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

MINUTES

DATE: February 18, 2021  
Approved: _3-3-21

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)

Others Not Present”
- Jon Lemieux (JLV)  Owner’s Project Manager Vertex (VTX)
- Jeff Shaw (JS) Principal, Context Architecture (CTX)
- Doug Gordon (DG)  Clerk of Works, Vertex (VTX)

The meeting was opened at 2:01 PM 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 01/13/21: Motion to accept: MT  2nd: JL, Roll call vote: Unanimous.

2. **Finances**

   a. Invoices:
      ii. Context invoice #31: $ 24,500.00 dated 2/16/21, Motion to approve, MT  2nd: JK, Roll call vote: unanimous.
      iii. Vertex invoice #..............: $........ dated ......... Motion:  

   b. Potential Change Orders: NONE
3. Schedule
   a. No Update

4. Committee Hot List:
   a. No Update

5. Design Review
   a. None

6. Other:
   No action required on the following items presented during the meeting:
   a. Elevator Certificate of Use    01/29/21
   b. Plumbing Affidavit          02/02/21
   c. Mechanical Affidavit        02/11/21
   d. Structural Affidavit        12/21/20
   e. Architectural Affidavit     01/27/21
   f. Certificate of Use and Occupancy  02/01/21
   g. Civil Engineering punch list  01/13/21
   h. Certificate of Substantial Completion  02/02/21

   BC raised two items that remain to be completed:
   1. Public toilet room door: door likely will need to be replaced for proper functioning.
   2. Exhaust fans in Armory and Evidence: team suggests an approach to control the
      exhaust fan function by connecting to the lighting control system. BC will implement.

   BC asks all attendees for comment: No issues reported.

NEXT MEETINGS:
Next meeting date: TBD

Meeting Adjourned
Meeting adjourned by BC at 2:15 PM.

Respectfully submitted,

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