



## TOWN OF FREETOWN

### Police Sub-Committee

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*J. Brown*

#### Meeting Minutes - Thursday, February 21, 2019

A meeting of the Police Sub-Committee was held on Thursday, February 21, 2019 @ 5:30 p.m., at the Council on Aging, 227 Chace Road, East Freetown.

**PRESENT:** Lisa Pacheco, Chairwoman, David DeManche, Town Administrator, Carlton Abbott, Chief of Police, Sgt. Benjamin Levesque, Robert Jose and Mary Rezendes-Brown

**ALSO PRESENT:** Taylor MacDonald (Pomroy Associates) and Dan Newhall of (CGA)

**ABSENT:** Officer Mark Fornaciari, Paul Sadeck and Charlie Sullivan

This meeting was recorded by FREECAM

Meeting called to order at 5:35 p.m. by Ms. Pacheco.

Ms. Pacheco states the committee does not have Meeting Minutes to approve and turns over the meeting to Mr. MacDonald.

#### **TOPIC:** Construction Update/Project Schedule Update

Mr. MacDonald states the contractor has started to clear the land, and as expected the land did have some boulders and trees to be cleared. The next phase will take about 2 weeks, which is the stumping and grubbing in order to get the site down to a workable sub grade and then proceed to digging for foundations. The project is currently going through a Site Plan Review process, a meeting is scheduled for next week, a building permit is expected to be issued. The project has approval from the Building Inspector to start the current work including the excavation for foundations. Once the final building permit is issued, the work on the foundation (forms and concrete) can be started. No major issues are expected as they have completed the GEO Tech Testing and exploration prior to the start. A schedule draft from the Contractor has been received, covering the 15 months of construction, they have given a baseline, and the baseline will become firm as they start performing their work.

#### **TOPIC:** Well Permit

Mr. Jose questions if the process of applying for the Well Permit has begun, or do we have to wait for the Site Plan Review. Mr. Newhall answers that CGA has been in contact with Mr. Johnson with Amory Engineering. There was a delay due to some personal issues, but Mr. Johnson is finishing the package and it should go out early next week or mid week. If not, the architect can go with another choice.

Mr. DeManche, questions if it has been cleared with DEP. Mr. Newhall stated it has been cleared and as it's not public water, they have decided to keep the well location where it is.

Mr. MacDonald states CGA hired an engineer to put tougher the specs for bidding, and the contractor that is awarded the contract is responsible to pull the permit.

**TOPIC:** Budget Update

Mr. MacDonald states he has a “month to month” budget update. The first column details the line items, second column is the period ending, which notes the last month, changes to the budget during the month, and where the projects falls at the end of the month. The only change is the Builder's Risk, and the adjustment to the contingency amount is listed in Line 21, which shows where the contingency is as of February 21. The contingency amount is still very healthy at this point in the project. The budget has been submitted to Kim Fales and she has reviewed it and agrees with the way the budget is being handled. All budget updates will be sent to Kim in the future.

Mr. MacDonald also goes over a Payment Submissions Recap Form, which will be submitted monthly to the committee. It details what is being spent per month, and which invoices are expected for payment. There are only 3 invoices this month, and those have been sent to Mr. DeManche and Ms. Fales.

Chief Abbott questions number 28 on the Payment Submission Recap form, the Utility Company back charges. Mr. MacDonald answers the Utility Company back charges are unlikely to appear, as we will be providing our own water and utilities to the site, but if power was to be brought in, National Grid would require a back charge. Verizon phone lines being brought in will also incur a charge. He notes the amount would still be less than what is in the budget.

**TOPIC:** Material Testing

Mr. MacDonald states that on every project, a third party Material Testing company is hired by the Town, as opposed to being hired by the contractor, in order to avoid a conflict of interest. The third party tester will test the concrete, compaction, soils, steel, and framing. Focusing specifically on the requirements of the architect and especially the requirements of the structural engineer. The Testing Company follows a Statement of Special Inspections that the Structural Engineer outlines for every project and is specific to structural items.

Mr. MacDonald states he has received quotes from 3 companies, Briggs being the lowest. Mr. MacDonald states they have worked with Briggs in the past and they are highly recommend. Briggs is one of 3 or 4 companies in the area that specialize in material testing. In order not to delay the testing of the soil, Mr. MacDonald requests that the committee vote on the approval of the Briggs Contract. There is \$50,000 in the budget for material testing, Briggs bid is \$13,000. Bids are based on a performance spec that Mr. MacDonald completed estimating the amount of testing to be done. The amount could end up being higher or lower, but he believes it could ultimately be in the \$20,000 to \$30,000 range, but that amount is still significantly less than the amount set aside in the budget, saving the project money.

**MOTION:**

**Motion made by Mrs. Rezendes-Brown to approve the Briggs Bid, seconded by Mr. Jose, Unanimously approved.**

**TOPIC: Change Requests**

Mr. MacDonald states certain change requests need to be approved quickly and he is recommending the sub committee set aside an amount to approve these requests without getting approval from the larger committee, therefore delaying change request approvals. Mr. MacDonald states other cities/town typically set aside \$15,000 to \$20,000. The larger committee will always get an update on everything that is approved.

**MOTION:**

**Motion made by Mr. Jose to approve the sub-committee to sign off on change Orders up to \$20,000, Seconded by Sgt. Levesque, Unanimously approved.**

**TOPIC: Owner Vendor Update**

Mr. MacDonald states he is starting the furniture process with the Chief and the Police Department. The most important update being the Radios and the Tower and he has been speaking with the Radio Vendor and will be setting up a meeting with the Chief. Mr. MacDonald states Chief Abbott has had a conversation with a gentlemen from a cell phone company who is potentially willing to donate the tower for free, with the stipulation that the town get a certain portion of footage to install their radios. Mr. MacDonald and his radio consultant will be setting up a meeting with the Vendor. If the vendor does donate the cell tower for free, as they did in the Town of Swansea, it would be a \$250,000 savings to the project.

**TOPIC: Town IT Integration**

Mr. MacDonald states he handles the coordination of the IT integration and he has been in touch with Mr. Demanche in order to better understand the Town's IT point of contact. Mr. DeManche states Mr. Charlie Stockwell is the Town's IT Consultant, as he is responsible for computer upgrades, repairs, etc. Mr. DeManche states he is computer savvy and can serve as the IT point of contact for Mr. MacDonald.

Chief Abbott states the Police Department also uses Mr. Stockwell, and while there are no issues with his work performance, his only concern is Mr. Stockwell's availability for this project.

Ms. Pacheco states that during the budget season, there will be some discussion in regards to the IT line item, as we need to be sure of getting what the Town needs.

**TOPIC: Invoices**

Mr. MacDonald states there are 3 invoices to be approved. One Invoice in the amount of \$28,700, for the Owner/Project Manager, Pomroy Associates, it covers the last portion of design done through bidding, the amount does not include any construction costs. One Invoice for Allegra Printing in the amount of \$1,677.54, covers the printing of plans. One Invoice in the amount of \$489.20 for Project Dog, as they handled all the bidding for the Town

**MOTION:**

**Motion made by Robert Jose to approve a total of \$30,866.74 for the 3 outstanding invoices, seconded by Sgt. Levesque. Unanimously approved.**

**TOPIC: Police Sign**

Mr. Newhall presents a draft drawing of the Police Project sign to be used during construction. Mrs. Rezendes Brown requests a rendering in color. Mr. Newhall states he can send over a color draft for approval.

Mr. Jose questions if CGA is applying for the sign permit at the same time of the Site Plan Review with the Planning Board. Mr. Newhall answers they will do both at the same time.

Mr. Jose questions Mr. MacDonald when the Construction Fencing will be done. Mr. MacDonald states they wanted to look at erosion control first, but they have installed a Silt fence and wattle, estimates it will be a full week to a week and half for the Construction Fencing.

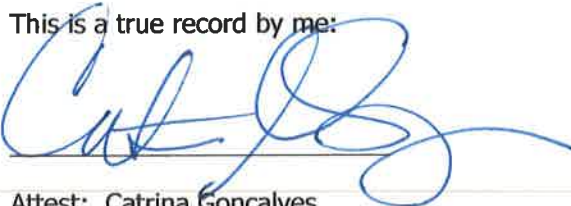
Ms. Pacheco states the process has been streamlined due to having Keven Desmarais from the Planning Board in the building and available to answer any questions, and the plan is to invite Keven to future meetings as needed.

**ADJOURNMENT:**

**Motion made to adjourn by Mrs. Rezendes-Brown, Seconded by Mr. Jose Unanimously approved.**

**Meeting adjourned at 5:59 P.M.**

This is a true record by me:

A handwritten signature in blue ink, appearing to read 'Catrina Gonçalves', written over a horizontal line.

Attest: Catrina Gonçalves  
Recordings Clerk