Town of Newbury
Building Project Construction Committee
Police Station/Town Hall Project

MINUTES

DATE: October 14, 2020

Building Committee Members Present (Video Conferencing):

- Bob Connors (BC) Chair
- John Kellar (JK) Secretary
- Martha Taylor (MT) Town Planner, Town of Newbury
- John Lucey (JL) Police Chief, Town of Newbury

Building Committee Members Not Present:

- Eric Svahn (ES) Vice-Chair

Others Present:

- Steve Theran (ST) Owner’s Project Manager Vertex (VTX) by phone
- Doug Gordon (DG) Clerk of Works, Vertex (VTX)
- Zel Toncic (ZT) Architect, Context Architecture (CTX)

Others Not Present:

- Jon Lemieux (JLV) Owner’s Project Manager Vertex (VTX)
- Jeff Shaw (JS) Principal, Context Architecture (CTX)

The meeting was opened at 7:02 AM via Video Conferencing.

BC outlines protocol for public meetings and remote participation. The meetings will be recorded and made available to the public. All voting will be conducted by roll call.

1. **Meeting Minutes from prior meetings:**

   Meeting Minutes from 09/09/20: Motion to accept: MT 2nd: JK, Roll call vote: Unanimous

2. **Finances**

   a. Invoices:

   i. BC Construction invoice #10 for September 1 – September 31 period, $534,359.42.
      JK mentions an $18,000 line item that does not appear to be adding to the total. ST will confirm for next invoice. Roll call vote: unanimous

   ii. Context invoice #27 for September 1 – September 31. $15,500.00
       Motion to approve, JK 2nd: MT, Roll call vote: unanimous
iii. UTS Invoice #87360 dated 2/7/20, $360.00 Motion: MT, 2nd: JK Roll call vote: unanimous

iv. Fenagh Invoices:
1. Invoice #4: $4,208.00
2. Invoice #5: $1,576.00
3. Invoice #6: $791.00
4. Invoice #7: $1,868.00
Total: $8,443.00
Motion: JL 2nd: MT Roll call vote: unanimous

v. Vertex Invoice #0134864 For period of September 2020 $17,220.00
Motion: JL 2nd: JK Roll call vote: unanimous

b. Potential Change Orders
i. PCO 13R2 Changes to half wall at Booking Room #118 $5,398.90
Motion: MT 2nd: JK Roll call vote: unanimous

ii. PCO 14R Exterior trim changes per PR #09 Shingle Flare $3,615.41
Motion: JL 2nd: JK Roll call vote: unanimous

iii. PCO 18 Add polycarbonate glass vision panel to Door #120 $954.85
Motion: JK 2nd: JL Roll call vote: unanimous

3. Schedule
a. 2 Week Look-ahead Reviewed: Framing continues and MEP rough underway.
b. Updated project schedule.

4. Committee Hot List: RC reviews Committee Hot List
a. Construction start time and local concerns with noise.
b. Any matters of concern to Design and/or Build team.

5. Design Review
a. None

6. Other
b. Mechanical Commissioning: Scope changed; ST will reissue solicitation.
c. Landscape: Lawn irrigation quote for $4,200 provided. PCO to follow. Group is supportive.
d. Settlement Data: data for OCS and catch basin not flattening. Suggestion is to wait for spring for final pavement – allowing for any required corrections before final pavement.
e. Pipe filming to be performed per contract requirements.
f. Elevator: cab delivered today; key or card control to key off floor #3 being reviewed.
g. Dispatch consoles: next steps for procurement are under review.
h. BC asks all attendees for comment: No issues reported.
BC asks all attendees for comment: No issues reported.

**NEXT MEETINGS:**

Next meeting date: November 10, 2020 at 7:30 AM, via Video Conferencing

**Meeting Adjourned**

Meeting adjourn provided at 8:29 am.

Respectfully submitted,

John W. Kellar, III  
Building Project Construction Committee Secretary/Clerk