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

MINUTES

DATE: December 09, 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
- Zel Toncic (ZT)  Architect, Context Architecture (CTX)
- Doug Gordon (DG)  Clerk of Works, Vertex (VTX)

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 11/10/20: Motion to accept: JK  2nd: MT, Roll call vote: Unanimous.

2. Finances
   a. Invoices:
   i. BC Construction invoice #12 for October 1 – October 30 period, $873,937.14
      Motion: MT, 2nd: JK  Roll call vote: unanimous
   ii. Context invoice #29 for November 1 – November 31. $15,500.00
       Motion to approve, MT  2nd: JK, Roll call vote: unanimous. Context invoice: Vertex to forward LOR.
   iii. Vertex invoice #0136814: $28,540.00 dated 10/31/20.
       Motion: MT  2nd: JL  Roll call vote: unanimous
   iv. Gale invoice: HOLD; ST working at resolution.
b. Potential Change Orders
   i. PCO 19: Furring required for Dispatch monitors $2,565.39.
      Motion: JK 2nd: JL Roll call vote: unanimous
   ii. PCO 20: Lawn sprinkler irrigation and related backflow equipment,
      $8,824.92 Motion: JK, 2nd: MT, Roll call vote: unanimous
   iii. PCO 21: VCT at Tech Room 301 $3,184.58
      Motion: MT, 2nd: JL, Roll call vote: unanimous

3. Schedule
   a. 2 Week Look-ahead Reviewed:
   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:
   a. Mechanical Commissioning limited to revised scope: Sparhawk Engineering has
      been brought on to provide MEP Commissioning. On site work to take place ~2
      weeks prior to Substantial Completion.
   b. BC drywall credit attic area: ongoing
   c. Transferable/warranties/process/record: ongoing
   d. Service Contracts: HVAC/Elevator/Security/UPS/other: these items
   e. Generator start up, load testing, service contract? Timing for start-up to be confirmed.
   f. Curbing-landscaping-exterior lighting status: Plan being created for scope to be
      provided in the spring 2021.
   g. Exterior Lighting: Materials are on site, schedule for installation to be confirmed.
   h. Exterior punch list: BC and Vertex to start documenting exterior punch list shortly.
   i. Updated project schedule: Updated target date for Substantial Completion: Jan. 25.
      Move-in date planning ongoing.
   j. Construction start time, parking, delivery scheduling prior to 7:00am, Complaints:
      no complaints recorded.
   k. Any other matters – concerns via Design team and/or Build team:
   l. Permanent Heating equipment use: BC proposing to use permanent heat equipment
      for temporary heat. BC submitted a protocol for operating, filter changes, etc. Context
      has forwarded Mechanical Designer of Record comments for inclusion in protocol.
      Team to review. Motion to authorize BC to finalize acceptance of use of permanent
m. Console Equipment: TCS quote recommended for console equipment and integration for tower to console work. Motion to approve: JL 2nd: JK roll call vote: unanimous.

n. Seabrook Station Grant: Town Administrator (TB) and JL have secured a $25,000 grant for the emergency generator equipment from the Seabrook Station.

o. National Grid equipment rebates: The equipment rebate from National Grid has finalized in the approximate amount of $9,000 upon project completion and final paperwork submission.

BC asks all attendees for comment: No issues reported.

NEXT MEETINGS:
Next meeting date: January 13, 2021 at 7:30 AM, via Video Conferencing

Meeting Adjourned
Meeting adjourn provided at 8:17 AM.

Respectfully submitted,

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