

**Sturbridge Senior Center Building Committee****MEETING MINUTES****Date: 1-08-2024****Time: 1:00 PM****Meeting Location: Sturbridge Town Hall****Project:****Sturbridge Senior Center**

480 Main Street

Fiskdale, MA 01518

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**Meeting Participants:**

Name	Affiliation	Present	E-Mail
Charlie Blanchard	SSCBC	Y	chasblanchard@msn.com
Bill Chamberland	SSCBC	Y	bchamberlandf31@gmail.com
Rebecca Mimeault	SSCBC	Y	rebeccamimeault@hotmail.com
Alan Steinberg	SSCBC	Y	alansteinberg6@gmail.com
Mike Walker	SSCBC	Y	mdavidw85@charter.net
Neil Joyce	CMS	Y	neil@cms-ma.com
Craig Dunlop	CMS	N	craig@cms-ma.com
Scott Lubker	CMS	Y (Virtual)	scottl@cms-ma.com
Robyn Chrabascz	TOS	N	rchrabascz@sturbridge.gov
Robin Grimm	TOS	N	rgrimm@sturbridge.gov
Michelle Garman	TOS	N	mgarman@sturbridge.gov
Leslie Wong	TOS	N	lwong@sturbridge.gov
Ned Collier	ICON	Y (Virtual)	ncollier@iconarch.com
Mark McKevez	ICON	N	mmckevitz@iconarch.com
Jeremy Tringale	ICON	N	jtringale@iconarch.com
Maria Baudler	ICON	N	MBaudler@iconarch.com
Joe Daigneault	ICON	Y (Virtual)	jdaigneault@iconarch.com
BJ Pulcharski	P+P	N	bj@ppgeneralcontractors.com
Brad Park	CES	N	

**Abbreviations:**

SSCBC – Sturbridge Senior Center Building Committee

CMS – Construction Monitoring Services, Inc. (Owner's Project Manager)

TOS – Town of Sturbridge

ICON – Icon Architecture (Project Designer)

P+P – P+P General Contractors Inc (General Contractor)

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**RECORD ITEMS** – Record Items will appear for one additional meeting after item is closed. If applicable, see previous meeting minutes for additional information on all Record Items.

**AGENDA:**

Item No.	Description	Responsibility	Status	Date Due
1	<b>Meeting Minutes</b> – Minutes for December 11, 2023 were presented. Vote was unanimous in approval.		<b>RECORD</b>	
2.	<b>Invoice Approvals</b> – CMS presented Payment Recommendation Letter, dated January 3, 2024, with project invoices totaling \$363,818.86. Included are: <ul style="list-style-type: none"><li>Icon Invoice 15235 for \$19,500 for construction phase services;</li><li>P&amp;P invoice <i>Application #2</i> for \$249,426.30 (December)</li><li>CMS #4 – \$24,000 for Construction Phase Services and \$3,486.56 (reimbursable expense for Testing Services)</li><li>Cabot Risk \$67,406 for premium of the builder's risk policy</li></ul> A motion was made and seconded to pay the invoices as submitted. The motion was passed unanimously.		<b>RECORD</b>	
3.	<b>OPM Update</b> – CMS presented a power point presentation including photos of progress:  <b>Schedule Update</b> – Work completed in last month: <ul style="list-style-type: none"><li>Advancement of foundation construction – Formwork, Reinforcing and Concrete at Interior piers, perimeter footings &amp; frost walls</li><li>Backfill at perimeter foundation walls, and slab on grade areas inside of the foundation walls</li><li>Waterproofing and Dampproofing and below-grade Insulation board at newly completed and existing foundations</li><li>Foundation Underdrain at Patio Area</li><li>Interior Selective Demolition and Masonry Ties at second floor deck</li></ul> <b>Monthly look-ahead schedule:</b> <ul style="list-style-type: none"><li>Sitework – foundation prep / backfill</li><li>Foundations – completion of remaining footings, walls, &amp; Piers</li><li>Placement of under slab utilities (plumbing &amp; electric) and crushed stone / vapor barrier base materials</li></ul>		<b>RECORD</b>	

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	<ul style="list-style-type: none"><li>• Completion of Slab on Grade</li></ul> <p><b>Change Order #1</b> was presented to the committee, for the added cost of rock removal and disposal from the site contractor. The two (2) day contract time extension was questioned.</p> <p><b>Budget Update / Contingency Summary</b> was also included in presentation. Expenditures to date are approximately \$1.65M, or roughly 13.6% of anticipated project costs. Contingency was adjusted to include funding of Change Order #1 (rock removal), BR Premium and award of Commissioning Services, resulting in a net decrease of \$47,757.</p>			
	<p>CMS is tracking the following issues for review as differing conditions/ Unforeseen issues:</p> <ol style="list-style-type: none"><li>1. Bearing condition first floor – Beam supporting second floor bearing on 2 wythe - wide brick bearing wall. CMS requested structural review this condition and advise.</li></ol> <p><b>1/8/2024 – P&amp;P has documented pier conditions and degradation of pier in basement below the south column. Sketches have been issued providing recommended repairs to pier in the basement. P&amp;P is pricing this added scope.</b></p>	<b>ICON / Structural</b>	<b>CLOSED</b>	<b>1/4/2024</b>
	<ol style="list-style-type: none"><li>2. Steel beam at first floor may be in conflict with the window on the northwest side of the building. Per addendum 3 there was details provided that have not been considered by the contractor to date so this is being investigated further for constructability.</li></ol> <p><b>1/8/2024 – P&amp;P has submitted an alternative plan to stiffen the existing beams and add a splice plate between the two existing members. This proposed revision is under review by ICON / Structural, with exchange of loading information and calculations on-going.</b></p>	<b>ICON / Structural</b>	<b>OPEN</b>	<b>1/22/2024</b>
<b>4.</b>	<b>Icon Update</b> – Joe noted CA work is progressing, with focus on review of existing conditions as well as responding to Open RFI's and submittals.		<b>RECORD</b>	
<b>5.</b>	<b>Old Business</b>			

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5.2	Alan would like to have access to CMS's daily reports. CMS will look into the best way to do this. CMS will look into cost to add additional license(s) to Raken App which is the daily report platform used.  <b>1/8/2024 – CMS discussed with Alan prior to the meeting. It is impractical to email in bulk, due to file size, so will make arrangements to deliver via drop-box. Individual reports will be emailed thereafter.</b>	CMS	RECORD	1/9/2024
5.3	Procore – The committee would like to have access to the project files – CMS gave P+P committee members email addresses previously and will follow up with P+P to send invites. <b>1/8/23 – P&amp;P noted that invites had been sent to the committee. Bill confirmed receipt, but no other members of the committee received the invite. CMS request P&amp;P to resend.</b>	CMS / P+P	RECORD	1/12/2024
5.4	<b>Update on Builders risk</b> – The Town has not provided the policy yet. <b>1/8/2024</b> - Committee voted to pay insurance premium associated with BR Coverage. Town needs to issue policy to P&P for record.	TOS	Open	
5.6	Bill asked Icon a few months ago if ICON is following the latest edition of the building code which would require additional EV charging provisions. Bill would like to confirm that the requirements are for new construction only and does not agree that the requirement is the same for this project since it is not 100% new construction.	ICON	Open	1/8/2024
6.	<b>New Business</b>			
6.1	<b>Existing Clay Drain Line</b> – a 6'-8" clay drain line has been located at the northwest corner of the site. The pipe was not shown on any prior plans, and appears to originate up the hill from the site. Bill did some local history research, and it may be an extension of an underdrain, or sump from the residences up Arnold Drive. DPW has taken water samples and confirmed the water does not contain fluoride, indicating is not sourced from domestic water or waste. Further investigation is needed to try to best determine source, flow (discharge) and other factors. ICON / Civil will work with DPW to determine best course of action to remedy.	ICON Civil / DPW	OPEN	2/12/2024
6.2	<b>Elevator Interface</b> – P&P has requested additional information / clarification as to the requirements of the new framing over the elevator hoistway and necessity for construction of the new elevator machine room walls. ICON has been requested to review the feasibility of leaving the existing basement walls in place at the elevator machine room, and develop alternate details for framing over the elevator	ICON / Structural and CMS	OPEN	2/1/2024

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	hoistway to avoid the cost of a standby elevator technician while the work is being completed. (See RFI-25, dated 1/2/24).			
<b>6.</b>	<b>Next Meeting – Monday, February 12, 2024 @ 1:00 PM.</b>			

**Adjourned – 2:10 PM**

**END OF MINUTES**