



MEETING MINUTES

Project: Leominster Police Station Leominster, MA	Meeting Date: May 19, 2022
Time: 10:00 am	Meeting Location: Remote (Virtual)
Meeting: Police Station Building Committee #29	Report By: Alicia Monks
Attending: Mayor Dean Mazzarella, City of Leominster Wendy Wiiks, Mayor’s Office Chief Aaron Kennedy, Police Det. Sgt. James Marois, Police Lt. Dan Proietti, Police Patrick McCarty, Volunteer Claire Freda, Councilor Michelle Richards, Neighborhood	Kelley Gammell, Police Jim Whitney, Volunteer Kelly Vallee, Police Kevin Witzell, KBA David Bascetta, KBA Mark Luzaitis, CHA Jacob Zelikman, CHA Alicia Monks, CHA
Absent: Greg Chapdelaine, City of Leominster Officer Carlos Cintron, Police Brett Thompson, Police	Henry Frye Christina Oppen, CHA Amy Moro, KBA

Item	Action																
29-1 The Meeting was called to order.																	
29-2 Construction Update: Steel is completed and the metal decking is nearly completed. The concrete at the first floor is expected to be poured May 28. Work at the second floor will immediately follow. Construction of the stair towers is underway. The site work is ongoing. The infiltration fields are completed and the underground site utility work is ongoing. There was an accident on site this week. Everyone is ok. One of the iron workers fell approximately 8 feet and fractured/broke his tailbone. The worker was taken to the hospital and received immediate medical attention. Safety officers have been on site to double check all site conditions.																	
29-3 There was a question about additional work and payment to the site contractor. Any contractor is required to submit a formal request for additional payment associated with any possible additional scope of work for review. The design team and CHA then review the request. In the case of the site contractor, some of the requests have been approved while others were determined to have been part of the site contractor’s initial scope of work. Going forward, it has been agreed with the site contractor that in any area of questionable scope, the area will be surveyed prior to any work being performed and again after to document the volume. It is the intent to review all submitted change orders promptly.	CLOSED																
29-4 Proposed Change Orders The following proposed change order were reviewed and recommended for approval: <table border="0" style="margin-left: 40px;"> <tr> <td>4</td> <td>1/26/2022</td> <td>PR #4 Roof Drain Changes</td> <td>-\$3,686.34</td> </tr> <tr> <td>9</td> <td>3/2/2022</td> <td>Security Back Boxes</td> <td>\$1,918.37</td> </tr> <tr> <td>11</td> <td>5/6/2022</td> <td>Changes to Site Railings</td> <td>-\$5,572.02</td> </tr> <tr> <td>17</td> <td>4/25/2022</td> <td>Aluminum Planter Increase Sizes</td> <td>\$8,796.86</td> </tr> </table>	4	1/26/2022	PR #4 Roof Drain Changes	-\$3,686.34	9	3/2/2022	Security Back Boxes	\$1,918.37	11	5/6/2022	Changes to Site Railings	-\$5,572.02	17	4/25/2022	Aluminum Planter Increase Sizes	\$8,796.86	
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17	4/25/2022	Aluminum Planter Increase Sizes	\$8,796.86														

APPROVED

18	5/6/2022	Wardrobe Locker Changes	\$13,044.04
19	5/6/2022	Exit Sign Changes	\$1,181.80
20	5/76/22	Tree Removal and Regrade at Fence Line	\$5,209.46
			\$20,892.17

Total for the above Proposed Change Orders is \$20,892.17

There was a MOTION to approve the above proposed change orders as a group made by Mayor Mazzarella and SECONDED by Chief Kennedy.

Roll call vote in favor: Mayor Dean Mazzarella, Wendy Wiiks, Chief Kennedy, Lt. Dan Proietti, Det. Sgt. James Marois, Claire Freda, Michelle Richards, Kelley Gammell, Jim Whitney, Patrick McCarty and Kelly Vallee. All voted in favor.

29-5 Meeting Notes Approval:

There was a MOTION to approve the Meeting Notes from the April 21, 2022 Building Committee Meeting by Chief Kennedy and SECONDED by Patrick McCarty.

Roll call vote in favor: Mayor Dean Mazzarella, Wendy Wiiks, Chief Kennedy, Lt. Dan Proietti, Det. Sgt. James Marois, Claire Freda, Michelle Richards, Kelley Gammell, Jim Whitney, Patrick McCarty and Kelly Vallee. All voted in favor.

29-6 Invoice Approval:

The following invoices were reviewed and recommended for approval:

- KBA Invoice #24 - \$32,618
- G&R Construction Invoice #6 - \$928,516.35
- CHA Invoice #16 - \$18,000
- Yankee Testing Invoice #29473 - \$1,390
- Pipe Plus - \$7,058.59 + \$900 = \$7,958.59

There was a MOTION to approve the above invoices as a group made by Chief Kennedy and SECONDED by Claire Freda.

Roll call vote in favor: Mayor Dean Mazzarella, Wendy Wiiks, Chief Kennedy, Lt. Dan Proietti, Det. Sgt. James Marois, Claire Freda, Michelle Richards, Kelley Gammell, Jim Whitney, Patrick McCarty and Kelly Vallee. All voted in favor.

29-7 There was a question about the possibility of still adding the shooting range. The design of the building allows for the future potential of adding the shooting range. The range could be added at any time as long as funding was available. It is uncertain if there will be funding available as part of the existing budget. This is something the City could consider in the future.

CLOSED

Next Meeting will be June 16, 2022 at 10:00 am

Adjourn
The meeting was adjourned.