



***Police/Fire Station Project
Webster, MA
Owner Progress Meeting Minutes
#94***

September 29, 2016
Prepared by:

***CDR Maguire
Andrew Pellegrini***

Issued:

October 6, 2016

Next Meeting: TBD @ 10am Fire Station

Distribution:

Name	Company	Telephone	Email
<i>Brian Perry</i>	PSBC – Chair		brianjperry@yahoo.com
<i>Randy Becker</i>	PSBC – Sec.		rbeckerforbos@aol.com
Chief Timothy Bent	PSBC - Chief PD		timothy.bent@websterpolice.com
Dpt. Chief Rodney Budrow	PSBC – Member Dpt. Chief. PD		golfcop1@verizon.net
Mark Dowgiewicz	PSBC – Selectman		mdowgjpam@aol.com
<i>Gordon Forrester</i>	PSBC – Ret Chief FD		gforrester508@gmail.com
<i>Dpt. Chief Chris Jolda</i>	PSBC – Dpt. Chief FD		websterres4cue@aol.com
<i>Chief Brian Hickey</i>	PSBC – Chief FD		bhickey@webster-ma.gov
<i>Pamela Leduc</i>	Acting Town Administrator		pleduc@webster-ma.gov
Greg Robert	Town IT		grobert@webster-ma.gov
Greg Lynskey	Dispatch Director		lynskeyg@websterpolice.com
<i>Angela Cahill</i>	DRA		acahill@draws.com
Rick Lawrence	DRA		rlawrence@draws.com
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Chris Lawson	CDRM		Chris.lawson@cdrmaguire.com
<i>Andrew Pellegrini</i>	CDRM		Andrew.pellegrini@cdrmaguire.com
Ron Stacy	Millennium Builders	860-571-0555	rstacy@millenniumbuildersct.com
Adam Giverson	Millennium Builders		
<i>Ted Tetreault</i>	Building Inspector		ttetreault@webster-ma.gov

Bold Italic names were in attendance.

Architect responsible for distribution to Sub-consultants

Date	Description	Responsible	Required By	Status
General Business				
092916.01	Mr. Perry called the meeting to order at <i>10:05 am</i> . Attendance as indicated above.			Record
092916.02	The next meetings will be as follows: To Be Determined 10-8-16 1pm Informal Ribbon Cutting at the Fire Station			Record
092916.03	Motion to approve the Meeting Minutes of 7-21-16 . by: <i>Chief Hickey</i> 2 nd : <i>Deputy Chief Jolda</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i>			Record
092916.04	Motion to adjourn the meeting at <i>10:40 am</i> . by: <i>Chief Hickey</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i>			Record
Finance				
092916.01	Motion to approve Millennium Pay App. No.16 in the amount of \$17,514.20 . by: <i>Mr. Becker</i> Second: <i>Ms. Leduc</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i>			Record
092916.02	Motion to approve Millennium Retainage Reduction #1 in the amount of \$64,775.10 . by: <i>Ms. Leduc</i> Second: <i>Mr. Becker</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i>			Record
092916.03	Motion to approve Millennium Retainage Reduction #2 in the amount of \$25,000 . by: <i>Mr. Becker</i> Second: <i>Ms. Leduc</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i>			Record
092916.04	Motion to approve Not to Exceed \$10,000 for Chief Hickey to purchase a Smart TV for the Training Room and Appliances for the Fire Station. by: <i>Mr. Becker</i>			Record

	<p>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></p>			
072116.03	<p>Motion to reject in its entirety Millennium COP#44 dated 6-27-16 in the amount of \$80,960 for an extended General Conditions Claim. by: <i>Chief Hickey</i> Second: <i>Mr. Becker</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i></p>			Record
072116.04	<p>Motion for Pam to make Randy Becker's edits to add the Punch List, etc. to Andrew P. letter, send to Town Council for Review, and have Chairman Perry sign the response letter to Millennium for COP#44. by: <i>Ms. Leduc</i> Second: <i>Mr. Becker</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i></p> <p>9-29-16 Motion for Pam to send Millennium rejection letter with no Punch List attached. by: <i>Mr. Becker</i> Second: <i>Chief Hickey</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i></p>	Town	ASAP	Open
Design Items				
092916.01	<p>DRA to issue a CCD for Millennium to install the contract Lightning Protection at the new Roof above the new Fire Offices only. Materials and equipment for the other two Roofs should be turned over to the Webster Fire Dept. and a labor credit provided to the Town.</p>	DRA		Open
092916.02	<p>Millennium to provide credit for not patching the Asphalt at the new Electrical Service Trench. DRA to issue CCD.</p>	DRA		Open
092916.03	<p>DRA to do a Punch List walk after this meeting and issue ASAP. Some items include missing threshold from Bathroom to Bunk Room, Missing Heat Grill Cover in this same Bathroom, Ladies Room lock not functioning properly, etc.</p>	DRA		Open
020416.01	<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</p>			

	<p>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: <i>Chief Hickey</i> Second: <i>Chief Bent</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, the motion passed unanimously.</i></p> <p>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.</p> <p>7-21-16 Humidity Issues continue and are being addressed on a daily to weekly basis by Paul from CES who is communicating with Greg Lynskey. A letter was issued by CES basically saying that readings are within Design parameters. On-going but seems to be moving in a positive direction.</p> <p>9-29-16 The Police Dept. is working on replacing the JACE controller that is not working. CES to work with ATC or another contractor to continue re-programming of the system.</p>	<p>DRA/ CES/ ATC</p>		<p>Open</p>
Schedule/ Construction				
<p>092916.01</p>	<p>Fire Renovation Update: *Work and Punch-List have continued at a slow pace, but 99% of the Contract work is complete. *Energy Electric is coordinating with National Grid to remove the old telephone pole, etc. *Gaskets were installed at exterior doors. *A few minor Punch-List items remain.</p> <p>Police Station Update: *Re-Comissioning is On-Going. Police are working on getting the JACE Controller replaced and CES will then be working with ATC or a 3rd party contractor to continue re-programming the system. *Still no power to the Man Door in the Sally-port. OA/ Mello not proceeding due to entitlement. *Flagpole still not draining water properly. *Sally-Port Doors not closing properly. *Doors not closing properly due to all the fluctuations in HVAC air pressures. *Rust is bleeding through Paint on Basement Door Frames.</p>			<p>Record</p>

	*No one has addressed the Humidity and Moisture issues around the Brick columns in the Community Room to date.			
<i>Other Construction Items</i>				
092916.01	Millennium working on Close-Out Documents and Warranty letters. These should be submitted in the coming weeks.	Millennium		Open
072116.02	There are no Bollards shown on the plans at the Gas Meter. Chief Hickey/ Andrew P. to coordinate with DPW. If DPW fixes the sink hole near the Gas meter and patches the Electrical Trench with Asphalt a back charge will be issued to Millennium as these are both contract items. 9-29-16 DPW installed one small Bollard at the Gas meter. More work needs to be done to protect the meter.	DPW		Open