

FISP Committee

Meeting Date and Time: December 13, 2017 - 7:00 p.m.

Meeting Location: Town Offices, 140 Worcester Street, Room 210

Members Present: John Hadley, Chair, Chris Rucho, Vice Chair, Pat Crowley, Bob Chisholm, Siobhan Bohanson, Ray Bricault, Barur Rajeshkumar, Phil Mallet, Clerk.

Members Not Present: Kate Ivers

Also Present: Anita Scheipers - Town Administrator, Tony DiLuzio – OPM

Mr. Hadley called the meeting to order at 7:00pm. Town Administrator Scheipers announced Jay Duggan has resigned from his position of the department and is no longer a member of FISP. She and the Selectmen will discuss if there is a need to replace that seat on the committee.

1. Minutes: It was agreed to defer approval of all minutes to the January meeting.

2. Police Station: OPM Tony DiLuzio reviewed the following items:

- a) General Update: Tony DiLuzio stated that the testing of all building systems is in process now. Additionally, training videos to be given to the Town are being produced on how to operate all systems. There are a number of outstanding invoices that are still coming in and need to be paid. The project is still coming in under budget. It was discussed that the Chief had identified some items such as shelf brackets that need to be purchased for the building. It was agreed that such items would be approved by either John Hadley or the Town Administrator. It was also agreed that all invoices will continue to come through FISP for review prior to going to the Selectmen for approval for payment. Anita Scheipers will confirm with the Town Accountant the appropriate way to address any remaining monies in the account after project closeout.
- b) RAC Contract Change Order # 6 - \$3,453.00: This change order covers PCO 30, PCO 31, PCO28, PCO33, PCO 34, PCO35, PCO 37 and PCO 38. Ray Bricault moved and Chris Rucho seconded to approve the change order as presented. Vote: All yes. Motion passed.

- c) RAC Builders Reference Check: Tony DiLuzio agreed to complete this and all other reference checks for the projects.
- d) Site Plan Review Closeout Status: Tony DiLuzio confirmed that he had sent the Planning Board Chair the AS Built plans for the station and the certification letter. He offered to schedule the engineer to conduct an onsite review with the Planning Board with a few days' notice. It was also discussed that the Planning Board chair recently had stated the Planning Board had not received any reports. Anita Scheipers stated that when she first heard this complaint this fall, she began sending them the OPM Executive Report via email to the Planning Board or hard copy to their clerk (if too large to email) on behalf of FISP after each FISP meeting– with the exception of November's meeting. She had checked with the IT director who confirmed that those submitted via email were received by the Planning Board central email. It was agreed that moving forward, the OPM would submit a hard copy to the Planning Board mailbox after each meeting to ensure smooth communication for the senior center project.

3. Senior Center:

- a) OPM Report: Tony DiLuzio stated that CBA has completed the 80% design drawings and they are loaded to the Procore site. The Building Permit will be filed before Dec 30th to ensure the building is under the existing building code. The Water Department is still not sure if the building will require a water pump. There is adequate flow of water to the site, but given the far reaches of attic sprinklers, they are unsure if there is adequate pressure to work the fire suppression system correctly. They hope to have that answer in 2 weeks. If required, it will mean a larger generator must be used and a pump house must be built.
- b) Architect Report: The architect has submitted a Contract Amendment # 1 for a total of \$18,700 to cover kitchen design services, acoustical consultant services, and furniture consultant services. After much discussion about the benefits of the furniture consultant services, Bob Chisholm moved and Ray Bricault seconded to recommend approval of the amendment. Vote: All yes. Motion passed.

- c) Project Schedule: Tony DiLuzio stated the contract documents will be ready by Dec 27th to allow for filing for the building permit and to have the bids out by Jan 8th. They will be ready for a General Contractor bids due date of February 14th. After much discussion Pat Crowley moved and Ray Bricault seconded to hold the special town meeting on Monday, Feb 26th and the election on Tuesday, Feb 27th. Feb 28th will be used for a backup date of the town meeting does not achieve a quorum on the 26th.
Vote: All yes. Motion passed. It was agreed that citizen information meetings would begin right after the Feb 14th General Contractors bid opening.
- d) Sub-committee Discussion: The next meeting of the sub-committee is set for December 19th
- e) Other: Bob Chisholm stated he had been told that the COA's lease at Hartwell Street was being terminated and they would have to move; with terms of this being negotiated by the Selectmen. He asked what would happen to the center if the Town does not approve the necessary borrowing pass the funds for construction of the new center. Pat Crowley stated that the center would remain in the temporary quarters through the term of the existing lease. The property owner has stated he will not be renewing the lease at the end of the contract, so we'd still be looking for other quarters at that point.

4. Invoices:

- a) RAC Builders (Police Station): Final Invoice # 11; \$257,449.00 Chris Rucho moved and Siobhan Bohnson seconded to recommend approval of the invoice as full and final payment, including release of all retainage, and to have the town administrator hold the check until the OPM determines that the builder has completed all necessary work. Vote: All yes. Motion approved.
- b) Cardinal (Senior Center): Invoice # 5 - \$8,366.00; Chris Rucho moved and Siobhan Bohnson seconded to approve the invoice. Vote: All yes. Motion approved.
- c) CBA (Police Station): Invoice # 5653 - \$3,000.00; Chris Rucho moved and Phil Mallet seconded to approve the invoice. Vote: All yes. Motion approved.
- d) CBA (Senior Center): Invoice # 5647 \$53,500.00; Chris Rucho moved and Ray Bricault

seconded to approve the invoice. Vote: All yes. Motion approved.

e) Lantel: Chris Rucho moved and Siobhan Bohnson seconded to approve payment in the amount of \$41,216.36 the invoice. Vote: All yes. Motion approved.

f) WB Mason: Pat Crowley moved and Chris Rucho seconded to approve the following invoices which total \$93,052.00 (Transaction Numbers: I48102120 - \$70616.33; I48509298 - \$13,905.00; I48864216 - \$399.00; I49127284 - \$2,394.00; I49323153 - \$581.85; I49814464 - \$119.95; I49839055 - \$1,057.00; I49848575 - \$390.00; I49851413 - \$1,456.45; I50037318 - \$199.00; I50088439 - \$1,673.05; I50123387 - \$259.99) . Vote: All yes. Motion approved.

g) STI (mover): Pat Crowley moved and Ray Bricault seconded to approve the two invoices #s 536586 and 536818 totaling \$6,108.00. Vote: All yes. Motion approved.

5. Next Meetings: It was agreed that the next meetings would be Tuesday, Jan 9th at 7pm. Jim Pedone, Parks Comm. Chair will come to speak about the fields at Mixter, and Wednesday, January 24th at 7pm. These meetings would be used to prepare for the citizen information meetings. FISP asked Anita Scheipers to request that the COA Director prepare a draft PowerPoint for review at the Jan 9th meeting.

6. Motion to Adjourn: Pat Crowley moved and Siobhan Bohnson seconded to adjourn. Vote: All yes. Motion Passed. Meeting adjourned at 8:35pm.

Respectfully submitted: Anita M. Scheipers, Town Administrator

Minutes approved on: January 9, 2018