



**Wellfleet Police Station Building Committee
Minutes of November 2, 2016
Wellfleet Fire Department Training Room**

Present: Sean Donoghue, Dan Hoort, Hugh Guilderson, Chief Ronald Fiset, Harry Terkanian, Jay Horowitz and Lt. Michael Hurley (alternate).

Regrets: Davis Walters and Mark Vincent (alternate).

Also present: Rick Pomroy (Pomroy Associates), Todd Costa and (Kaestle Boos Associates)

Harry Terkanian called the meeting to order at 5:30 PM.

1. The minutes of October 18, 2016 were presented for approval. On motion of Chief Fiset, seconded by Mr. Donoghue, the minutes were approved as presented by a vote of 5 – 0.
2. Review of reference checks of the presumptive low bidder (J. J. Cardozi) and filed sub bidders. Mr. Pomroy reported that Cardozi has received good references. Cardozi's current project at the Randolph Fire Department is proceeding OK. Previous jobs have generally been smaller than the Wellfleet project, but that is not a basis for disqualifying a bidder. Cardozi has not previously done a police station project, but much of the police station specific work is done by subcontractors who are experienced in this type of work. Mr. Costa concurred with Mr. Pomroy. Mr. Pomroy will prepare a memorandum summarizing the results of the reference check and the committee will schedule a vote on recommending a general contractor at a meeting on November 15th.
3. Project schedule review. The Wellfleet Community Forum pre town meeting is this evening and will be used as "dry run" for the presentation at town meeting on November 15th. The Selectmen meet on November 22nd and if successful votes occur at the special town meeting and at the special town election, the Committee will make its recommendation for a contract award to the selectmen at that meeting. Mr. Pomroy will contact Cardozi and apprise them of the status of their bid. If a contract award is made the general contractor will have to be issued a notice of award and a notice to proceed. Notices to proceed will also be necessary for the construction phase for both the architect and project manager.
4. Presentation and Budget Review. The presentation and budget were both reviewed. No changes were made to the presentation. Several budget items will be combined and the July cost estimate and comments columns will be removed to present an easier to understand budget for town meeting.
5. Adjournment. On motion by Chief Fiset, seconded by Mr. Horowitz, the meeting was adjourned at 6:09 PM. (6 – 0)

Respectfully submitted,

Harry Sarkis Terkanian, Chair

¹ Public Record Documents

1. Project presentation
2. Project Budget updated 102516