



TOWN OF SHREWSBURY

100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

Police Station Building Committee

Minutes

May 22, 2023

Present: Patrick Pitney, Keith Baldinger, Donna O'Connor, Kevin Mizikar, Kevin Anderson, John Ambra, Justine Snyder, Michelle Conlin, Joseph Mauro

Also Present: Neil Joyce, CMS, Inc., Ryan DiPasquale, Fontaine Bros., Inc., Tyler Arcizewski, Tecton Architects

1. Call to Order

Mr. Pitney called the meeting to order at 4:31pm.

2. Welcome New Committee Member and Consider Nominations for a Vice-Chair

Mr. Pitney welcomed Ms. Conlin to the Committee as the newest Committee member. On a motion by Mr. Anderson, seconded by Ms. Snyder, the Committee unanimously voted to nominate Mr. Ambra as Vice-Chair of the Committee.

3. Approve Minutes

a. March 20, 2023

b. April 24, 2023

On a motion by Mr. Ambra, seconded by Ms. O'Connor, the Committee voted 8-0 to approve the minutes of March 20, 2023 and April 24, 2023. Ms. Conlin abstained from the vote.

4. Review and Act to Approve Bill Schedules and Warrants

On a motion by Mr. Ambra, seconded by Ms. O'Connor, the Committee unanimously voted to approve all invoices as presented on the first payment recommendation letter.

On a motion by Mr. Ambra, seconded by Ms. O'Connor, the Committee unanimously voted to approve all invoices as presented on the second payment recommendation letter.

5. Hear reports, review and act on the following matters:

a. Report from the Owner's Project Manager

Mr. Joyce provided an update on the communications project and noted that work is progressing on site. Contractors are working on the final punch list items.

b. Report from the Architect

Mr. Arcizewski shared his screen and presented an update on progress to date. Plantings and landscaping of the exterior are in progress. The demolition of the old station is ongoing as well. The Committee reviewed potential picnic table selections for the grove area and reviewed the

proposed layout of where they will be located. The Committee selected their preferred picnic table choices and requested that they be cemented into the ground so they cannot be moved.

c. Report from the Construction Manager

Mr. DiPasquale provided update on the exterior of the building, noting that the exterior punch list has been completed by Tecton. The site civil engineer is doing punch lists for the landscaping and it is anticipated that the construction debris from the old station will be removed off site next week.

6. Other Business

a. Review and Act on the Following Fontaine Bros., Inc. Change Orders:

i. Change Order #014

Mr. Joyce provided a summary on Change Order 14. The Committee discussed the PA system change order, and would like more information before approving. They requested the CO be redrafted and exclude the PA system change. On a motion by Ms. O'Connor, seconded by Mr. Mizikar, the Committee unanimously voted to approve PCO #128 and PCO #132. They would like more information on PCO #131 before approving.

ii. Potential Change Order – PCO #133

The Committee reviewed PCO #133. On a motion by Ms. O'Connor, seconded by Mr. Mauro, the Committee voted 8-0 to approve PCO #133 for \$37,145.58. Mr. Ambra left the meeting at 5:25pm.

iii. Potential Change Order - PCO #134

The Committee reviewed PCO #134. On a motion by Ms. O'Connor, seconded by Mr. Anderson, the Committee voted 8-0 to approve PCO #134 for \$47,948.30.

b. Review and Act on the Following Furniture Contract B Change Orders:

i. Change Order #003

Mr. Joyce provided an overview of Change Order #003 for the furniture contract. This will be funded through the remaining FF&E budget. On a motion by Ms. O'Connor, seconded by Mr. Mauro, the Committee voted 8-0 to approve Change Order #003 for \$21,134.64.

7. Review Meeting Schedule

a. June 26, 2023

b. July 17, 2023

c. August 21, 2023

The Committee reviewed the upcoming meeting schedule.

8. Adjourn

On a motion by Ms. O'Connor, seconded by Mr. Mauro, the Committee voted 8-0 to adjourn at 5:48pm.