

**MEETING MINUTES**

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**Meeting:** Fire Station Building Committee      **Meeting Date:** April 26, 2023  
**Location:** Virtual Town ZOOM                      **Meeting Time:** 7:00 PM

**Attending:**

Mark Boyle  
 Paul Gardiner  
 Eugene Sullivan - P  
 Chief Madden  
 Ellen Anselone  
 Bryan Fors – OPM  
 Jeff Shaw-Architect  
 Brian Walsh  
 Philippe Genereux  
 John Sheldon  
 Brian Beaupre

**Absent:**

Ellen Anselone  
 Marianne Kinsella;  
 Webb Collins

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Item	
1	<b>Call to Order:</b> 7:00 PM
2	<b>Citizen’s Speak:</b> - None
3	<b>Chairman’s Update:</b> - Chair Walsh recently did a walkthrough of the station and was impressed with the progress of the building. Encouraged other members to set up a walkthrough with Vertex on site. - Chair Walsh explained that Town Meeting is next week and there is a big focus on the Schools. It is the opinion of the chair that we will provide a more comprehensive update on the project during Fall Town Meeting. There was some discussion about the landswap and the issues that are a hot topic pertaining to the schools. Chair Walsh is to prepare an email providing a quick summary on the project and sending to the Town Clerk.
4	<b>Review and Approval of Prior Minutes from 3/30 Meeting:</b> - Chief Madden made a motion to accept. Mr. Beaupre Seconded. Vote was unanimous among those that were in attendance at the meeting.
5	<b>Vote to Approve any potential change orders:</b>  Vertex presented two construction potential change orders for approval.  PCO #30 – Install bollard at Museum building - \$1,715.73 PCO #31 – Added floor drain in Decon as requested by the engineer– \$6,511.75

	<p>PCO#35 – Added Louvers in SCBA Room - \$572.37  PCO #36 – Door frame adjustment at #109 - \$1,149.65</p> <p>Mr. Sheldon made a motion to approve these 4 PCO’s. Seconded by Mr. Sullivan. A vote was taken and it was unanimous.</p> <p>Two additional potential changes were presented to the committee. Because of the options presented, they were handled separately from the previous 4 PCO:</p> <p>PCO #20 – Epoxy floor changes. The project team provided multiple options for the epoxy floor, inclusive of potential credits in other areas to lower cost. Additionally, the project team looked at what was estimated for this work with the original 3<sup>rd</sup> party estimator and compared it with the bid price. It was found that the estimate was roughly \$60k higher than the alternate at bid day. It was also discussed that the epoxy floor in the kitchen area was not needed, and a durable rubber flooring was desired. This will result in a \$6,400 credit to the project. To summarize, the committee decided that they would like to proceed with the “Option A” scenario (\$26,614.50) As well as the credit for the kitchen area (-\$6,400). Mr. Sullivan made a motion to approve this change. Mr. Walsh seconded. A vote was taken and it was unanimous.</p> <p>The last potential change was for additional pigment in the mortar for the precast stone around the perimeter of the building. Context explained that they would like to darken the mortar to make it more aesthetically pleasing. He advised that he did not see this costing more than \$1,000. The committee agreed to pursue the additional pigment. Once a price is received, it will be brought forth to the committee for approval.</p> <p>With these changes, the project has a remaining contingency of roughly \$643,000. We are currently 40% spent with the general contractor and do not foresee any substantial changes to the contract.</p>
<p><b>6</b></p>	<p><b>Vote to approve any Purchase Orders for owner supplied items:</b></p> <ul style="list-style-type: none"> <li>- Vertex presented 2 proposals for the town to issue purchase orders for. They were as follows:</li> <li>- BearCom – Preliminary work for line of site for the radio communications. \$2,720. Mr. Sullivan made a motion to approve. Mr. Sheldon seconded. A vote was taken and it was unanimous.</li> <li>- WB Mason – This is a preliminary scope of work for the office furniture. They were taken off the state bid list, and one other quote was received. This will allow for the Chief/Committee to begin selecting office finishes. \$161,882. Mr. Boyle made a motion to accept. Mr. Sullivan seconded. A vote was taken and it was unanimous.</li> </ul> <p>Vertex will send these quotes to the Town Administrator’s office for a purchase order to be issued.</p>
<p><b>7</b></p>	<p><b>Update on East Station Project:</b></p> <ul style="list-style-type: none"> <li>- Team has a meeting with the Town’s engineering department about the turning out of the St. Agathas driveway. It is the project teams intention that we put the documents on the street for bidding in the next couple weeks. It is understood that the driveway needs to be done in the summer months while the school is not in session.</li> </ul>

7	<p><b>Discussion on Plaque:</b></p> <ul style="list-style-type: none"> <li>- New plaque design was shared with the committee. Committee decided to vote on accepting tonight. Mr. Sullivan made a motion, Mr. Boyle seconded. A vote was taken and it was unanimous.</li> <li>- There was also discussion about a second plaque with the names of all the Building Committee. Context/Vertex will work with the signage vendor about providing a price for this. A list of the names will be needed to include on this plaque.</li> </ul>
8	<p><b>Vote to Approve Vendor Invoice Package:</b></p> <ul style="list-style-type: none"> <li>- Mr. Sullivan made a motion to accept the invoice packet containing Vertex (\$45,375.70), Context (\$42,500.00) and G&amp;R (\$404,518.01). Phillipe seconded. A vote was taken and it was unanimous.</li> </ul>
9	<p><b>Next FSBC Meeting:</b></p> <ul style="list-style-type: none"> <li>- Next meeting will be held on May 16<sup>th</sup>. A room will be reserved at town hall, but we will try to set up the agenda to be hybrid so someone can call remotely.</li> </ul>
10	<p><b>Adjourn:</b> Meeting adjourned at 9:01pm</p>
	<p><b>List of Documents at the meeting:</b></p> <ul style="list-style-type: none"> <li>- <b>2/16 FSBC minutes</b></li> <li>- <b>PCO Log</b></li> <li>- <b>Recommended PCO's</b></li> <li>- <b>Vertex monthly report</b></li> <li>- <b>Context HQ demo and abatement Amendment</b></li> </ul>
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