



## TOWN OF FREETOWN

### Police Sub-Committee

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*JC Brown*

#### Meeting Minutes - Thursday, April 2, 2020

A Virtual Meeting of the Police Sub-Committee was held on Thursday, April 2, 2020 @ 4:00 p.m.

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

**ALSO PRESENT:** Taylor MacDonald, Neil Provost and Virgil Pacheco of Pomroy Associates, Andy DiGiammo, (CGA) and Catrina Goncalves, Recordings Clerk.

**ABSENT:** Charlie Sullivan

**This is a Virtual Meeting. The recording of this meeting is posted on the [freetownma.gov](http://freetownma.gov) website: Town of Freetown You Tube Channel**

Opening Statement, read by Catrina Goncalves, Recordings Clerk

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions on the Open Meeting Law, G.L. 30A, section 19, and the Governor's March 15th, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Freetown Police Sub-Committee is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort is being made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to view this meeting while in progress may do so by accessing by joining the meeting themselves. Instructions can be found on the meeting posting on [freetownMA.gov](http://freetownMA.gov), accessible from the Minutes & Agendas section. A recording of this meeting will be posted to the Town's YouTube channel as soon as we are able.

#### **TOPIC: Approval of Meeting Minutes**

02/27/20 Meeting Minutes to be approved.

#### **MOTION:**

**Motion made by Mary Rezendes Brown to approve the February 27, 2020 Meeting Minutes, seconded by Mr. Sadeck. Unanimously approved.**

### **TOPIC: Construction Update**

Mr. Provost states they have resumed the opening of the site as of Wednesday. Electricians, HVAC, Drywall, Siding Crews and the Site Contractor have been working on site. Due to the current health crisis, an update will be made every week on the status of the contractors, work conditions, supply, demand, and the receiving of inventory. The proper cleaning stations have been installed and a nurse will be on duty between 6:45 a.m and 7:30 a.m.. Temperature checks will be conducted on all persons. A temperature reading in excess of 100 degrees will exclude the person from being allowed on site, as per the C19 requirements for construction sites. Any person observed to be in distress, i.e., coughing, sneezing, a notification will be made to H.V. Collins and they will take appropriate action.

Mr. MacDonald states H.V. Collins is complying with the Governor's order for construction sites in regards to COVID-19 pandemic, noting H.V. Collins is strictly following the order and not doing more or less than the order states.

Mr. MacDonald announces though H.V. Collins did stop working on site, they have returned. During this weeks' project meeting, H.V. Collins did not speculate how the work stoppage will affect the overall work schedule, due to the current health crisis having an unknown effect on manufacturers and supplies, etc.. Mr. MacDonald states though the project end date is estimated to be the end of July, they are operating on a day by day basis. The legal discussion regarding H.V. Collins ceasing work on site will be done offline during the Executive Session.

### **TOPIC: Project Schedule Update**

Mr. Provost announces the drywall on the 2nd floor has begun and is 80 to 85% completed throughout the entire building. The Contractor is completing the leaching field for the septic system, and starting the foundation for the Tower Pad. The dug out for the 2 propane tanks are also done. Pouring the foundation is scheduled for this coming Monday, weather permitting. The building is also being cleaned several times a day for the protection of everyone on site.

Mr. Jose questioned if there are moisture issues or expected mold issues due the opening in the roof area a short time ago. Mr. Provost states the building temperature is being kept at 50 degrees and 4 very large fans circulate the air, along with fresh air being introduced on a daily basis. No current issues or expected issues with moisture and/or mold.

### **TOPIC: Budget Update**

Mr. MacDonald refers to Budget Update #12, dated April 2, 2020. No adjustments have been made to the budget in the past month. The contingency amount is roughly \$474,000. Mr. MacDonald is maintaining a list of savings from other line items vs. any change orders and expects the contingency amount to be over \$500,000., though that does not take into account any unforeseen costs due to the COVID-19 Pandemic.

Mr. Jose questioned if there is any relief in the current government Stimulus Package. Mr. MacDonald answers that no relief is forthcoming for construction projects that he is aware of.

Chief Abbott stated the plans included new computers, Live Scan machines, a record management server, copy machines, etc. and questioned Mr. MacDonald if the amount in the budget covers these items. Mr. MacDonald states the small equipment/miscellaneous line is at \$25,000. Mr. MacDonald suggested Chief Abbott create list of the items along with pricing and vendors and he believes along with the savings in the other line items, it may cover the extra cost. Mr. MacDonald will assist in presenting it to the committee for approval.

Mr. MacDonald refers to Change Order #22, the Septic Leach Field Liner. The item was requested by the Freetown Board of Health. The engineer also recommends installing the liner. The cost is \$3,188.35

**MOTION:**

**Motion made by Mr. Jose to approve the \$3,188.35 cost of the Septic Leach Field Liner, seconded by Sgt. Levesque. Unanimously approved.**

Mr. MacDonald refers to change order #23, Trap primer in the Auxiliary Bay. Trap Primers were recommended by the plumbing inspector and are used for keeping the traps wet, in order to prevent sewer gas coming back up into the building. The cost is \$1,946.20

**MOTION:**

**Motion made by Mr. Sadeck to approve the \$1,946.20 cost for the trap primer. Seconded by Sgt. Levesque. Unanimously approved.**

Mr. MacDonald refers to Change Order #24, BDA change (Bi-Directional Antenna). In the specifications, a BDA was listed, though the radio consultant deemed it not necessary. Mr. MacDonald stated as the area lacks cell coverage, they were able to work with the manufacturer and swap the cost of the Radio BDA for a Cell Coverage BDA, resulting in a credit of \$10,101.15

**MOTION:**

**Motion made by Mr. Jose to approve the \$10,101.15 credit, in order to receive the Cell Coverage BDA, seconded by Ms. Rezendes-Brown. Unanimously approved.**

Mr. MacDonald states he is expecting an invoice from the contractor regarding the weekly cost accrued by using a Nurse on site, hand cleaning stations, manual cleaning of the site, etc. The cost is estimated to be in the range of \$5,000 - \$6,500 per week. The goal is to keep the project moving, and if the Town shuts down the project due to these costs, it may result in delay claims, due to the Governor's order permitting construction projects to continue with stipulations.

Ms. Pacheco states once we receive the invoice, finding ways to cut costs will be important, i.e., utilizing the town nurse, EMT/Paramedic on duty for temperature checks, providing supplies, etc. As the current crisis may extend for an undetermined amount of time, it will be in our best interest to keep costs down.

**TOPIC:** Owner/Vendor Updates

Mr. MacDonald states the contract for the excavation of the Tower's foundation has been sent and the excavation should be complete by the end of next week. The completed contracts for the Furniture, Phones and the Dispatch Consoles have also been sent to the vendors. The paging/speaker system is still outstanding.

Mr. Pacheco stated he has completed the review of the paging/speaker system with Chief Abbott. After review, the original 55 locations were scaled down to 29 locations. The paging/speaker system will only be placed in critical common areas. The new system would handle a combination of internal calls handled by the dispatchers, as well as any calls from other Bristol County Police Departments or the State Police.

The cost of the speaker/paging system was not factored into the original plan. The \$28,500 approval for the phone system was based on a \$35,000 budget, saving \$7,000. This paging/speaker system along with the cabling associated with the system is roughly \$20,000.

Ms. Pacheco, though agreeing with the necessity of the equipment, cautioned the committee that the project is in a state of uncertainty and the option of asking the Town for additional money is out of the question.

**TOPIC: Material Testing Update**

Mr. Provost states once the foundation of the tower is done, they will follow the recommendations of the GEOTech for the soil testing by SW Cole. SW Cole will also be responsible for the inside of the building, which includes fire safety. They will also be conducting concrete testing with any pad work, which includes the tower pad and the pads for the propane tanks.

Mr. MacDonald notes there have been no failed tests. The inspections, including local inspections done by the Town have also been great.

**TOPIC: Change Requests**

Mr. MacDonald refers to the PCO/Change Order Log, dated April 2, 2020. The update is #20, the Cell Infrastructure and Shoring. The last estimate was not acceptable at \$60,000. An updated estimate was requested for both the Cell Infrastructure and Shoring. The original estimate for only shoring was listed for \$16,000 and was updated with an increase in price to \$18,191. The Cell Infrastructure estimate with only the conduit work under the road came in at \$27,520., which does not include the 7% markup by H.V. Collins. The full run to the tower, including the conduit under the road, came in at \$37,061. Mr. MacDonald stresses these numbers are "not to exceed numbers", meaning they will try to keep the cost below the numbers, but the total price cannot exceed these amounts.

Mr. Sadeck questioned the contingency balance if these change orders are taken into account. Mr. MacDonald states the contingency balance will be \$513,000 taking into account the cost of the pending change orders and the savings of the other line items.

Mr. DiGiammo states to keep in mind the additional cost of the 7% markup by HV Collins, but believes if they follow the contractor closely, the total cost can still come in below the total "not to exceed" amount. Mr. DiGiammo states his main concern is the work that will be done parallel to the retaining wall which may compromise it. The other concern is we may discourage cell carriers, as they would be required to do an extensive shoring system if the work is not done now.

Mr. Sadeck recommends completing all of the work now in order to prevent construction failures leading to legal issues in the future.

**MOTION:**

**Motion made by Mr. Jose, to approve \$37,061.02 to move forward with the full run, including underground conduit work, seconded by Mr. Sadeck,. Unanimously approved.**

Mr. MacDonald refers to change order #21, Firewall Framing and Drywall. The estimate was \$6,000, the actual cost came in at \$4,902.87. The work has been completed as it was done on a T&M basis.

**MOTION:**

**Motion made by Ms. Rezendes-Brown to approve \$4,902.87 cost of the Firewall Framing and Drywall, seconded by Mr. Sadeck. Unanimously approved.**

**MOTION:**

**Motion made by Sgt. Levesque to approve the Speaker/Paging Change Order of \$20,000, seconded by Mr. Jose. Unanimously approved.**

**TOPIC:** Utility Update

Mr. Provost states due to the health crisis, he sent an email to all utility vendors. The vendors are not delayed and still have a 2 week lead time. Eversource made their final inspection for the Transformer Pad, and they are awaiting inspection made by the Electrical Contractor.

**TOPIC:** New Business

None

**MOTION:**

**Motion made by Sgt. Levesque to move into Executive Session, not to return to Open Session, Seconded by Officer Fornaciari. Unanimously approved. Meeting adjourned at 4:51 PM**

This is a true record by me:

Attest: Catrina Goncalves  
Recordings Clerk

**List of documents/exhibit used in this meeting pursuant to M.G.L. c. 30A, § 22 (a)**

1. PCO/Change Order Log, dated 4/2/20 - prepared by Pomroy Associates
2. Budget Report Update #12, dated 4/2/20 - prepared by Pomroy Associates