by:

***CDR Maguire  
Andrew Pellegrini***

Issued:

***June 29, 2016***

***Next Meeting: July 21, 2016 @ 10am Fire Station***

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***Bold Italic names were in attendance.***

***Architect responsible for distribution to Sub-consultants***

Date	Description	Responsible	Required By	Status
<b>General Business</b>				
062316.01	Mr. Perry called the meeting to order at <i>11:06 am</i> . Attendance as indicated above.			<b>Record</b>
062316.02	The next meetings will be as follows: <b>Thursday July 21, 2016 @ 10am Fire Dept.</b>			<b>Record</b>
062316.03	Motion to table the Meeting Minutes of <b>5-19-16</b> . Mr. Becker to prepare as Andrew P. was not in attendance. by: <i>Mr. Becker</i> 2 <sup>nd</sup> : <i>Chief Hickey</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i>			<b>Record</b>
062316.04	Motion to adjourn the meeting at <i>11:59 am</i> . by: <i>Chief Hickey</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i>			<b>Record</b>
<b>Finance</b>				
040716.01	Motion to approve <b>Millennium March 2016 Pay App. No.12</b> in the amount of <b>\$20,634.95</b> . by: <i>Ms. Leduc</i> Second: <i>Deputy Chief Jolda</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i>			<b>Record</b>
062316.01	Motion to approve <b>Millennium April 2016 Pay App. No.13</b> in the amount of <b>\$78,090</b> . by: <i>Mr. Becker</i> Second: <i>Deputy Chief Jolda</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i>			<b>Record</b>
062316.02	Motion to approve <b>Millennium May 2016 Pay App. No.14</b> in the amount of <b>\$54,838.75</b> . by: <i>Mr. Becker</i> Second: <i>Deputy Chief Jolda</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i>			<b>Record</b>
062316.03	Motion to approve <b>Millennium COP#43</b> in the amount of <b>\$3,706</b> for added wood window trim at all windows on the Old Fire Side of the Station. This work has already been completed. DRA to prepare Change Order#9 will COP43 and other COP's that have been approved	<b>DRA</b>		<b>Record</b>

	<p>at prior meetings.                  by: <b>Mr. Becker</b>                  Second: <b>Chief Hickey</b>                  Discussion: <b>None</b>                  Vote: <b>All were in favor, hearing no further discussion, the motion passed unanimously.</b></p>			
<b>Design Items</b>				
<b>020416.01</b>	<p>DRA to get confirmation letter from CES that CES will be Re-commissioning the Entire Police Station at CES cost as they were paid to Commission the Building already.</p> <p>3-3-16 CES has been in the process of Re-commissioning the Police Building. No Report has been issued from this Re-commissioning to date.</p> <p>4-7-16 No Re-Commissioning Report has been issued to date. Chief Bent and Dispatch Director Lynskey were told by CES that the report was going to be issued by the end of January 2016. Daiken is onsite today 4-7-16 investigating Dispatch HVAC issues and will hopefully have more answers at the end of the day.</p> <p>Motion to approach the Board of Selectmen at the upcoming Monday Selectmen's meeting regarding the endless HVAC issues since the Police Building was turned over in September of 2014. A letter will be sent to CES and ATC that the Town Attorney will be notified of the HVAC issues and if there is no resolution or onsite man power until the problems are fixed over the next 30 days Town Legal Council will be involved going forward.</p> <p>by: <b>Chief Hickey</b>                  Second: <b>Chief Bent</b>                  Discussion: <b>None</b>                  Vote: <b>All were in favor, hearing no further discussion, the motion passed unanimously.</b></p> <p><b>6-23-16 The HVAC concerns have got significantly better from the recent attention. However, there are still Humidity concerns on Humid days and some fluctuation of temperatures in different areas of the Building. Dispatch Director Greg is communicating with the Commissioning agent Paul from CES on a daily/ weekly basis with issues and updates on the system. On a whole, we seem to be moving in the right direction to having a fully operational HVAC system.</b></p>	<b>DRA/ CES/ ATC</b>	<b>Open</b>	
<b>Schedule/ Construction</b>				
<b>062316.01</b>	<p><b>Fire Renovation Update:</b></p> <ul style="list-style-type: none"> <li><b>*Work is On-going on the Old Fire Side of the Station.</b></li> <li><b>*Floor and wall tile are close to complete at the 2 new Bathrooms on the old Fire side of the Station. Shower is not draining to the proper floor drain and needs to be corrected.</b></li> <li><b>*Ceiling Tile is ready for Install on the old Fire side of the Station.</b></li> <li><b>*Bath Partitions to be installed ASAP.</b></li> <li><b>*The 2 Bay Garage on the Old Police Side of the Station still needs to be painted.</b></li> <li><b>*Asphalt patch at the Electrical Trench needs to be patched and settling at the Water Line needs to be fixed.</b></li> <li><b>*Plymovent has not been completed to date.</b></li> <li><b>*Sub-contractors continue to move at a slow pace.</b></li> </ul>			<b>Record</b>

	<p><b>Police Station Update:</b>  <b>*Re-Comissioning is On-Going and seems to moving in a positive direction. Issues are still coming up, but the system seems to be responding better with the recent attention of CES and ATC.</b>  <b>*Still no power to the Man Door in the Sally-port. OA/ Mello not proceeding due to entitlement.</b>  <b>*Flagpole still not draining water properly.</b>  <b>*Sally-Port Doors not closing properly.</b>  <b>*Doors not closing properly due to all the fluctuations in HVAC air pressures.</b>  <b>*Rust is bleeding through Paint on Basement Door Frames.</b>  <b>*No one has addressed the Humidity and Moisture issues around the Brick columns in the Community Room to date.</b></p>			
<b><i>Other Construction Items</i></b>				
<b>062316.01</b>	<p>Motion for DRA to start the Punch List no later than 7-15-16.                  By: <i>Chief Hickey</i>                  2<sup>nd</sup>: <i>Deputy Chief Jolda</i>                  Discussion: <i>None</i>                  Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i></p>	<b>DRA/ Millennium</b>	<b>7-15-16</b>	<b>Open</b>