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

MINUTES  

DATE: February 19, 2020 

Building Committee Members Present:  
Bob Connors (BC)  Chair  
Eric Svahn (ES)  Vice-Chair  
Michael Reilly (MR)  Police Chief, Town of Newbury  
John Lucey (JL)  Deputy Police Chief, Town of Newbury  
Martha Taylor (MT)  Town Planner, Town of Newbury  

Building Committee Members Not Present:  
John Kellar (JK)  Secretary  

Others Present:  
Steve Theran (ST)  Owner’s Project Manager Vertex (VTX) by phone  
Zel Toncic (ZT)  Architect, Context Architecture (CTX)  
David Burns (DB)  Clerk of the Works (VTX)  

Others Not Present:  
Jeff Shaw (JS)  Principal, Context Architecture (CTX)  
Jon Lemieux (JLV)  Owner’s Project Manager Vertex (VTX)  

The meeting was opened at 7:00 AM, Newbury Town Offices, 12 Kent Way, Byfield, MA  

1. Meeting Minutes from prior meetings were reviewed:  
   January 22, 2020 meeting minutes were reviewed; Motion to approve: JL  2nd: MR  Approved by unanimous vote.  

2. General Issues  
   Bob Connors stated that he had been made aware of concerns in the area of the project of rodents. Bob Connors explained that this issue is to be addressed by the Board of Health.  

3. Finances  
   BC Construction Req. #2: $87,725.85. Motion to approve: MR  2nd: ES  Approved by unanimous vote.  
   For future meetings, a copy of the approved Requisition cover sheet is to be provided to the Building Committee. Detailed back-up of Req. will be available upon request.  
   Request by ES to send electronic Pencil Req. to Committee for review with a deadline date for any comments.  
   Anticipated Cash Flow: As required, BC Construction has submitted an Anticipated Cash Flow form for Town use.
4. **Project Administration**
   a. Submittal Log: BC Construction has provided a Submittal Log listing submittals made to date and current status of submittals. ES asked if any submittals required the review of MR. Team will review and provide to MR for review.
   b. Knotweed: A copy of the Landfill Certifications was provided to the Conservation Commission.

5. **Change Orders**
   a. Elevator: BC Construction has submitted a Proposed Change Order (PCO) documenting the Elevator procurement made within the contract allowance. $186,000 is the allowance amount; $133,000 is the subcontract amount proposed. Context and Vertex are reviewing the BC markups submitted and will provide a response to BC Construction.
   b. Communications Tower: BC Construction has submitted a PCO for the Communications Tower. The submission will be reviewed and a response will be provided to BC Construction.
   c. ZT requested to have any time extensions/schedule impact listed on PCOs by BC Construction instead of appearing elsewhere.

6. **Schedule**
   2 Week Look Ahead: Reviewed.

**NEXT MEETINGS:**

Next meeting dates: March 4 and March 18, 2020 at 7:00 AM, Newbury Town Offices, 12 Kent Way, Byfield, MA

**Meeting Adjourned,** Motion to adjourn at 7:38am made by ES. 2nd provided by MT. Approved by unanimous vote.

Respectfully submitted,

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