



**Wellfleet Police Station Building Committee**  
**Minutes of February 22, 2017**  
**Wellfleet Fire Department Training Room, Lawrence Road, Wellfleet**

**Present:** Dan Hoort, Hugh Guilderson, Chief Ronald Fisette, Harry Terkanian, Jay Horowitz.

**Regrets:** Davis Walters, Mark Vincent, Sean Donoghue, Lt. Michael Hurley (alternate).

**Also present:** Paul Lindberg, (DPW), Rick Pomroy and Bob Rice (Pomroy Associates), Jay Cardosi and Mike Walsh (JJ Cardosi, Inc.)

Harry Terkanian called the meeting to order at 4:05 PM.

1. Minutes. The minutes of January 25, 2017 were presented for approval. On motion of Chief Fisette, seconded by Mr. Hoort the minutes were approved as presented by a vote of 5 – 0.
2. Construction Meeting Review. The meeting was turned over to Mr. Pomroy to brief the Committee on the construction meeting held earlier that afternoon. Bob Rice, Pomroy Associates, was introduced and will be the clerk of the works. The resume of Sean J. Cowing, JJ Cardosi's proposed project supervisor, was presented to the committee for review. The consensus discussion was that Mr. Cowing was acceptable to the committee. The general contractor is a little behind schedule. The temporary facility may be a week to ten days late. Water service, septic tight tank, framed connector building and site clearing are complete. Arrival of the two temporary trailers is anticipated on February 24<sup>th</sup> or 27<sup>th</sup>. Change Order #3 (water service) was reviewed with the committee including the path the change order took to approval by the Selectmen without committee approval, which was driven by the desire to accomplish the work during school vacation. The absence of a schedule of values was discussed. The contractor proposes to upload the schedule today and Pomroy Associates and Kaestle Boos will review it. The schedule needs to be approved by the Committee before payments can be made against it. Mr. Terkanian raised the question of the process and timing for approval of invoices, change orders and purchase orders. Since the February contractor's invoice was not in hand, a meeting will be scheduled for March 8<sup>th</sup> to review and approve the invoice. A purchase order for the pole for temporary telephone and data service has been signed. The pole was omitted from the design despite being flagged by Pomroy Associates during their quality control review. Mr. Guilderson stated that the Committee should track all purchase orders and change orders and identify each by reason (e.g. owner change, unforeseen conditions, omission or error). Mr. Pomroy noted that they are tracked in that fashion and will be reported to the Committee monthly. Mr. Guilderson noted that the Committee needs to keep the Selectmen informed of changes not included in the construction contract. Gun safes have been purchased and have arrived. The issue of move coordination with vendors was discussed. A vendor meeting will occur next week. There will be a "soft" move (items that do not disrupt department operations) followed by a "hard" move (which will disrupt department operations and must be closely coordinated with vendors such as communications providers.) One job trailer is on site and the second one is expected on February 24<sup>th</sup>. The contractor's request for an early start on renovation work was discussed. There were two items requested. The first was removal of the existing, unused antenna. Chief Fisette was tasked with asking Barnstable County to "make safe" the antenna for removal and reported that a tech will be on site the week of February 27<sup>th</sup> to do so. The second was installation of subsurface drainage structures. Both were approved by the Committee with a requirement that excavation areas be fenced. The excavation contractor requested access to the Town's pit for temporary materials storage. On Mr. Lindberg's report that temporary storage has worked successfully with the excavation contractor on previous projects the request was approved by the Committee.
3. Budget Update. Mr. Pomroy will email the report at the end of the month.
4. Elevator. No report from the Mass Architectural Access Board, which met on February 21st. Mr. Costa, Mr. Pomroy and Chief Fisette worked on providing additional information to the MAAB

Executive Director. Since the January 9<sup>th</sup> meeting the MAAB postponed one meeting due to a failure to properly post notice and a second one due to weather. So consideration of the variance was expected at the earliest on the 21<sup>st</sup>. Mr. Pomroy noted concern that further delays in a decision on this could significantly affect project schedules and therefore project costs.

5. Plumbing issue. At the February 8<sup>th</sup> Project meeting the contractor raised the issue of trenching under the slab to install plumbing and asked why this was not called out on the plans. The architect feels that it was. The architect was asked to review the issue. No action on this since it was initially raised at that meeting.
6. Next Meeting. March 8, 2017 at 4:00 PM.
7. Adjournment. On motion by Mr. Hoort, seconded by Chief Fiset, the meeting was adjourned at 5:18 PM. (5 – 0)

Respectfully submitted,

Harry Sarkis Terkanian, Chair

### **<sup>1</sup> Public Record Documents**

1. Resume of Sean J. Cowing