

Designer Selection Committee  
Tuesday, January 5, 2021  
6:01 p.m.

**In Attendance:**

Tracy Self  
Elaine Dombrosky  
Alex Sinclair  
Jay Suzor

**Absent:**

Chuck Comeau

**Guests:**

Don Velozo, ACG  
Greg Devlin, ACG  
Robert Spurr, Avon's Fire Chief  
B.J. Puchalski, P&P General Contractors  
Mark Saccoccio, Saccoccio & Associates  
Bob & Nancy Ogilvie, Avon Residents

The Avon Designer Selection Committee had a video conference call on Tuesday, January 5, 2021 at 6:01 p.m.

Tracy Self called the meeting to order and then turned it over to Don Velozo from ACG to review his Meeting Minutes. He began with:

Item #16.0 – Budget. There were no major changes in the budget. The balance of the construction contingency is \$32,388.84.

Item #13.0 - Change Orders. There was a credit for permits. There was no change to this.

Item #13.1 – Change Orders. Mark said they have a submittal – a deduct of \$3,477 – a C.O. for electrical. Don would like the Committee to authorize this. Tracy entertained a motion to approve C.O. #24 for not less than \$3,477 credit. Jay made the motion to approve C.O. #24 for not less than \$3,477 credit. Elaine Dombrosky seconded the motion. There was no discussion. A roll-call vote was taken with Jay, Elaine, Alex and Tracy all saying “Aye”. It was unanimous and the motion carried.

Item #15.3 – Change Orders. CE #5 Foundation Soil Compaction. Chuck Comeau made the motion to approve the Change Order for \$6,000. It was approved by the Committee and this item was closed.

Item #16.3 – Change Orders. CO #2 for \$46,914.35 was presented to the Selectmen. It was approved and this item was closed.

Item #12.0 – Procurements. S&A recommended ENE's proposal for Access Control. The final contract was for \$55,356.00. This item was closed.

Item #15.6 – Payment. The Committee approved the Project Invoices. This item was closed.

Item #17.0 – Payment. The Committee approved bills totaling \$580,849.20. This item was closed.

Item #14.3 – Design. The Committee voted to proceed with lower maintenance LVT flooring upgrade for \$4,539. This item was closed.

Item #17.1 – Design. The gray siding is up on the building. They are happy with it and this item was closed.

Item #17.2 – Schedule. This item was closed.

Item #17.3 – Miscellaneous. The catch basin on Butler Avenue had been delivered. It is now on site.

Continuing with the agenda, Greg gave an update on the OPM's Monthly Report. He spoke about the following:

- Weather - has been typical for December with no major events.
- Site and Earthwork – Site work is ongoing. Structural fill from T.L. Edwards was tested and approved and used as a base for the asphalt paving.
- Asphalt Paving - base was applied to the driveways. ATC was on-site to test temperature and compaction.
- Masonry/Cast-in-Place Concrete – The CMU walls at the Apparatus Bay extension is complete. The concrete approach slab for the Apparatus Bay extension and the Apparatus Building is complete. The generator pad has been poured and finished. The CMU wall at the Southwest corner of the Apparatus Bay has been rebuilt with two new door openings.
- Demolition – The CMU wall at the Southwest corner of the Apparatus Bay was taken down to accommodate the new work. Roofing shingles were removed from the Northside Apparatus Bay.
- Metals - Lintels were installed at the Apparatus Bay addition doors, masonry openings and windows.
- Roofing - CertainTeed Diamond Deck and Winter Guard were installed on the roof, along with the metal drip edge at eaves and rakes. CertainTeed roofing shingles have been installed on the Southside addition. Zinc coated copper is being applied to the valleys. Blueskin was applied to Northside Apparatus Bay roof.
- Insulation - Spray foam insulation was applied in the attic space of the Southside addition.
- Carpentry – The T&G roof decking was installed at the Apparatus Bay extension. Exterior PVC trim is complete at the Apparatus Bay. Interior framing at the Southside addition is ongoing. Zip panels are ongoing on the Northside of the Apparatus Bay roof.
- Fire Protection - Installation of sprinkler piping in the Southside addition is ongoing.

- Plumbing – Rough plumbing inspection completed for the Southside addition. Plumbing for water is ongoing.
- HVAC – 3 Heat Pumps, 2 Recovery Units, 1 Branch Circuit Recovery Unit and 1 Exhaust Fan have been installed in the attic. AC units are in place for each of the 4 bunk rooms. Attic ductwork is complete along with the drops. Below ceiling rigid ductwork has begun. The refrigerant piping in the Southside addition is complete. The condensate piping is ongoing. The exhaust ducts for the bathrooms and kitchen ventilation are ongoing.
- Doors and Windows - Windows and exterior doors have been installed in the Southside addition. Interior door frames installation is completed. Overhead doors for the Apparatus Building are completed. Apparatus Bay doors are ongoing.
- Finishes - 5/8” drywall was installed at the Southside addition ceiling.
- Electrical – Wiring is ongoing in the Southside addition. The generator was installed and awaiting connections.
- Special Construction – The Apparatus Building roof panels and metal siding are in place. The snow rails and gutters need to be installed.
- Schedule - P&P’s Preliminary Project Schedule indicates the overall project is mostly on schedule.
- Concerns/Issues –
  - ✓ 1. Apparatus Building needs snow rails and gutters along with installation of man doors.
  - ✓ 2. Septic Field Completion – Still on the tight tank.

After Greg finished giving his update Don brought up the Budget. He said there was no change except for paying some existing bills.

The next item to be discussed was the Designer’s Progress Report. Mark took over and said he was on-site today. He talked about the roofing. With the overall progress, he said they are on schedule and all things look good. Don asked Mark to explain about the roof, specifically the valleys and what needs to be done. Mark said they have a good plan going forward. There is only 1 valley, which is complete right now.

Don now spoke about the change for COP#21 (doors) for \$11,930.00 and would like the Committee to approve it. He said the Administrative Office was in violation – it does not reverse well. There were 4 doors to remain if they can be modified. He recommends they get new ones. B.J. Puchalski explained about getting the doors and how long it would take to get the new ones. He said it is coming quickly to place the order for them. Don jumped in and spoke about the lead time and reiterated that it is getting very tight to get them. Right now, the Committee does not have the money (\$11,930) for doors. Maybe they could get them later? Tracy asked if Don could prioritize them.

Mark brought up the flooring upgrade. It would cost roughly \$4,539. Tracy thinks it would be money well spent and she entertained a motion to approve the upgrade. Jay made the motion to approve the flooring upgrade for an additional \$4,539. Elaine seconded the motion. There was no discussion. Tracy took a roll-call vote with Jay, Elaine, Alex and Tracy all saying “Aye.” It was unanimous and the motion carried.

At this time Don went through the Change Orders. They were for:

COP #12 – Flooring Upgrade	\$ 4,539.00
COP #14 – Revised Wiring Vestibule and Kitchen	\$ 736.33
COP #17 – Revised Door Control Wiring	(\$1,615.67)
COP #18R2 – Masonry Wall Repair	\$ 4,264.00
COP #19 – Delete Retaining Wall	(\$7,000.00)
COP #23 – Masonry Wall Demolition	<u>\$2,883.00</u>
Total	\$3,806.66

Tracy entertained a motion to approve the Change Orders. Alex made the motion to approve the Change Orders for a total of \$3,806.66. Elaine seconded the motion. There was no discussion. Tracy took a roll-call vote with Jay, Elaine, Alex and Tracy all saying “Aye.” It was unanimous and the motion carried.

The project invoices were next on the agenda. They were for:

ACG	\$ 23,800.00
S&A	\$ 9,540.00
P&P Application #6	\$545,904.20
ATC Services	<u>\$ 1,605.00</u>
	<b>\$580,849.20</b>

Tracy entertained a motion to pay these invoices. Jay made the motion to pay the above invoices, which totaled \$580,849.20. Elaine seconded the motion. There was no discussion. Tracy asked for a roll-call vote with Jay, Alex, Elaine and Tracy all saying “Aye.” It was unanimous and the motion carried.

The next meeting was now scheduled. It will be held on Thursday, January 28, 2021 at 6:00 p.m.

Continuing, Tracy said they need to approve the Meeting Minutes of September 24, 2020; October 29, 2020; and December 1, 2020. She asked if anyone had any comments or concerns on them. No one did so she entertained a motion to approve these Minutes. Jay made the motion to approve the Meeting Minutes of September 24, 2020; October 29, 2020; and December 1, 2020. Elaine seconded the motion. There was no discussion. Tracy then asked for a roll-call vote with Jay, Elaine, Alex and Tracy all saying “Aye.” It was unanimous and the motion carried.

With nothing else to discuss, Tracy entertained a motion to adjourn. Jay made the motion to adjourn with Elaine seconding the motion. There was no discussion. Tracy asked for a roll-call vote with Jay, Alex, Elaine and Tracy all saying “Aye”. It was unanimous and the meeting adjourned at 6:50 p.m.