



Town of Ashland

MASSACHUSETTS

Ashland Public Safety Building Committee Meeting Minutes October 18, 2022

Members Present: Jenn Ball, Peter Chisholm, Joe Magnani, Steve Mitchell, Chief Keith Robie, Lt. Rich Briggs

Member Absent: Mike Herbert, Brett Walker

Other Participants: Bill Nangle (Vertex), Paula Claridge (HKT), Paul Carpenter (Ashland)

1. Joe Magnani called meeting to order at 3:01 PM
2. September 27, 2022 minutes were reviewed and accepted. Motion by Robie, 2nd by Briggs. The motion passed 6-0-2.
3. Bill Nangle reviewed the monthly construction report (see attached 9/22 Vertex Report) and provided an update which included the following ongoing items: the 3-week look ahead, building occupancy timeline, E911 cut-over date, status of apparatus bay doors, IT installations, and dormitory furniture status.

The E911 cut-over date is currently scheduled for November 1. If the apparatus bay door installation is completed by 11/01, the building will be considered substantially completed and ready for a final building inspection and occupancy. If the apparatus bay doors are not completed by 11/01, a partial occupancy permit can be issued and allow dispatch and the APD to occupy their parts of the PSB.

Paula Claridge discussed the status of the construction punch list, and stated that the APD sections will be handled first.

Paul Carpenter discussed IT equipment installations. The equipment is prepped and ready for installation, but until the apparatus bay doors are installed and completed, the PSB will not be fully secure. IT equipment will only be installed in the dispatch and police department areas.

The PSB Committee next discussed the apparatus bay doors. According to Paula and Bill, responsibility for delivery issues lies with the manufacturer, JUS Door, Inc., Greensboro, NC. Although all doors have been received and have been installed, the trolley and track system has not been received. As of the 10-18 PSB meeting, pending confirmation, delivery is anticipated between Thursday 10/20 and Monday 10/24. If the equipment is received within this date range, installation will be completed by Friday 10/28. Based on the track record, the Committee is not confident that these dates will, in fact, be accurate.

Besides the delivery issues, there is a 2nd issue that requires action. Based on the specifications, the doors were received with incorrect window glazing configurations. This issue appears to be a result of miscommunication between the door installation firm and the door manufacturer. The Committee discussed the need for the correct glazing configuration and the potential remedies for receiving the specified doors, possibly replacing section by section over a period of time. Currently, monies are being withheld from the door subcontractor, and will not be released until the specified doors are installed. Jen

is working with Town Counsel to draft a communication to CTA stating that the doors have been received per the Town's specifications are not acceptable. The communications will reserve the right to assess potential damages.

Jenn discussed the lease at 91 Main Street (current APD administrative offices). The lease expires on October 31, but the owner is being flexible with vacating the space, allowing for an additional 1-2 weeks of occupancy.

Paula discussed the dormitory furniture delivery, which has been delayed, and will be delivered on October 24. Assembly will start immediately and will ready for 11/01.

4. The open Project Change Order list and Project Budget will be reviewed in full at the next PSB meeting. The PCO list is currently being reviewed by Vertex, HKT and the Town, as part of the project closeout process. There were no change orders for Committee review.

5. There was a brief discussion on moving materials from the existing public safety buildings. AFD and APD personnel will be moving documents and equipment as building occupancy is permitted.

6. Paula reviewed several wording options for the 14" x 18" dedication plaque, specifically the sentence under "Ashland Public Safety Building". After discussion, the Committee preferred, "Funded by The Citizens of Ashland, Completed 2022". A motion was made to approve the dedication plaque as presented with the above language. Motion by Mitchell, 2nd by Chisholm. The motion passed 6-0-2.

The plaque option will be submitted to the Select Board for approval at the October 26 SB meeting.

It was confirmed that the dedication plaque is not part of the building budget. Steve will secure a quote for the next meeting.

7. The PSB Committee will next meet on Wednesday, November 3, 2022, 3 PM via Zoom.

8. A motion to adjourn at 4:22 PM was made by Mitchell, 2nd by Robie. The motion passed 5-0-3 absent.

Submitted by: Steven Mitchell (10-19-22)

Meeting Materials/Documents:

1. 9/27/22 Minutes
2. Vertex September 2022 Monthly Report
3. Dedication plaque approved sample
4. 3-week Look Ahead



Town of Ashland

MASSACHUSETTS

Ashland Public Safety Building Committee Meeting Minutes September 27, 2022

Members Present: Jenn Ball, Peter Chisholm, Joe Magnani, Steve Mitchell, Chief Keith Robie, Chief Cara Rossi, Lt. Rich Briggs

Member Absent: Brett Walker

Other Participants: Bill Nangle (Vertex), Paula Claridge (HKT), Paul Carpenter (Ashland), John Leacu (Ashland)

1. Joe Magnani called meeting to order at 11:03 AM
2. September 8, 2022 minutes were reviewed and accepted. Motion by Herbert, 2nd by Rossi. The motion passed 7-0-1.
3. Bill Nangle provided a construction update which included the following ongoing items: testing & balancing of control systems; initial furniture installation close to completion; geothermal water treatment is occurring; dedicated Verizon phone line has been installed; dispatch consoles are being readied for occupancy; site work and landscaping is almost completed.

Bill & Paula Claridge discussed the delivery status of the apparatus bay doors. The site has received 3 of 7 doors, with no timeframe for the balance. Paula also discussed door design issues, specifically that the doors received were not manufactured to specification. CTA is aware of this issue, and is withholding payments to the door vendor/sub-contractor.

The Committee discussed various actions to take, including Town Counsel involvement. A motion was made to submit a letter to CTA to express the Town's concerns and frustrations with both the delivery delays and the manufacturing issue. The letter will also reference potential damages to be assessed. The motion was made by Mitchell, 2nd by Herbert. The Committee approved the motion 7-0-1.

4. The occupancy timeline is specifically impacted by the delay with the apparatus bay doors, and will be better determined as more information becomes available.

5. There were no change orders for Committee review

6. Paula reviewed (2) options for the 14" x 18" dedication plaque. A motion was made to approve Option 1 as the plaque style. Motion by Mitchell, 2nd by Herbert. The motion passed 7-0-1.

Mike Herbert discussed adding (2) additional names as part of the Building Committee. Paula will revise and review at the next PSB meeting.

7. The bench tree plaque discussion was deferred to a future dedication event planning meeting.

8. The PSB Committee will next meet on Tuesday, October 18, 2022, 3 PM via Zoom.

9. A motion to adjourn at 12:05 PM was made by Mitchell, 2nd by Briggs. The motion passed 7-0-1 absent.

Submitted by: Steven Mitchell (9-27-22)

Meeting Materials/Documents:

1. 9/8/22 Minutes
2. Budget Status Sheet (August, 2022)
3. PCO 126 PV System quote

MONTHLY PROGRESS REPORT

REPORT NO. 19 | September 2022

REPORT LISTING

Project Description	1
Project Information	1
Payment Status	2
Damages / Claims	2
Schedule Update	3
Construction Activity	3
Change Orders / PCOs	4
Issues / Concerns	4
Site Documentation	5 - 7
APPENDICES	
Payment Application	A-01
Three Week Look Ahead	A-02
Notable Correspondence	N/A

ASHLAND PUBLIC SAFETY

ASHLAND, MASSACHUSETTS



Pictures: Overall Site Progress

PROJECT DESCRIPTION:

This contract work is for a new public safety building for police and fire departments. The building will be 42,000 SF with a three-story structure, single story apparatus building with a mezzanine, a one story sally port with police vehicle storage, a freestanding carport, a free standing shooting range and associated site work. Ground level will contain the main entrance for the public, dispatch, booking area and cells roll call room, and police offices along with a k-9 kennel. The fire department will contain the watch room and apparatus bay. The second level will contain a training mezzanine for the fire department, dorm rooms, day room and kitchen, a shared fitness are for both departments and police locker rooms. The third level will contain offices and conference rooms for both police and fire departments. Some exterior features will include 2 roof gardens in police areas and sawtooth skylights in the fire department apparatus bay.

PROJECT COMPLETION

LAST REPORT

97.0%*

As of Payment Application No. 19

CURRENT REPORT

99.0%**

**as of Pay App No. 20

PROJECT INFORMATION:

Owner:
 Town of Ashland
 101 Main Street
 Ashland, MA 01721
 508.881.0100

Owner's Project Manager:
 The Vertex Companies, Inc. ("VERTEX")
 Bill Nangle
 400 Libbey Parkway
 Weymouth, MA 02189
 781.952.6000 / 6060F

Architect:
 HKT Architects, Inc. ("HKT")
 Paula Claridge
 24 Roland Street Suite 301
 Charlestown, MA 02129
 617.776.6678

Contractor:
 CTA Construction Mangers, LLC ("CTA")
 Bob Manning PM
 400 Totten Pond Road 2nd Floor
 Waltham, MA 02451
 781.786.6600

PAYMENT DETAILS

PAY APP NO. 20

Date Executed by Contractor
TBD

Date Certified by Architect
TBD

Original Contract Amount
\$22,145,000.00

Approved Change Orders
\$1,750,301.74

Amended Contract Amount
\$23,237,190.77

Approved To Date
\$23,237,190.77

Retainage Withholdings
\$1,161,859.57

Paid To Date
\$22,075,331.20

Pending Payment
\$662,226.01 (Draft)

Remaining To Bill
\$1,819,971.00 (Draft)

PAYMENT STATUS

Payment Application No.1 was recommended for payment in the amount of \$378,596.85.

Payment Application No. 2 was recommended for payment in the amount of \$233,970.94.

Payment Application No.3 was recommended for payment in the amount of \$226,913.00.

Payment Application No.4 was recommended for payment in the amount of \$401,084.64.

Payment Application No. 5 was recommended for payment in the amount of \$1,007,547.39.

Payment Application No. 6 was recommended for payment in the amount of \$849,580.69.

Payment Application No. 7 was recommended for payment in the amount of \$1,653,641.61.

Payment Application No. 8 was recommended for payment in the amount of \$1094,647.00.

Payment Application No. 9 was recommended for payment in the amount of \$1,449,650.63

Payment Application No. 10 was recommended for payment in the amount of \$1,226,655.23

Payment Application No. 11 was recommended for payment in the amount of \$1,885,332.82

Payment Application No. 12 was recommended for payment in the amount of \$1,268,382.85.

Payment Application No. 13 was recommended for payment in the amount of \$1,845,650.57

Payment Application No. 14 was recommended for payment in the amount of \$1,952,463.92

Payment Application No. 15 was recommended for payment in the amount of \$1,727,589.01

Payment Application No. 16 was recommended for payment in the amount of \$1,486,183.19

Payment Application No. 17 was recommended for payment in the amount of \$1,199,452.94

Payment Application No.18 was recommended for payment in the amount of \$684,484.97

Payment Application NO. 19 was recommended for payment in the amount of \$909,376.92

Payment Application No. 20 is a *draft under review* in the amount of \$662,226.01.

PROJECT COMPLETION

LAST REPORT

97.0%*

*as of Pay App No.19

CURRENT REPORT

97.0%**

**as of Pay App No. 20

POTENTIAL DAMAGES

There are no potential damages to report at this time.

AFFIRMATIVE CLAIMS

There are no affirmative claims at this time.

SCHEDULE UPDATE

CTA is currently providing weekly 3-week look-aheads which be reviewed weekly to ensure they are keeping on schedule.

CONSTRUCTION ACTIVITY

Site:

Site work is substantially complete, civil and landscape punch lists have been conducted. Wetlands replication plantings and punch list items remain.

Electrical:

Electrical is substantially complete, lighting control programming, change order work, punch list items and final inspections are all that remain.

Exterior Work:

Exterior work is substantially complete. Exterior punch list has been completed and items being worked on.

Steel:

Substantially complete.

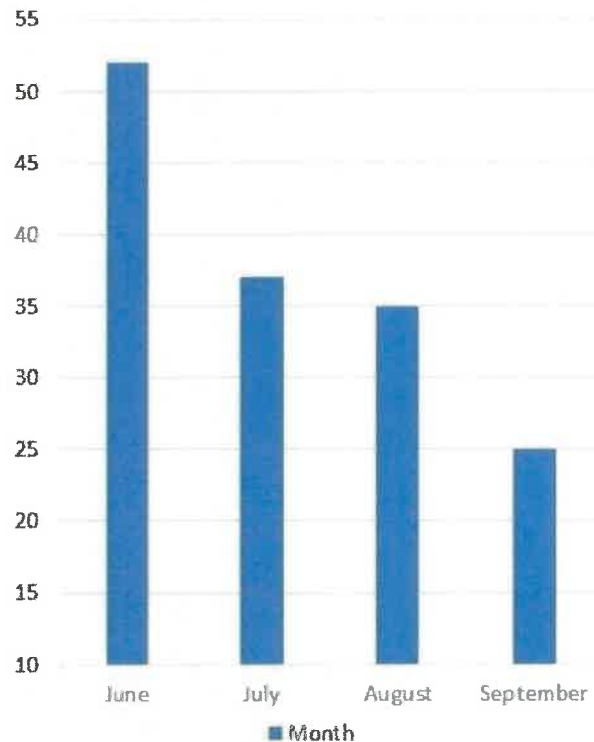
Plumbing , HVAC, and Interior Work:

Plumbing, HVAC, and interior work is substantially complete, punch list and final inspections remain.

Safety:

CTA along with VERTEX have been ensuring on-site job safety.

Average Daily Workforce



Workforce:

The average daily workforce has been approximately 25 workers per day. The low for the month was 17 workers the high was 54 workers.

Certified Payrolls:

Certified payrolls are coming in to Vertex from the sub-contractors. VERTEX will maintain copies, and review all certified payrolls and distribute to the Town.

CHANGE ORDERS / PROPOSAL REQUESTS

Item No.	Item Description	Original Bid	Change Order	Revised Bid	Approval
1	AS 4000	21,800.00	21,800.00	43,600.00	Approved
2	AS 4000	21,800.00	21,800.00	43,600.00	Approved
3	AS 4000	21,800.00	21,800.00	43,600.00	Approved
4	AS 4000	21,800.00	21,800.00	43,600.00	Approved
5	AS 4000	21,800.00	21,800.00	43,600.00	Approved
6	AS 4000	21,800.00	21,800.00	43,600.00	Approved
7	AS 4000	21,800.00	21,800.00	43,600.00	Approved
8	AS 4000	21,800.00	21,800.00	43,600.00	Approved
9	AS 4000	21,800.00	21,800.00	43,600.00	Approved
10	AS 4000	21,800.00	21,800.00	43,600.00	Approved
11	AS 4000	21,800.00	21,800.00	43,600.00	Approved
12	AS 4000	21,800.00	21,800.00	43,600.00	Approved
13	AS 4000	21,800.00	21,800.00	43,600.00	Approved
14	AS 4000	21,800.00	21,800.00	43,600.00	Approved
15	AS 4000	21,800.00	21,800.00	43,600.00	Approved
16	AS 4000	21,800.00	21,800.00	43,600.00	Approved
17	AS 4000	21,800.00	21,800.00	43,600.00	Approved
18	AS 4000	21,800.00	21,800.00	43,600.00	Approved
19	AS 4000	21,800.00	21,800.00	43,600.00	Approved
20	AS 4000	21,800.00	21,800.00	43,600.00	Approved
21	AS 4000	21,800.00	21,800.00	43,600.00	Approved
22	AS 4000	21,800.00	21,800.00	43,600.00	Approved
23	AS 4000	21,800.00	21,800.00	43,600.00	Approved
24	AS 4000	21,800.00	21,800.00	43,600.00	Approved
25	AS 4000	21,800.00	21,800.00	43,600.00	Approved
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41	AS 4000	21,800.00	21,800.00	43,600.00	Approved
42	AS 4000	21,800.00	21,800.00	43,600.00	Approved
43	AS 4000	21,800.00	21,800.00	43,600.00	Approved
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68	AS 4000	21,800.00	21,800.00	43,600.00	Approved
69	AS 4000	21,800.00	21,800.00	43,600.00	Approved
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73	AS 4000	21,800.00	21,800.00	43,600.00	Approved
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75	AS 4000	21,800.00	21,800.00	43,600.00	Approved
76	AS 4000	21,800.00	21,800.00	43,600.00	Approved
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96	AS 4000	21,800.00	21,800.00	43,600.00	Approved
97	AS 4000	21,800.00	21,800.00	43,600.00	Approved
98	AS 4000	21,800.00	21,800.00	43,600.00	Approved
99	AS 4000	21,800.00	21,800.00	43,600.00	Approved
100	AS 4000	21,800.00	21,800.00	43,600.00	Approved

Total current value of all PO's outstanding reported: \$1,800,000.00
Less PO's expiring in 2015: \$1,800,000.00
Vertex VCS exposure: \$0.00

ISSUES / CONCERNS

- At the time of this report Vertex is concerned about obtaining final inspections prior to 11.01.—which is currently the dispatch cutover and PD move in date.

01



Photo depicts the substantially complete exterior.

02



Photo depicts the substantially complete exterior.

03



Photo depicts the substantially complete exterior.

04



Photo depicts substantially complete exterior.

SITE DOCUMENTATION

05



Photo depicts the progress of furniture installation

06



Photo depicts the progress of furniture install.

07



Photo depicts the progress of furniture installation.

08



Photo depicts the progress of booking

09



Photo depicts the progress of the furniture installation

10



Photo depicts the substantially complete FD bathroom/shower.

11



Photo depicts progress of the appliances

12



Photo depicts the progress of the FD kitchen.

SITE DOCUMENTATION

13



Photo depicts the substantially complete main entry and memorials.

14



Photo depicts the substantially complete rear of site.

15



Photo depicts the progress of the apparatus bay doors.

16



Photo depicts the substantially complete detention area.



Appendix A-01

APPLICATION FOR PAYMENT NO. 20
(cover page only—*DRAFT*)

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGES

PAGE ONE OF

TO THE OWNER: Name: Town of Ashland
Address: Town Hall
101 Main Street
Ashland, MA 01721

PROJECT:

Name: Ashland Public Safety Building
Address: 12 Union Street
Ashland, MA 01721

APPLICATION NO.: 20
PERIOD TO: 9/30/2022
APPLICATION DATE: 9/28/2022
Architect's Project #: _____

Distribution to:

x OWNER
x ARCHITECT
CONTRACTOR

FROM CONTRACTOR: CTA Construction Managers, LLC
400 Totten Pond Road 2nd Floor
Waltham, MA 02451
CONTRACT FOR: Ashland Public Safety Building

VIA ARCHITECT:

Name: HKT Architects Inc.
Address: 24 Roland Street, Suite 301
Charlestown, MA 02129

CONTRACT DATE: 03/15/21

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet, AIA document G703, is attached.

1. ORIGINAL CONTRACT SUM
2. Net change by Change Orders
3. CONTRACT SUM TO DATE (Line 1 + or - 2)
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)

5. RETAINAGE:
a. 5% % of Completed Work (Columns D + E + F on G703) \$ 1,161,859.57
b. % of Stored Material (Column on G703) \$

Total Retainage (Line 5a + 5b or Total in Column J of G703) \$ 1,161,859.57
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 22,075,331.20
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (amount paid to date) \$ 21,413,105.19

8. CURRENT PAYMENT DUE \$ 662,226.01
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 1,819,971

CHANGE ORDER SUMMARY	CO's	CCD's
Total changes approved in previous months by Owner	\$1,281,185.30	\$0.00
Total approved this Month	\$469,116.44	\$0.00
TOTALS	\$1,750,301.74	\$0.00
NET CHANGES by Change Order & CCD's	\$1,750,301.74	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown herein is now due.

CONTRACTOR: CTA Construction Managers, LLC

By: Date: 9/28/2022
State of MASSACHUSETTS
County of: MIDDLESEX
Subscribed and sworn to before me this 28th day of Sept. 2022
Notary Public: My Commission expires: 1/24/25



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT HKT Architects Inc.

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



Appendix A-02

THREE WEEK LOOK AHEAD



Appendix A-03

NOTABLE CORRESPONDENCE