

Designer Selection Committee  
Thursday, January 28, 2021  
6:02 p.m.

TOWN OF AVON

2021 MAR -1 A 8:04

TOWN CLERK

**In Attendance:**

Tracy Self  
Elaine Dombrosky  
Alex Sinclair  
Chuck Comeau

**Guests:**

Don Velozo, ACG  
Greg Devlin, ACG  
Robert Spurr, Avon's Fire Chief  
Mike Josefek, ACG  
B.J. Puchalski, P&P General Contractors  
Mark Saccoccio, Saccoccio & Associates  
Stephen Hallissey, Avon's Deputy Fire Chief  
Nancy Ogilvie, Avon Resident

**Absent:**

Jay Suzor

The Avon Designer Selection Committee had a video conference call on Thursday, January 28, 2021 at 6:02 p.m.

Tracy Self called the meeting to order. She then read an Emergency Order from Governor Charlie Baker regarding remote board meetings. When she finished going through the Order, she turned the meeting over to Don Velozo from ACG to review his Meeting Minutes. He began with:

Item #16.0 – Budget. There were no major changes to the budget. There was only one minor change where \$1,000 was moved from Briggs Engineering into ATC.

Item #13.0 - Change Orders. A list of permit fees to be credited in lieu of a credit was sent to S&A and P&P for review. P&P claims the Building Inspector informed some contractors that the fees would be waived. P&P to respond with records from subs for review by the Designer's Selection Committee.

Item #13.1 – Change Orders. S&A & ACG reviewed COP #24 and requested additional credit for the deleted work and materials. P&P to resubmit.

Item #18.1 – Change Orders. Contract Changes have already been approved. This item was closed.

Item #18.2 – Change Orders. S&A recommended revising doors #102, #110 and #118B “not to exceed” \$6,234.00. Mark was asked to prioritize them – there was a hold on the front entrance door. Chief Spurr said he would like an aluminum door on the other side to match. It would be \$5,328 for the new doors. Tracy asked if there were any questions or concerns and no one had any. She then entertained a motion to approve the money for 2 interior and 1 exterior door “not to exceed” \$6,234 (which includes 15% overhead and profit and 2% bond to be adjusted later). Alex made the motion to approve the money for 2 interior and 1 exterior door “not to exceed” \$6,234 with Chuck seconding the motion. There was no discussion and Tracy asked for a roll-call vote. Elaine, Chuck, Alex and Tracy all voted “Aye.” It was unanimous and the motion carried.

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

Item #17.3 – Miscellaneous. The catch basin on Butler Avenue had been delivered. It is now on site and work will begin within the next 2 weeks. This was completed and the item was closed.

Continuing with the agenda, Greg was asked to give an update on the OPM’s Monthly Report. He spoke about the following:

- Weather
- Site and Earthwork
- Masonry/Cast-in-Place Concrete
- Demolition
- Metals
- Roofing
- Insulation
- Fire Protection
- Carpentry
- Plumbing
- HVAC
- Doors and Windows
- Finishes
- Electrical
- Special Construction
- Schedule
- Concerns/Issues

After Greg finished giving his update Don brought up the roof issue. He said they did not pay the Contractor. The roofing work was completed out of sequence. The roof at the southside addition began without drip edge, eave trim, rake trim and starter shingles. The roofing subcontractor was allowed to start the roof by skipping three rows of asphalt shingles. This could lead to premature failure of shingles. The metal valley materials were not onsite before the start of the roofing began at roof plane areas with valleys. This caused the same quality control issues as the eaves and rakes. B.J. Puchalski explained the issue they had with the roof and shared an email to the group regarding CertainTeed and its warranty. He told everyone the shingles were covered.

Mike Josefek brought this issue to the attention of the Committee, the Architect and the Contractor. He said ACG does not want to be brought into it in the future if there was a problem as things were done out of sequence.

B.J. explained what he did and began with diagrams of the roof. They showed the roof was sectioned off by numbers and their theory behind doing the work as they did. He said their warranty is whole. After explaining their work, he asked if anyone had any questions. Alex said he would like to see the warranty to see if the parts are covered and Elaine had some questions as well. She wanted to see if this company would follow-thru in a couple of years and to see it in writing stating that they were totally



aware of this shortcut. She would like to make sure they would still cover it. Chuck spoke up and said he had already spoken to B.J. and Don about this. He said it was a difficult situation and if we are not comfortable, we will have to come to some type of an agreement that made sense. There are no instructions on installing shingles out of sequence. We may have to extend the workmanship warranty. He said they should come to a mutual agreement to be able to move forward.

Mark agreed with Chuck on this. He said it is less than ideal, but it is not uncommon what was done. Elaine added that yes, they should be paid. Mark mentioned they had done an inspection, and nothing was damaged right now, but they should get some compensation. B.J. said P&P offers a 5-year warranty on the roof insulation. The first two years is on the roofing contractor and after that, if there is a complaint, he would take care of it. Elaine, Chuck and Alex agreed with this. Tracy asked if they were willing to move forward with the payment. Mike and Don said it sounds good, so Tracy then entertained a motion to move forward. Elaine made the motion to accept the additional warranty in writing concerning the roofing of the Fire Station. Chuck seconded the motion. There was no discussion. Tracy asked for a roll-call vote. Elaine, Chuck, Alex and Tracy all said, "Aye." It was unanimous and the motion carried.

Continuing, Don said he wanted to bring up one other issue regarding hydraulic fluid. He said a hydraulic hose ruptured on a piece of equipment spraying oil on the southside addition wall. The wall is now stained. Don recommends the side be replaced. He said he thinks the Committee should come out to see it. P&P requested an opportunity to clean it first. Mike recommends it be replaced stating they have insurance. He noted the stains may show up sometime later. It was suggested they get a letter from the siding company saying it was not an issue. Mark said he would get back to the Committee next month on this issue.

The next item to be discussed was the Designer's Progress Report. Mark said the job is going well. He mentioned the Contractor and Chief Spurr are working well together and as issues are brought up, they are dealing with them. Mark said they have one decision that must be made – the color of the shutters. He thought black would show up well on the building. Tracy asked if anyone had another choice. No one did so she entertained a motion to have black shutters on the Fire Station. Elaine made the motion to have black shutters with Chuck seconding the motion. There was no discussion. Tracy asked for a roll-call vote with Elaine, Chuck, Alex and Tracy all saying "Aye." It was unanimous and the motion carried.

At this time Don went through the Change Orders. He said their Clerk of the Works had overtime totaling \$1,088. He was required to stay, and the Contractor was willing to pay. Tracy entertained a motion to accept a \$1,088 credit for the Clerk's overtime. Chuck made the motion to accept the \$1,088 credit with Elaine seconding the motion. There was no discussion. Tracy took a roll-call vote with Elaine, Chuck, 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	\$ 13,300.00
P&P Application #7	\$330,522.87
ATC Services	<u>\$ 2,556.50</u>
	<b>\$370,179.37</b>

Tracy entertained a motion to pay these invoices. Chuck made the motion to pay the above invoices, which totaled \$370,179.37. Elaine seconded the motion. There was no discussion. Tracy asked for a roll-call vote with Chuck, 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, February 25, 2021 at 6:00 p.m.

Continuing, Tracy said they need to approve the Meeting Minutes of January 5, 2021. She asked if anyone had any comments or concerns on them. No one did so she entertained a motion to approve these Minutes. Elaine made the motion to approve the Meeting Minutes of January 5, 2021. Alex seconded the motion. There was no discussion. Tracy then asked for a roll-call vote with Elaine, Alex and Tracy all saying "Aye." It was unanimous and the motion carried.

The next item on Tracy's agenda was a final payment of \$15,633.72 to T.L. Edwards for Fagan Drive. She entertained a motion to approve this money with Chuck making the motion. Elaine seconded it. There was no discussion. Tracy took a roll-call vote with Elaine, Chuck, Alex and Tracy all saying "Aye." It was unanimous and the motion carried.

Another item on the agenda was an invoice from the Designer Selection Committee Secretary in the amount of \$230.88 for the months of August, September, October and December. Chuck made a motion to pay the invoice with Elaine seconding the motion. There was no discussion. Tracy took a roll-call vote with Elaine, Chuck, Alex and Tracy all saying "Aye." It was unanimous and the motion carried.

Finally, an Avon resident, Nancy Ogilvie, wanted to ask the Committee if they had any comments on the email she had sent them. She wanted the Committee to put up a privacy fence for her so she could have privacy as her property abuts the Fire Station. Elaine suggested they put this on hold as their money is tight and they need to see where they are once the building is completed. Chuck said Elaine is correct. They cannot decide on this right now.

With nothing else to discuss, Tracy entertained a motion to adjourn. Elaine made the motion to adjourn with Chuck seconding the motion. There was no discussion. Tracy asked for a roll-call vote with Elaine, Chuck, Alex and Tracy all saying "Aye". It was unanimous and the meeting adjourned at 7:18 p.m.