



Richmond Building Committee Meeting MINUTES

Tuesday, July 5, 2022 at 6:00 pm (via Zoom)

Attendees: Pat Callahan, Kathryn Wilson, Nate Steele, Mark Gross, Kristin Smith, Stephanie Beling, Gloria Morse, Chris May, Roger Manzolini, Dick Stover, Bob Gniadek, Melissa Roller (missing: Peter Cohen)

Guests: Dan Pallotta (P3), Mike DelVecchio (P3), Curtis Edgin (CBA), Rudi Hall (CBA), Katherine Keenum, Danielle Fillio, Angela Garrity, Claudia Ryan, Neal Pilson

Approval of minutes of June 14, 2022: Approved (by roll call)

Project Name Change: Building project will be called the **Richmond Town Center** (except in legal documents/contracts) for all future communication.

Change Order policy:

We will have an estimated 60 changes requested by the GC for this project. Once roof goes in, the requests for Change Orders should slow down because most materials will have been ordered by then. For change requests to move quickly for approval/rejection, the following **Change Order policy has been approved** by this committee (by roll call):

For all Change Orders for amounts under \$20K, approval suggestion will be made by the Designer, OPM, and Chairman of this committee. Once reviewed by Curtis/Dan/Pat, their suggestion for approval will go to the Selectboard to sign. Only change orders that have been approved by Designer/OPM/Chair will go to the Selectmen for signature.

Change requests to date (there have been 4 so far):

1. **Builder's Risk Insurance** – the purchase of Builder's Risk Insurance was made through the town rather than the builder so that **we will save about \$9K** through a state program available to municipalities. So we have a credit of \$38K with the builder and the town spent about \$29K on the insurance.
2. Cost increase request: for addition of **200 amp power connections** (approx. \$6900) – under review for need of this item
3. Cost increase request: for **venting for fire suppression cistern** (about \$7800) – under review for need of this item
4. Cost increase request: for **paving of entrance per MA DOT specifications** – this will probably be rejected as this driveway spec was part of the signed contract with the GC.

Review of current status/schedule:

1. Mike DelVecchio (P3) will be in the field to account for the percentage of work done, percentage of materials purchased, etc.
2. **Rudi Hall** is an associate with Curtis Edgin (CBA) and will also be watching the percentage of work done and materials purchased.
3. **Michelle Butler** is the project manager for Dave Tierney (General Contractor).
4. **Pat Callahan** is attending most of the construction meetings between GC and P3/CBA.

Review of payment procedures and approve any submitted invoices:

1. An application for 1st payment: current payment due is \$111,691.50. Committee voted to recommend approval to the Selectmen for their vote to approve this payment due by 6/24/22.
2. A 5% retainage is being held back from each payment until work is completed (“punch list” completion). This is standard operating procedure for construction projects.
3. General Contractor is generally paid 30 days behind. The payment is due 30 days from the time the invoice is accepted by OPM.
4. We will continue to meet on the first Tuesday of each month for invoice approval.

Financial reports:

1. Payments are made by electronic transfer (no paper checks) through Danielle. This helps with electronic tracking of payments/invoices.
2. Danielle reported that the state has approved the Incremental Debt Exclusion so that we will NOT have to have a Debt Exclusion election approval for the additional \$1M approved at the Special Town Meeting in May.
3. Standard and Poor’s is providing a credit rating for the town. Bonds will be for sale on July 20th and we should have the bond money in the bank by August 2, 2022. Any payments due before then will come out of the moneys from other sources (Free Cash transfer, Library Friends Donation account, and ARPA funds).

Window trim color/finish:

We need to order windows now as they have a long order lead time. Pat showed photos of typical New England Town Halls. Typically, they have white window trim. We will order pre-baked white finish trimmed windows so they don’t have to be painted. These windows block UV light and are double paned. White color was approved (by roll call).

Exterior color and interior colors to be discussed at a future meeting.

Other tasks needing attention:

1. Library furniture: library is working on their own furniture order.
2. Town Hall furniture: Danielle is working on Town Hall furniture needs.
3. AV/Security: RCS is currently doing a security review and Nate will report on their findings. Danielle emphasized that we do not need to use the same security company as RCS. Roger suggested enhanced safety features such as bullet-proof glass in the doors. Kathryn suggested inside safe/hiding spaces and

locking offices would be more important if an armed person entered the building since outside doors would be unlocked anyways.

4. Mural “restoration” – Gloria will investigate what needs to be done for the mural – probably not “restoring” it, but instead treating it with fireproof coating and arranging for moving and hanging.
5. Photos of job site for “progress time-lapse” photo montage: Kathryn is taking a photo each week from the corner of the lower RCS parking lot (accessible throughout the year). Mike D. suggested that she should also take photos from the front of the new building, but it is not yet accessible. Mike and Kathryn will coordinate this for the future.

Other items suggested to be funded through other means (grants, donations...) are:

1. **Solar panels** – Curtis will look into the cost of solar panels for this building. Should we “rent” or purchase them. There are no tax breaks for tax-exempt organizations like municipalities.
2. **AV equipment including a Loop Assistive Listening** system for the municipal meeting room.
3. **Mural** fireproofing/installation
4. **Landscaping**

Review of communications:

1. Building project will be called **Richmond Town Center** for everything except contracts (they are already signed so it can’t be changed).
2. Meghan (P3) will have a sign printed for installation at job site along State Road entrance.
3. Groundbreaking Ceremony (low key) will be on Tuesday July 14 at 6:00 pm. Attendees should park at the school parking lot. Kathryn will invite donors. All residents were invited through the town newsletter.

Next meeting: August 2, 2022 at 6:00 pm

Meeting adjourned: 7:27 pm

Minutes submitted by K. Wilson 7/6/22