

PERMANENT BUILDING COMMITTEE
Minutes – November 4, 2015

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun, John Porter, and Joseph Sziabowski. Also present: Facilities Director James Kelly; Sudbury Historical Society representatives, Director Sally Hild and Peggy Fredrickson.

The meeting was called to order at the DPW Conference Room at 7:30 p.m.

Police Headquarters Project Present: Owner's Project Manager Neil Joyce.

Mr. Braun and Mr. Kelly gave a status report on the progress of construction and schedule:

- final electrical inspection completed today with plumbing inspection to follow;
- elevator inspection to be held for installation of a fan in the ductwork which had not been included in the design;
- second floor has been cleaned; first floor to be cleaned shortly as the tile in the lobby is to be done by Friday;
- some furniture donated by Raytheon is in place, mainly consisting of chairs and small tables with desks to be purchase new;
- after core testing results, all paving at the property will be removed by Hutter this week with regrading and paving to take place next week.

Mr. Melnick informed the PBC members that the contract specified substantial completion on November 1, 2015, after which liquidated damages in the amount of \$1,500/day can be charged. It was noted that all change orders occurred within the regular schedule without request for time extension, and would therefore not contribute to the delay in completion. Mr. Joyce informed the Committee that to impose liquidated damages implies that the Owner has no part in the delay and in this case he does not believe that design issues which have occurred or are occurring, including the fan, are the contractor's problem. It was also noted that in practice, liquidated damages would be limited to actual costs associated with the delay, which are not expected. Mr. Kelly noted that substantial completion may be as early as the end of next week but is more likely to occur in the week following. It was also acknowledged that the Town and Hutter have and are working collaboratively to complete the project as quickly and well as possible. It was the unanimous Committee consensus therefore not to send notice of liquidated damages to Hutter Construction and it was agreed that if upon notification from the Architect or the Owner's Project Manager that additional compensation is required a notice can be sent at that time.

Mr. Kelly informed the Committee that the station is planned to be operational and occupied simultaneously with the E911 changeover on December 8.

Loring Parsonage Project The Spencer & Vogt Group (SV&G) fee proposal dated November 4 was acknowledged. Extensive discussion took place regarding the complexities involved with various design scenarios, given the rigidity of both the State funding process and the June 30, 2016 time for completion imposed by the grant. It was concluded that the fee proposal was incomplete and did not address the parameters set forth in the RFP. Therefore, the PBC voted to request the fee for the whole of the project, comprising Phase I schematics through construction documents and Phase II bidding and construction administration.. Mr. Melnick will contact S&VG to discuss a revised fee proposal, and will also ascertain from SV&G whether for further investigation purposes the building would need to be vacated, recognizing that a portion is occupied by the LS Federal Credit Union for which a notification period is required by contract.

It was noted that upon definition of the whole project during the schematic phase and the completion of Phase I, if time allows and funding is available, the Phase I design could be broken into smaller construction increments achievable given that future funding may be incremental.

Minutes The minutes of October 21 and 28 were approved.

Meeting Schedule The next meeting will be called by the Chairs as necessary.

There being no further business, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Elaine L. Jones