

Designer Selection Committee
Wednesday, June 2, 2021
6:06 p.m.

TOWN OF AVON
2021 JUL 29 A 8:04
TOWN CLERK

In Attendance:

Tracy Self, Chair
Elaine Dombrosky
Alex Sinclair
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 and Nancy Ogilvie, Avon Residents

Absent:

Jay Suzor

The Avon Designer Selection Committee had a video conference call on Wednesday, June 2, 2021, at 6:06 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 Previous Meeting Minutes. He began with:

Item #16.0 – Budget. They are over budget by \$2,411.

Item #20.0 – Change Orders. This was regarding credit for trade permits. Don will hold this for the Committee.

Item #13.1 – Change Orders - Electrical Service Change. This item was closed.

Item #21.1 – Change Orders. This item was closed.

Item #21.2 – Change Orders. This item was closed.

Item #21.3 – Change Orders. This item was closed.

Item #22.1 – Change Orders. COP #24R – Info – The Committee approved this item.

Item #23.1 – Change Orders. This item was closed.

Item #23.2 – Change Orders. This item was closed.

Item #23.3 – Change Orders. S&A provided ASI #44 – P&P submitted COP #48 for \$1,458. This Change Order is under review.

Item #22.2 – Procurements. This was regarding furniture from WB Mason. This item was closed.

Item #21.4 – Change Orders. This item was closed.

Item #22.3 – Payment. The Committee had approved Invoices totaling \$385,037.88.

Item #23.4 – Schedule. Substantial Completion is due by August 3, 2021.

Item #23.5 – Miscellaneous. This was regarding the planting and fencing.

Continuing with the agenda, Don gave an update on the OPM's Monthly Report. He touched upon the following:

- Weather
- Demolition
- Masonry
- Cast-in-Place Concrete
- Metals
- Roofing
- Insulation
- Carpentry
- Specialties
- Equipment
- Furnishings
- Finishes
- Fire Protection
- Electrical
- Plumbing
- HVAC
- Asphalt Paving
- Landscaping
- Doors and Windows
- Caulking
- Schedule Assessment
- Concerns/Issues

The next item brought up was the Designer's Progress Report. Mark Saccoccio said the Apparatus Building was not complete and he spoke on this. He filled the Committee in on where they are.

Don continued and gave the Budget Update. He mentioned they had extra services totaling \$1,088.00 and construction is over budget by \$664.50. He said \$29,591.58 was withdrawn from the Construction Contingency and the Construction Contingency is now at \$327,858.93.

Mark said he had sent out an updated Field Report to everyone. He said Chief Spurr had a concern on the spacing of the ductwork in the attic. They had a meeting on this and some of the ductwork was relocated. It is now better organized. Chief Spurr explained to the Committee why they could use an additional outlet near the electrical panel.

Mark mentioned Alex Sinclair had been outside looking at the exterior walls and noticed the masonry wall. Mark looked at it and said they are going to work on it and he explained what they were going to do.

Continuing, Mark said they had picked a location for the Dedication Plaque and he told the Committee he would come up with a design for it.

Don now moved on to the Change Order Proposals. He commented and explained the following:

COP#42 – Door Closer for Apparatus Building	\$ 2,999.00
COP#45 – Add Wiring for Refrigerator in Training room	\$ 973.27
COP#47R – Added Refrigerator Circuits	\$ 1,039.00
COP#49 – Added Manhole	\$ 3,189.00
COP#50 – Added Framing at Finished CMU Walls	\$ 3,097.00
COP#51 – Structural Beam	\$ 1,200.00
COP#52 – Dog House T&M (Time and Materials)	\$ 681.00

When Don finished going through the COP's, and there were no more questions on them, Tracy entertained a motion to approve COP #42. Elaine Dombrosky made the motion to approve COP #42 for \$2,999.00. Alex seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Elaine, Alex, and Tracy all saying "Aye." It was unanimous and the motion carried.

Tracy entertained a motion to approve COP #45 and COP #47R for a total of \$2,012.27. Elaine made the motion to approve COP #45 and COP #47R for a total of \$2,012.27. Alex seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Elaine, Alex, and Tracy all saying "Aye" and a "Nay" vote from Chuck Comeau. The motion carried.

Tracy entertained a motion to approve COP #49. Chuck made the motion to approve COP #49 for \$3,189.00. Elaine seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Elaine, Alex, Chuck and Tracy all saying "Aye." It was unanimous and the motion carried.

Tracy entertained a motion to approve COP #50. Chuck made the motion to approve COP #50 for \$3,097.00. Elaine seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Elaine, Alex, Chuck and Tracy all saying "Aye." It was unanimous and the motion carried.

Tracy entertained a motion to approve COP #51. Elaine made the motion to approve COP #51 for \$1,200.00. Alex seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Elaine, Alex, Chuck and Tracy all saying "Aye." It was unanimous and the motion carried.

Tracy entertained a motion to approve COP #52. Chuck made the motion to approve COP #52 for \$681.00. Elaine seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Elaine, Alex, Chuck and Tracy all saying "Aye." It was unanimous and the motion carried.

Project Invoices were next on the agenda. They were for:

ACG	\$ 24,820.00
S&A	\$ 7,600.00
P&P Application #11	\$282,880.78
ATC	\$ 1,150.00
UEC	<u>\$ 2,560.00</u>
	\$319,010.78

Tracy made a request and asked ACG to get these Invoices to the Committee at least 24 hours before the meeting so they could have time to look them over. Chuck commented that there is no reason why they cannot have them beforehand. Don said they would get them to the Committee in a timely manner. Chuck now made the motion to approve the above invoices, which totaled \$319,010.78. Elaine seconded the motion. There was no discussion. Tracy asked for a rollcall vote with Chuck, Alex, Elaine and Tracy all saying "Aye." It was unanimous and the motion carried.

Don now brought up new business. He discussed the following:

Dedication Plaque – Does the Committee want to have one? Tracy said, "Yes." Mark said he would draft one up for the Committee to look at. He suggested it to be a 24" x 30" plaque. It would be rectangular, and he would give the Committee final approval.

Don brought up invoices that were submitted by others. He said there was a problem with Partners and Don said he would try and sort it out. Also, ENE had sent in some bills (totaling \$55,978.00). Don believes some were for the Police Station and he said he would not pay this bill right now until everything had been sorted out.

Tracy brought up one more invoice to be approved. It was for the Designer Selection Committee's Secretary, Pauline McCarthy. It was for two meetings in January; one meeting in February and one meeting in March for a total of \$230.88. Tracy entertained a motion to approve the Invoice for \$230.88. Chuck made the motion to approve the Invoice for \$230.88 with Elaine seconding the motion. There was no discussion. Tracy asked for a rollcall vote with Chuck, Alex, Elaine and Tracy all saying "Aye." It was unanimous and the motion carried.

Finally, Tracy said they need to approve the Meeting Minutes of April 29, 2021, and May 6, 2021. She asked if anyone had any comments or concerns on them. No one did, so she entertained a motion to approve the Minutes of May 6, 2021. Elaine made the motion to approve the Meeting Minutes of May 6, 2021. Chuck seconded the motion. There was no discussion. Tracy then asked for a rollcall vote with Elaine, Chuck, Alex and Tracy all saying "Aye." It was unanimous and the motion carried. Tracy then entertained a motion to approve the Meeting Minutes of April 29, 2021. Chuck made the motion to approve the Meeting Minutes of April 29, 2021. Elaine seconded the motion. There was no discussion. Tracy then asked for a rollcall vote with Elaine, Chuck, Alex and Tracy all saying "Aye." It was unanimous and the motion carried.

Tracy brought up her last agenda item. She said she received an invite to the Board of Selectmen Meeting for the next night on CO #5. She said she had a prior commitment so she asked if someone could go in her place. Alex said he would go.

At this time Tracy opened the floor to public comments. No one spoke up.

Chief Spurr mentioned to the Committee he had received a quote of \$23,280.00 for a Station Alerting System.

The next meeting was now scheduled. It will be held on Wednesday, June 30, 2021, at 5:30 p.m.

With no other items to discuss, Tracy entertained a motion to adjourn. Chuck made the motion to adjourn with Elaine seconding the motion. There was no discussion. Tracy asked for a rollcall vote with Elaine, Chuck, Alex and Tracy all saying "Aye". It was unanimous and the meeting adjourned at 7:18 p.m.