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

MINUTES

DATE: January 13, 2021

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 12/09/20:  Motion to accept: MT  2nd: JK, Roll call vote: Unanimous.

2. Finances
   a. Invoices:
      i. BC Construction invoice #13 for December 1 – December 31, 2020 period, $550,697.42.  Motion: MT, 2nd: JK  Roll call vote: unanimous
      ii. Context invoice #30: $15,493.80 dated 1/13/21, Motion to approve, MT, 2nd: JK, Roll call vote: unanimous.
      iii. Vertex invoice #0138572: $19,820.00 dated 11/30/20, Motion: MT  2nd: JK  Roll call vote: unanimous
b. Potential Change Orders
   i. Change Order #4: $27,587.05, Consists of PCOs: 19, 20, 21, 22, 23R, 25, 26 & 27
      Contract Sum prior to this Change Order: $6,488,208.87
      New Contract Sum including this Change Order: $6,515,795.92
      M: JK 2nd: MT Roll call vote: unanimous

3. Schedule
   a. No Update

4. Committee Hot List:
   a. No Update

5. Design Review
   a. None

6. Other:
   a. Seabrook Agreement: An agreement for NextEra Energy Seabrook LLC to provide a grant toward a new generator to service the Newbury Emergency Operations Center was presented. The grant is in the amount of $25,000. No action required.

   b. National Grid Rebate: Documents regarding National Grid rebates are presented. These rebates will be pursued after project closeout. Rebate amount is anticipated to be ~$10,000. No action required.

   c. Service Contracts: proposed service contracts are provided for HVAC, generator and elevators. No action required.

   d. Commissioning MEP: The executed Sparhawk proposal is enclosed. Total proposal amount is $13,821.00. No action required.

   e. PRS Group Inc. invoice: $826.50 for IT services provided between 10/2/20 and 12/30/20. Motion to approve: JK 2nd: MT Roll call vote: unanimous

   BC asks all attendees for comment: No issues reported.

NEXT MEETINGS:
Next meeting date: TBD
Meeting Adjourned
Meeting adjourn provided at 7:54 AM.

Respectfully submitted,

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