



Town of Ashland

MASSACHUSETTS

Ashland Public Safety Building Committee Meeting Minutes November 2, 2022

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

Member Absent: Brett Walker

Other Participants: Paul Carpenter (Ashland), Bill Nangle (Vertex), Paula Claridge (HKT), Janet Slemenda (HKT), Amy Dunlap (HKT), Jon Lemieux (Vertex), Pat Tompkins (CTA)

1. Joe Magnani called meeting to order at 3:04 PM
2. October 18, 2022 minutes were reviewed and accepted. Motion by Robie, 2nd by Ball. The motion passed 8-0-1.
3. Paula Claridge reviewed the punch list completion process. The 2nd floor, 3rd floor and outdoor items are close to completion. The lobby area is prioritized for be ready for the E911 cutover date.

Bill Nangle provided a construction update. Commissioning is ongoing and close to completion. Due the season, the AC testing and fine-tuning will be done in the spring of 2023.

The apparatus bay doors continue to be the only incomplete contract item. According to the manufacturer, JUS Doors Inc., the trolley, track and weather-strip systems are scheduled to ship on November 15. The company is located in North Carolina and transportation is expected to take several days. The motors are on site.

At this time, Pat Tompkins, CTA Principal, joined the discussion. Pat provided an update on his attempts to secure delivery of the remaining equipment. He is communicating with the presidents from both the door installation subcontractor, (Dock & Door) and the manufacturer. As of this date, he has not received any firm answers or reasons for the delays.

Mike Herbert discuss the potential for assessing liquidated damages and withholding payments. Mike then made a motion to start assessing damages per the Town's contract as of November 2, 2022, and instruct Town Counsel to provide the appropriate communication to CTA. Steve Mitchell provided the 2nd.

After additional discussion, Mitchell offered an amended motion to begin to assess liquidated damages as of November 15, 2022. Joe Magnani provided the 2nd.

A vote on the amended motion was taken, and the motion failed with a vote of 7-1-1

The original motion was then brought to a vote and passed with a vote of 6-1-2.

The Committee next discussed the Town's protection and leverage in respect to the incorrect bay door glazing. Mitchell made a motion for the Town, Vertex and HKT to work with CTA to decertify payments relative to apparatus bay doors. Herbert provided the 2nd. The motion was passed, 8-0-1.

4. The Committee discussed the timeline for partial occupancy. Staff spaces are quickly becoming operational as Paul Carpenter and his staff install IT equipment.

The Building Commissioner will allow partial occupancy based on completion of the main lobby open items. This will allow the public to access the PSB dispatch and records areas.

5. There were no project change orders for Committee review.

6. The Committee discussed the installation location for the dedication plaque. Paula Claridge had provided (2) possible locations, the front vestibule brick walls below the Town seal, or an area adjacent to the dispatch window. Mitchell made a motion to install the dedication plaque in the front vestibule brick wall below the Town seal. Briggs provided a 2nd, and the motion passed 8-0-1.

7. The PSB Committee will next meet on Tuesday, November 15, 2022, 2 PM via Zoom.

8. A motion to adjourn at 4:49 PM was made by Briggs, 2nd by Herbert. The motion passed 8-0-1 absent.

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

Meeting Materials/Documents:

1. 10/18/22 Minutes
2. Dedication plaque locations

ASHLAND PUBLIC SAFETY BUILDING

FUNDED BY THE CITIZENS OF ASHLAND, COMPLETED 2022

BUILDING COMMITTEE

JOSEPH J MAGNANI, JR., CHAIR
STEVE MITCHELL, VICE CHAIR
VINCENT ALFANO, POLICE CHIEF
JENN BALL, ASSISTANT TOWN MANAGER
RICHARD BRIGGS, LIEUTENANT
PAUL CARPENTER, EX OFFICIO

PETER CHISHOLM
MICHAEL HERBERT, TOWN MANAGER
JOE RICHARDSON, EX OFFICIO
KEITH ROBIE, FIRE CHIEF
CARA ROSSI, POLICE CHIEF
BRETT WALKER

SELECT BOARD

BRANDI KINSMAN, CHAIR
ROB SCHERER, VICE CHAIR
YOLANDA GREAVES

JOE MAGNANI
STEVE MITCHELL

PROJECT TEAM

ARCHITECT: HKT ARCHITECTS, CHARLESTOWN, MA
GENERAL CONTRACTOR: CTA CONSTRUCTION MANAGERS, WALTHAM, MA
OWNERS PROJECT MANAGER: THE VERTEX COMPANIES, LLC, WEYMOUTH, MA



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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