FACILITIES IMPLEMENTATION & STRATEGIC PLANNING

Meeting Minutes

May 5, 2016

Members Present: John Hadley, Siobhan Bohnson, Christopher Rucho, Patrick Crowley, James Duggan, Ray Bricault, and Phil Mallet

Members Absent: Kevin McCormick, Marcia Cairns, Janice Ash, John DiPietro

Mr. Hadley convened the meeting at 7:05pm.

DISCUSSION AND VOTES:

1. Minutes of April 27, 2016:
   A) Mr. Crowley moved and Ms. Bohnson seconded to amend the minutes to reflect that the committee voted to recommend to the Board of Selectmen to authorize Mr. Hadley and Mr. Duggan to approve small change orders, as appropriate, between FISP Committee meetings, in amounts not to exceed $10,000. Vote: 6 yes, 1 abstention.
   B) Mr. Duggan moved and Mr. Crowley seconded to recommend to the Selectmen to accept the proposal of Hubb Survey Associates, Inc. for the survey and engineering services, and to direct Cardinal Construction to retain their services as a sub consultant for the amount of $6,500. Vote: 6 approved, 1 abstention. Motion approved.
   C) Mr. Duggan moved and Mr. Crowley seconded to accept the minutes as amended. Vote: 6 approved, 1 abstention. Motion approved.

2. Owner Project Manager (OPM) Report: Tony DiLuzio of Cardinal Construction informed the committee that the survey was already underway, and he would have the draft results next week. He will be checking the stakes and flags, and if all appear to be correct, he will forward the CADD files to the architect.

3. Architect Presentation: Reinhardt Associates Principal John MacMillan, and colleagues Paul Babin and Richard Ness gave a presentation outlining their experience in designing moderately sized police stations in Massachusetts. They stressed their ability to designs that are practical, and within budget, and that their in-house staff would allow them to meet our tight design and construction schedule. MacMillan also stressed their track record at cost estimating at values very close to actual bid prices. He asked the committee if there was ability to adjust the schedule, however, due to his concern that better bid pricing might be achieved if bidding were to occur in the winter, with construction to start in the early spring, rather than the fall when contractors are busy with current season projects. Discussion also took place regarding the actual construction budget. At approximately $270/sf, the available budget could allow for a building that is in the 8500 sf size range. Other questions asked of the firm representatives were issues with building materials, designing for the narrow lot, and designing to reduce impacts to the residential abutters. Mr. Mallet moved and Mr. Duggan seconded to recommend that the OPM and the Town Administrator to commence negotiation of a draft contract with Reinhardt Associates for the design and construction administration for the new West Boylston police station to present to the Selectmen for their approval and execution. Vote: all in favor. Motion approved.

4. New Business: Tony DiLuzio presented a payment requisition #1 from Cardinal Construction in the amount of $5,850, which reflects actual hours worked to date. Mr. Rucho moved and Mr. Crowley seconded to send the requisition to the Selectmen for approval for payment, and further to have the Selectmen vote to authorize the Town Administrator to review and approve routine invoices associated with the project pursuant to a recommendation of this committee. Vote: 6 yes, 1 abstention. Motion approved.

5. Next Meeting: The Committee agreed to meet again on May 25, 2016 at 7:00pm.

6. Meeting Adjourned: Mr. Duggan moved, and Mr. Rucho seconded at 8:30 pm. All in Favor. Meeting adjourned.

Respectfully submitted: Anita M. Scheipers

Minutes Approved: May 25, 2016