MEETING MINUTES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project:** | Leominster Police Station  Leominster, MA | **Meeting Date:** | February 17, 2022 | |
| **Time:** | 10:00 am | **Meeting Location:** | Remote (Virtual) | |
| **Meeting:** | Police Station Building Committee #26 | **Report By:** | Alicia Monks | |
| **Attending:** | Mayor Dean Mazzarella, City of Leominster  Chief Aaron Kennedy, Police  Lt. Dan Proietti, Police  Claire Freda, Councilor  Patrick McCarty, Volunteer  Wendy Wiiks, Mayor’s Office  Kelley Gammell, Police  Jim Whitney, Volunteer | Det. Sgt. James Marois, Police  Kelly Vallee, Police  Michelle Richards, Neighborhood  Henry Frye  Alicia Monks, CHA  David Bascetta, KBA  Mark Luzaitis, CHA  Amy Moro, KBA | | |
| **Absent:** | Officer Carlos Cintron, Police  Brett Thompson, Police | Greg Chapdelaine, City of Leominster  Kevin Witzell, KBA  Steve Brown, CHA | | |
| **Item** |  | | | **Action** |
| 26-1 | The Meeting was called to order. | | |  |
| 26-2 | Construction Update:  The work on the foundations is progressing well. The perimeter footings are complete and the perimeter wall is nearly done. The footings at the interior columns and stair wells are now the focus. Steel is anticipated to start April 1.  The winter weather that has been experienced has been within the realm of normal and reasonably anticipated and therefore the schedule impacts have been minimal if any. G&R Construction has been making good progress. | | |  |
| 26-3 | Meeting Notes Approval:  There was a MOTION to approve the Meeting Notes from the January 20, 2022 Building Committee Meeting by Mayor Mazzarella and SECONDED by Chief Kennedy.  Roll call vote in favor: Mayor Dean Mazzarella, Chief Kennedy, Lt. Dan Proietti, Claire Freda, Patrick McCarty, Wendy Wiiks, Kelley Gammell, Sgt. James Marois, Kelly Vallee, Michele Richards, Jim Whitney and Henry Frye. All in favor. | | |  |
| 26-4 | Invoice Approval:  There was a MOTION to approve as a group: KBA Invoice #21 for $32,618, G&R Construction Invoice #3 for $884,301.80, CHA Invoice #12 for $16,000, Yankee Testing Invoice #29211 for $5,265 and GW Shaw and Son for $650 made by Claire Freda and SECONDED by Chief Kennedy.  Roll call vote in favor: Mayor Dean Mazzarella, Chief Kennedy, Lt. Dan Proietti, Claire Freda, Patrick McCarty, Wendy Wiiks, Kelley Gammell, Sgt. James Marois, Kelly Vallee, Michele Richards, Jim Whitney and Henry Frye. All in favor. | | |  |
| 26-5 | Claire asked that the Communication Sub-Committee (Claire, Wendy, Kelly Gammel, Christina Opper and Alicia) meet to review how to share the construction progress with the City. Alicia will coordinate.  2/17: The Sub-Committee agreed that the keeping the current web site updated monthly would work as an effective communication tool. | | |  |
| 26-6 | Claire asked about electric vehicle charging stations. The project currently does not have charging station included in the scope. It was clarified after the meeting, in an email, that conduit and pull boxes for two future charging stations has been included as part of the project. | | |  |
| 26-7 | Next Meeting will be March 17, 2022 at 10:00 am | | |  |
| 26-8 | Adjourn  The meeting was adjourned. | | |  |
|  |  | | |  |