

Meeting Minutes
 Project:
 Meeting Date:
 Next Meeting Date:

Senior Center Building Committee
 Ludlow Senior Center
 July 30, 2020 6:15pm

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TOWN OF LUDLOW

Attendees:

- | | |
|----------------------------------|----------------------------------|
| ✓ Fred Lafayette - Chairman | ✓ Matias Gonsalves |
| ✓ Richard Moskal - Vice Chairman | x Mike Szlosek |
| x Derek DeBarge - Bos Rep. | ✓ Jodi Zepke - COA Director |
| ✓ Steve Santos | ✓ Daniel Pallotta - P-Three Inc. |
| x Marco Crescentini - Dietz | ✓ Nick Jablonski - P-Three Inc. |
| x Rob Todisco - P-Three Inc. | x Meaghan Tuttle - P-Three Inc. |

Location: Current Council of Aging Building

Initial Date	Responsible	Status	Description
7/30/20	Owner	For Record	Pending Bills: There are pending bills for Forish, P3 and Dietz that require formal approval from the building committee. Jodi has signed and sent in for payment as approved previously. Formal approval will be held until the full committee is present.
7/30/20	P3	In Process	Construction Schedule Update: The project is currently on schedule. Sitework is on going, concret sidewalks and pads are being prepared and poured. At the interior of the building drywall is being hung and taping. And mudding is in progress. All rough electrical wiring is complete. Rough plumbing is complete. The mechanical system rough is on going with piping and ductwork. HVAC mechanical equipment will be delivered in the coming days. The sprinkler system is on going as the riser is built and heads are installed. The roof is 99% complete as minor flashing and finishes remain.
7/30/20	P3	In Process	Project Budget Update: P-Three provided an updated Project Budget Report, PCO log and Contingency Breakdown. Currently the project is still well under budget. Our current contingency is at \$650,787.06. There is currently \$13,426.55 of P3 and Dietz approved PCOs and \$46,164.64 of other pending PCOs. Assuming all are approved at the current cost that would reduce our contingency to \$581,516.50.
7/30/20	P3	For Record	Change Order Review: Change Order #5 at \$10,209.21 was presented by P3. PCO 24RA-2 for \$4,737.39 is payment for the partial completion of the Glulam Timber clear coat finished performed on time and material. PCO 39R1 at \$447.53 is a cost to alter the soffit vent at the roof for better performance. This increased the air flow. PCO 43 at \$821.89 is a cost for matching the window sills to the counter tops. This is only a material cost upgrade as the counter tops were originally specified to be a more expensive color and finish. PCO 45 at \$2,785.57 is a cost for framing out the canopy ceiling at the entryway in order to hide wiring and conduits. PCO 46 at \$1,119.89 is a cost P3 directed the contractor to perform on site. The drawings did not call for interior insulation at the wet wall of the main bathrooms. P3 made the decision to add insulation as good practice as it was less expensive to have the contractor insulate this area when already on site. PCO 47 at 296.94 is a cost associated with adding and exterior key switch lock to the main entry door. This was a design miss.
7/30/20	P3	For Record	Change Order Approval: All PCOs in Change Order #4 were individually approved by the committee previously. Jodi made a motion to approve change order #4 at \$46,591.79. 2nd by Richard. Vote: 4-0-1. Steve abstained. Richard made a motion to approve Change Order #5 at \$10,209.21. 2nd by Jodi. All in favor. It was noted that there was \$110,000 in changes due to design miss/error.

7/30/20	P3	For Record	<p>PCO review and approval:</p> <p>PCO 09 will be submitted when the final vent is installed. The time and material cost will reduce the initial cost proposal significantly. PCO 42 at \$8,002.09 for touchless faucets and an alternate ada shower was discussed heavily. The project team requested pricing for touchless faucets after discussions with Jodi and in response to COVID-19. Jodi voiced his concerns about maintenance and durability with touchless faucets. Jodi agreed to move to the need for touchless faucets due to COVID and possible opening guidelines in the future. Fred discussed the importance of touchless faucets due to covid and the need for them in order to open the building as quickly as possible. A motion was made by Richard to move forward with touchless faucets in the bathrooms. 2nd by Matt. All in favor. Steve voted no. Jodi made a motion to accept the cost of the ADA shower. Richard 2nd. All in favor. PCO 44 at \$5,424.46 is a cost for changing the billiards room flooring to LVT instead of carpet. Richard made a motion to approve PCO 44. 2nd Jodi. All in favor.</p>
7/30/20	P3	For Record	<p>PCO Review:</p> <p>PCO 49 at a cost of \$31,541.39 is a cost for the transfer switch and preparation for the generator. This includes conduit and wiring to the generator pad. P3 and Dietz has asked the contractor to clarify the labor hours as they appear to be high. The transfer switch itself is a long lead item and P3 asked for approval for the switch itself. Steve made a motion to approve the purchase of the Transfer Switch at \$8,950. 2nd by Matt. All in favor.</p>
7/30/20	P3	For Record	<p>PCO Review:</p> <p>The following PCOs were presented by P3 but were not being put forth for a vote. PCO 14 at a credit of \$2,712.12 is associated with changing the fitness room closet to one room instead of 2. This needs to be reviewed by the architect. PCO 24RB-2 is a placeholder for the remaining glulam timber clear coat finish work to be performed on time and material. PCO 40 at a credit of \$9,140.05 is for revisions to the lighting control system. We simplified the lighting controls for maintenance and durability purposes. This needs to be revised and resubmitted as another revision to the lighting controls took place. PCO 41 at a credit of \$1,385.29 is for the elimination of card access wiring. The structure at certain doors did not allow for the wiring and Jodi agreed it was not necessary for the building. PCO 48 at a cost of \$3,643.88 is for widening the delivery driveway from 12' to 24'. This was to allow for better access. The contractor needs to provide further back up and breakdown of the cost. PCO 52 at a cost of \$3,314.06 is for revisions and improvements made to the cabinets and drawers throughout the building. Nancy recommended these changes to Jodi. Jodi was not aware they would be an extra cost. This needs to be reviewed by the architect.</p>
7/30/20	Owner	For Record	<p>Approvals:</p> <p>Jodi made a motion to accept meeting minutes from 6/30/2020. 2nd by Richard. All in favor Steve abstained.</p> <p>Richard made a motion to approve P3 Invoice 17 at \$16,000. 2nd by Jodi. All in favor.</p> <p>Richard made a motion to approve Dietz Invoice 20 at \$9,600. 2nd by Jodi. Vote: 4-1-0. Steve voted no.</p> <p>Richard made a motion to accept Forish payment requisition for June at \$745,711.62. 2nd by Matt. All in favor.</p>
7/30/20	Owner	For Record	<p>Open Discussion:</p> <p>The committee discussed the number of changes related to design missees/eros. P3 stated that although they agree some of these misses should not have occurred the project still sits at a less than 2% design miss change rate. By law this is more than acceptable and does not cross the legal threshold for proficiency which is 5-8%. There was discussion to have Dietz attend the next meeting but it will be held off till in the future. There was discussion of the contingency funds at the end of the project and where the money goes. Does it go back to the town or does it not get borrowed? There was discussion of bond penalties. P3 and the committees members will look into it.</p>
7/30/20	Owner	For Record	<p>Motion to Adjourn:</p> <p>Motion to adjourn made by Richard, seconded by Jodi. Unanimous vote to adjourn at 8:09 pm.</p> <p>Next Meeting date/time do be determined.</p>