

Meeting Minutes
 Project:
 Meeting Date:
 Next Meeting Date:

Senior Center Building Committee
 Ludlow Senior Center
 January 16, 2020 5:45pm
 TBD

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Attendees:

- ✓ Fred Lafayette - Chairman
- ✓ Richard Moskal - Vice Chairman
- x Bill Rooney - Selectmen's Rep.
- ✓ Steve Santos
- x Marco Crescentini - Dietz
- ✓ Matias Gonsalves
- ✓ Mike Szlosek
- ✓ Jodi Zepke - COA Director
- x Daniel Pallotta - P-Three Inc.
- ✓ Robert Todisco - P-Three Inc.

Location: Current Council of Aging Building

Initial Date	Responsible	Status	Description
1/16/20	P3	In Process	<p>Construction Schedule Update: P3 distributed the overall Construction Schedule. General recap is as follows:</p> <ul style="list-style-type: none"> - Forish Construction is 90% complete with the perimeter foundations - work leading up to has including stripping of land / soils and excavating for footings & foundations walls. - The project is currently on schedule and not experience any delays due to weather - Anticipate interior footings & framing to begin in the coming weeks - Occupancy of building projected for November 2020
1/16/20	P3	In Process	<p>Project Budget Update: P3 distributed an updated project budget summary. General recap is as follows:</p> <ul style="list-style-type: none"> - The project is under budget more so than projected due to the low bid outcome - The current construction contingency fund = \$947,153 or 13.7% of the construction budget
1/16/20	Owner	For Record	<p>Change Order Status Update: P3 distributed two proposed change order requests:</p> <p>"Potential Change Order" or "PCO" No. 1 = Strapping supports for exterior siding = +\$15,487,89. P3 explained that strapping was recommended by the contractor between the exterior siding and insulation panels. The strapping will eliminate the chance of bowed siding due to the softness of the insulation. Motion to approve PCO No. 1 was made by Jodi, seconded by Mike. Unanimous vote to approve PCO No. 1.</p>
1/16/20	Owner	For Record	<p>Change Order Status Update: "Potential Change Order" or "PCO" No. 3 = Factory staining of glulam timbers in Great Room ceiling = +\$2,386.13. P3 explained that during the bid process, it was not clarified until after Painting bids were received that staining should be done in the field. Since this now requires a change order to the painting to field stain the timbers, the team asked the factory to apply the 1st coat of stain in the factory which is much less expensive than a field application. Motion to approve PCO No. 3 was made by Mike, seconded by Jodi. Unanimous vote to approve PCO No. 3.</p>
1/16/20	P3	Pending	<p>Storm Water redesign Cost status: P3 received an initial proposal of \$189,829 to change the storm water management scope from the base design to the redesign scope requested by the Committee. Drawings were prepared by Dietz & Company and submitted to Forish for pricing. P3 has requested the contractor to submit additional information regarding the pricing. P3 will request a meeting with the Committee when they feel they have enough information and are satisfied with the overall cost proposal.</p>

1/16/20	Owner	For Record	<p>General Process for accepting Change Orders: The committee and P3 have agreed to the following terms:</p> <p>Any Potential Change Order or PCO that is submitted below \$5,000, P3 will send the request to the Chairman for approval. The change will later be presented at the committee for record.</p> <p>Any Potential Change Order or PCO that is submitted over \$5,000, P3 will present it directly to the committee for approval.</p>
1/16/20	Owner	For Record	<p>Approval of Bills:</p> <p>Forish Construction Requisition No. 1 for \$131,950.25. Motion to approve by Fred, seconded by Richard. Unanimous vote to approve Requisition No. 1.</p> <p>Forish Construction Requisition No. 2 for \$93,271.00. Motion to approve by Mike, seconded by Richard. Unanimous vote to approve Requisition No. 2.</p>
1/16/20	Owner	For Record	<p>Finishes / Colors Selection Process Discussion:</p> <p>P3 requested that the committee either establish a subcommittee or appoint one committee member to handle the selection of all the buildings finishes such as but not limited to: tile, paint, trim, accent walls, carpentering, stain, etc. After a discussion a motion was made to appoint Jodi as point person on all selections for finishes by Fred. Seconded by Steve. Unanimous vote.</p>
1/16/20	Owner	For Record	<p>Motion to Adjourn:</p> <p>Motion to adjourn made by Jodi, seconded by Steve. Unanimous vote to adjourn at 7:15pm.</p> <p>Next Meeting date/time do be determined.</p>

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