



## TOWN OF FREETOWN

### Police Sub-Committee

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*J. Brown*

#### Meeting Minutes - Thursday, May 7, 2020

A Virtual Meeting of the Police Sub-Committee was held on Thursday, May 7, 2020 @ 4:00 p.m.

**PRESENT:** Chairwoman Lisa Pacheco, Town Administrator David DeManche, 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:** Chief of Police, Carlton Abbott, Sgt. Benjamin Levesque, Officer Mark Fornaciari, and 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**

Meeting called to order at 4:05

Opening Statement, read by Lisa Pacheco

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: Construction Update**

Mr. Provost states the past week has been very productive. The ceiling grid is being installed, opening up work for the Electricians and HVAC Contractors. The painter has coats on the door frames and walls. HVAC contractors are installing condensers and copper lines. The electrician is doing pad runs for the generator and the pumps for the fire protection. The trench should be poured by Tuesday, weather permitting. Work will continue on the West side the building, including getting the lines out to the propane tanks. Dry wallers are currently sanding, taping and compounding. Overhead doors are starting to be installed and possibly some of the door fronts. Electrical Power is expected to be on toward the end of May, and one critical run from the transformer to the fire pump room remains. An effort to expedite installing power will be made



tomorrow or Monday. Eversource will be present for the final inspection of the building interior. The Site contractor is doing some grading on the left side of the building, next to the retaining wall. The Surveyor has been on site and both sides of the retaining wall look good.

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

Mr. MacDonald states there is no schedule update from the contractor. Though the work force has been able to stay strong, it is unknown if there will be any impact, but the Contractor did give notice of reserving their rights in case of delays due to holdups with shipments or vendors. If there are any impacts, the goal is to work it out without any cost to the Town. Hopefully, we may receive a schedule update within the next 2 weeks. July is still the target month, but it may be extended in case of possible delays.

Mr. Jose questions the status of the Asphalt and Site Prep, as the price of oil is down, and if that would generate a better price on the Asphalt. Mr. Provost answers at the present time they are concentrating on the utility portion, he is not anticipating any grading until the month of June. Concentration is on the right hand side of the building, the left hand side is clear and the goal is to expedite the installation of the tower.

Mr. MacDonald states the price drop in oil would not give us any savings, but if there are any savings, it would benefit the contractor as they bid for the asphalt as a lump sum price.

#### **TOPIC: Budget Update**

Mr. MacDonald refers to Budget Update #14, dated May 7, 2020. Mr. MacDonald states there has not been any changes to the budget since the last meeting, and he is keeping track of any open exposure to the Contingency amount. Change Orders 1-11 are now part of our contract as of Month Ending May 7, 2020. The current contingency amount is currently a little over \$398,000. The open exposure charges are listed individually, reducing the contingency amount to \$306,000. Adding savings in other line items back into the contingency amount, (i.e., furniture, radio/tower, and utility company back charges) the contingency amount is up to an estimated amount of \$461,000.

#### **TOPIC: Material Testing Update**

Mr. MacDonald states they are almost done with the material testing, and all the testing results are passing. There is a possibility of testing the asphalt, though it is not necessary.

Mr. Provost states material testing will be done on any trenches, parking lots or roadways, and samples will be tested from the generator pad, PVC runs and the grading material for the roadways.

#### **TOPIC: Change Requests**

Mr. MacDonald refers to the PCO/Change Order Log, dated May 7, 2020. In reference to the associated costs of COVID 19, there has been additional costs to the contractor including site cleaning (40 hours per week), building a shed for temperature checks, hand cleaning stations and following the additional protocols by the CDC and the governor's order. Mr. MacDonald refers to Line #26, which reflects the cost of the initial startup cost for 3 days, for a total of \$3,837. Line



#29 reflects cost associated with a full week, at a cost of \$4,795. Line #30, reflects the cost of a week with a Town EMT on site for temperature checks, eliminating the cost of a nurse. The CDC as well as the Contractor is requiring 40 cleaning hours per week, though hopefully in the future, the amount of cleaning hours can be reduced to 20, as we may have less people on site. There is an ongoing effort to obtain cleaning services at a reduced cost. Unfortunately, this type of cost is associated with all projects, and it is the cost of doing business these days.

Mr. DeManche states Jeff will be in touch with Mr. MacDonald regarding the cost of a cleaning company for the police station and potentially other Town buildings.

**MOTION:**

Motion made by Mr. Jose, to approve Change Orders #26, #29, #30, #31, and #33 for the month of April, seconded by Ms. Rezendes-Brown. Unanimously approved.

**ROLL CALL VOTE: Lisa: Yes David: Yes Bob: Yes Mary: Yes Paul: Yes**

Mr. DiGiammo refers to Line #32, the minor casework coordination with baseboard heat and MEP's for a cost \$1,632. He explains they have finished doing some casework with the Cabinetry. The cost is associated for the cabinetry workers extending the casework in the conference room, so the baseboard is not in two pieces on either side of the cabinet. This work was not in the original scope

**MOTION:**

**Motion made by Mr. Sadeck to approve the cost of Change order #32, seconded by Ms. Rezendes-Brown. Unanimously approved.**

**ROLL CALL VOTE: Lisa: Yes David: Yes Bob: Yes Mary: Yes Paul: Yes**

Mr. DiGiammo refers to change order #28, the excavating and installing the Leaching Field. He states that on the day of excavation, the Board of Health Agent was present to inspect the soil. The BOH Agent gave a directive to over dig an extra 3 and one half feet, for the distance of the Leach field, in order to reach suitable soil. Material was also brought in for the Leach Field to be built upon. The decision was made in the field while it was under construction. Time was spent reviewing the records regarding how much material was brought in, the amount charged and though the amount seems like a lot, we did receive a good deal. The conduit for the future vendors has also been run, and since it was time and materials, it generated some savings.

Mr. Sadeck questions the change in the leach field, and if the soil was not good enough, why was it not recognized at the beginning during the placement of the leach field. Mr. DiGiammo answers the leach field placement was based on Test Pits and where the perk was, but ultimately the BOH Agent made the decision on site.

Mr. Jose questions if they hit clay, and what exactly happened with the material. Mr. DiGiammo states he was not present, and was very upset he and the engineer were not notified and on site.

Mr. Sadeck recommends we do not pay the amount of \$15,000, as it is a lot of money and done without notification and prior approval.



Ms. Pacheco suggests if the Board is willing, we may hold off on making a decision and possibly request the BOH Agent to attend the next meeting or have him submit in writing, his reasons for the decision.

**TOPIC:** Owner Vendor Updates

Mr. MacDonald states all of the contracts have been sent out. The Tower foundation is in, it has been backfilled and poured. The Contractor's original plan was to install the Tower in June, but due to scheduling changes, it can be installed ASAP.

The furniture contract has been issued and they are trying to schedule a delivery date, once the building is fully cleaned. Phones and paging contracts have been issued, and the dispatch consoles have also been ordered.

**TOPIC:** Utility Update

Mr. Provost states he has been in contact with Comcast and Verizon as of last week. He is anticipating getting a date scheduled in the near future. Eversource has been contacted today, and the power will be on as soon as we can be inspected.

Mr. DeManche states the agreement with Comcast has been signed. The contract for Vertical has also been sent to the board via DocuSign, but Mr. DeManche does not know as of today if all the signatures have been returned, but he will look into it.

**TOPIC:** Open Discussion/New Business

Mr. Digiammo states he needs to get the Dedication Plaque ordered, with an inscription of a month and a year. August 2020 is decided as the reasonable date of dedication.

Ms. Pacheco questions if the Retaining Wall is undergoing any further testing. Mr. Provost answers that this past Tuesday, the engineer tested both the East and West side of the retaining walls and both were good.

Ms. Pacheco announces she would like to suggest a Time Capsule to be buried by the flag pole and the Committee should think about what they would like to add. Ms. Pacheco is adding some Hand Sanitizer and Face Mask.

**TOPIC:** Approval of Minutes

**MOTION:**

**Motion made by Mr. Jose to approve the 4/2/2020 Meeting Minutes, seconded by Ms. Rezendes-Brown. Unanimously approved.**

**ROLL CALL VOTE: Lisa: Yes David: Yes Bob: Yes Mary: Yes Paul: Yes**





**TOPIC: Next meeting**

June 4, 2020 @ 4:00PM

Discussion about tentatively conducting a tour of the building on June 4th, pending some conditions.

**ADJOURNMENT:**

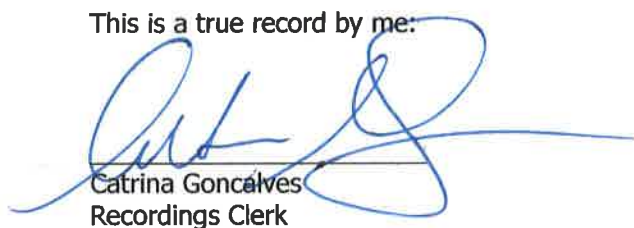
**MOTION:**

**Motion made by Mr. Jose to adjourn, seconded by Ms. Rezendes-Brown, Unanimously Approved**

**ROLL CALL VOTE: Lisa: Yes David: Yes Bob: Yes Mary: Yes Paul: Yes**

**Meeting adjourned at 5:59 PM**

This is a true record by me:



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 5/5/20 - prepared by Pomroy Associates
2. Budget Report Update #14, dated 5/7/20 - prepared by Pomroy Associates

