



**Wellfleet Police Station Building Committee
Minutes of December 5, 2016
Wellfleet Fire Department Training Room**

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

Regrets: Davis Walters.

Also present: Rick Pomroy, Mike Fortunato and Neil Provost (Pomroy Associates), Todd Costa, Pete and Gaudreau (Kaestle Boos Associates), Jay Cardosi and Mike Walsh (JJ Cardosi, Inc.)

Harry Terkanian called the meeting to order at 2:00 PM.

1. Minutes. The minutes of November 22, 2016 were presented for approval. On motion of Chief Fisette, seconded by Mr. Guilderson, the minutes were approved as presented by a vote of 4 – 0 – 1 (Vincent.)
2. Mr. Hoort, Mr. Donoghue and Lt. Hurley joined the meeting.
3. Pre-Construction Meeting. The meeting was turned over to Kaestle Boos Associates to run the pre-construction meeting. See separate minutes and agenda. Items discussed which relate to the Building committee were: whether CORI checks will be required for work near the Elementary School - Chief Fisette to check; The need for adequate project site fencing, access control and site layout for access and deliveries in light of the site's proximity to the Elementary School and neighbors; makeup of Town representation at construction meetings; the need for the police department to review the designer's room number and name assignments for any desired changes; and scheduling of future construction meetings, which will be the second and fourth Wednesdays at the Fire Department training room at 1:00 PM.
4. Substitution of painting filed sub bidder. Mr. Pomroy summarized his November 22, 2016 report to the Committee. It was again noted that the difference between JM's Painting and the next lowest painting filed sub bid is \$2,200. He also reported that a substitution of the filed sub bidder for painting is acceptable to Cardosi. Mr. Pomroy noted that the substitution may be made by a change order and this had been confirmed by Assistant Attorney General Anderson by email and telephone. Mr. Pomroy informed the Committee that he had done a further reference check on the second lowest painting sub bidder, Drizos and had received a good reference form AP Whitaker. It was moved by Mr. Guilderson, seconded by Mr. Donoghue and voted (7 – 0) that Drizos the second lowest painting sub bidder be substituted for JM's Painting. Mr. Pomroy will revise the proposed notice of award to include language about the substitution of the painting subcontractor and will inform JM's Painting of the decision to substitute another subcontractor.
5. Notice to proceed. Insurance coverage and bond need to be reviewed before issuance of a notice to proceed. Mr. Pomroy will draft the notice. Notices to proceed for contract administration will also be needed for the designer and project manager.
6. Future Concerns. Chief Fisette asked how he should handle inquiries from vendors offering services. He was advised by Mr. Pomroy to forward all requests to him. If they are subs under the control of the general contractor he will forward them, if not he will recommend appropriate action. Next construction meeting will be December 28th. Next Committee meeting will be January 11, 2017. The Chief will meet with Pomroy to coordinate the move to temporary facilities on December 13th. January 9 hearing before the Mass Architectural Access Board was discussed and it was determined that the designer and project manager will attend. The Town will be represented by the Police Chief, Town Administrator and Committee Chair. Mr. Costa's request to review architect fees in light of the extended construction schedule will be on the next meeting agenda.
7. Adjournment. On motion by Chief Fisette, seconded by Mr. Horowitz, the meeting was adjourned at 3:52 PM. (6 – 0)

Respectfully submitted,

Harry Sarkis Terkanian, Chair

¹ Public Record Documents

1. Kaestle Boos Pre-Construction Meeting agenda
2. Kaestle Boos Project Team and Local Officials List