

LESLIE HENNESSEY, Director

Senior Center Building Committee
July 24, 2019
Meeting Minutes
Room 3, Council on Aging Building, 45 Dayton Street

Present: Diane Mulvaney, Leslie Hennessey, Carol Constant, Richard Ness, Jeff Cyr, Michael Siddall, Linda Young, Kevin McAllister, Phil Palumbo, and Chris Wante

Not Present: Rick Pio, Ted Boulais and Tim Eagles

The meeting was called to order at 5:00pm by Chair Diane Mulvaney.

Approval of Prior Minutes

Kevin McAllister made a motion to accept the minutes of the May 29, 2019 Building Committee meeting, was seconded by Michael Siddall and unanimously approved.

Project Update

Project Schedule Update

Phil presented the updated project milestone schedule. Phil highlighted that this is the Building Committee meeting where the committee votes to move the project into the final phase of design, Construction Document phase, based off of the Design Development estimate results. Phil also highlighted the contractor prequalification dates that were added to the calendar. The scheduled October 9th Building Committee meeting was moved to October 2nd at 5pm, same location. Chris mentioned the Planning Board meeting is scheduled for Monday September 9th, and the Conservation Commission meeting is scheduled for Wednesday August 28th at 6pm.

Project Budget Update

Phil presented the project budget status report. Phil highlighted the invoices that have been approved since the committee last met were: edm (\$166,351), Colliers (\$28,050) and A.M. Fogarty (\$7,500). Phil indicated since the successful Town vote for the remaining project funding, an amendment to edm's contract has been executed to cover Design Development, Construction Documents, Bidding, Construction Administration and Project Closeout. The dollar value to the amendment is \$624,000, which was always budgeted for.

Contractor Prequalification Process

Phil provided the committee with a status update of the contractor prequalification process. First, Phil indicated that after reviewing the Design Development estimates and the dollar values associated with the filed subcontractor trades, Colliers recommends to only prequalify General Contractors, HVAC contractors, Electrical contractors and Plumbing contractors. Phil indicated the concern of adversely affecting the bidding pool isn't there for these categories, but because the other filed sub trade values are lower, there is that concern of adversely affecting the bidding pool in those categories if the project has them go through the prequalification process. Carol Constant made a motion to only prequalify General Contractors, HVAC Contractors, Electrical Contractors and Plumbing Contractors, Jeff Cyr seconded that motion and it was unanimously approved. Second, Phil explained that all the filed subcontractors on the project, whether they were going through the prequalification process or not, will have to go through the State filed sub bidding process in which the Owner is able to review their bids and qualifications. Third, Phil indicated that the prequalification subcommittee had their first meeting today and that the different dates and steps required in the prequalification process are now shown within the milestone schedule.

Design Development Estimate

Phil provided the Design Development estimate analysis to the committee members. In stepping the committee through the analysis, Phil indicated there was \$380K that needed to be added to the construction budget that, via

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a clerical error, was not shown in the provided analysis. With that additional monies, moving some technology scopes to the FF&E budget and creating alternates for a few other scopes, the design development estimate is on budget. With that, Carol Constant made a motion to approve the project to move forward into the Construction Document phase, Jeff Cyr seconded that motion and it was unanimously approved.

Design Update

Chris Wante indicated that edm has been coordinating with the finishes subcommittee regarding interior colors, etc., and that there is just one more meeting required until the finishes selection process is complete.

There was conversation regarding the phone system that the Town is using in some of their Town buildings, and that the Town would want that same system in this building. Phil indicated that the state very rarely allows for proprietary specs, but Colliers and edm are still reviewing this scope, along with the access control system the Town likes to use in their Town buildings, to ensure those same products are installed in this building.

Chris mentioned that the Civil Engineer has been coordinating with the Planning Board and the Conservation Commission regarding the site plan and its associated details. The Planning Board meeting is scheduled for September 9th, and the Conservation Commission meeting is scheduled for August 28th.

New Business

No new business was discussed.

Adjournment

At 6:15pm Jeff Cyr made a motion to adjourn the meeting, was seconded by Michael Siddall and unanimously approved.

Items Distributed During this Meeting

1. 5/29/19 Draft Meeting Minutes
2. Project Milestone Schedule dated July 22, 2019
3. Financial Status Report dated July 23, 2019
4. DD Estimate Analysis dated 7/3/2019

Next meetings

August 28, 2019

October 2, 2019

November 26, 2019