

**Hudson DPW Headquarters**  
**Building Committee Meeting Minutes**  
**Date: 1-9-2025**  
**Time: 11:00 AM**  
**Meeting Location: Community Room / Hudson Police Dept.**



**Project:**  
**Hudson DPW Headquarters**

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Meeting Participants:

Name	Affiliation	Present	E-Mail
Eric Ryder	HDPW	Y	eryder@townofhudson.org
Ken Blood	HDPW	Y	kblood@townofhudson.org
Tom Gregory	TOH	Y	tgregory@townofhudson.org
Joe McNealy	TOH	Y	Joemcnealy21@gmail.com
Rick DiPersio	TOH	Y	rdipersio@townofhudson.org
Frank Noyes	TOH	Y	pfnoyes@aol.com
Scott Duplisea	TOH	Y	sduplisea@townofhudson.org
Matt Reed	TOH	Y	mreed@townofhudson.org
Eron Dilo	TOH	N	edilo@townofhudson.org
Neil Joyce	CMS	N	neil@cms-ma.com
Scott Lubker	CMS	Y	scottl@cms-ma.com
Steve Vaccaro	CMS	Y	steve@cms-ma.com
Mike Vianna	HKA	Y	mtvhka@gmail.com
Gregg Yanchenko	HKA	N	hka@npv.com

**Abbreviations:**

HDPW – Hudson DPW  
TOH – Town of Hudson Building Committee  
CMS – Construction Monitoring Services, Inc. (Owner’s Project Manager)  
HKA – Helene Karl (Project Designer)

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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
	Old Business:			
1.	<b>Minutes</b> – Building Committee Meeting Minutes – Minutes from the December 12, 2024 were presented for approval. A motion to approve, seconded and voted for approval. 1 abstention (Frank Noyes)		RECORD	
2.	<b>Invoices:</b> No invoices to present due to requisition not finalized  Budget Update: No change from the previous month.	CMS	RECORD	
3.	<b>Construction Contract</b> – Power point Status Update:  A timeline was presented showing the project is <b>ON SCHEDULE</b>  Progress update: <ul style="list-style-type: none"> <li>• Interior CMU masonry walls</li> <li>• HM doors/frames</li> <li>• Plumbing rough continues with roof drains tied in. Sanitary and domestic water ongoing.</li> <li>• HVAC ductwork, branch boxes and refrigerant line rough</li> <li>• Electrical rough</li> </ul> A presentation of photographs of in place work over the past month was shared.	CMS	RECORD	
4.	<b>Designer Update:</b> Mike V provided some additional update on progress and lookahead work which will include windows and exterior brick masonry (pending winter protection/heat).	HKA	RECORD	
5.	<b>Budget / Schedule Update:</b> No change this month due to contractor bill not ready at time of this meeting. Bills will be forwarded to Town for processing once received. The bills are expected to fall within the budget with no need for a committee vote to approve payments. <ul style="list-style-type: none"> <li>• Total monthly draw – TBD</li> <li>• Total expenditures to date - \$10,895,418</li> </ul>	CMS	RECORD	

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	<ul style="list-style-type: none"><li>Value of CO's to date - \$542,970 (CO 1+2)</li><li>Contingency - \$2,158,030.</li></ul> <p>Breakdown of contingencies: Through CO#3 Contingency analysis: Project contingency: \$1,253,000 / \$130,879 Committed CH. 90 funds: \$605,000 / \$546,367 Committed Insurance proceeds: \$950,000 / \$705,589 Committed</p> <p>Change order #3 presented last month – no change in status. Summary of previously approved NTE PCOS's as follows:</p> <table><tr><td>PCO 9R1 – Primary Conduit Stub-Ups</td><td>\$2,488</td><td>PC</td></tr><tr><td>PCO 11 – Credit for Water Meter</td><td>&lt;\$579&gt;</td><td>PC</td></tr><tr><td>PCO 12 – Add Fire Alarm Devices</td><td>\$2,973</td><td>PC</td></tr><tr><td>PCO 13 – Add Outlets at Canopy</td><td>\$20,587</td><td>CH90</td></tr><tr><td>PCO 14 – Welding at Door Canopy</td><td>\$3,481</td><td>PC</td></tr><tr><td>PCO 15 – Roof Drain Piping</td><td>\$3,928</td><td>PC</td></tr><tr><td>PCO 16 – Fuel Island</td><td>\$699,989</td><td>INS</td></tr><tr><td>Total – Change Order #3 -</td><td>\$732,687</td><td>NTE</td></tr></table> <p>CMS noted that funding for these items would come from three different sources – project contingency (PC), CH 90 Funds (CH90) and Insurance (INS) proceeds – with individual items funded as noted above. Committee voted unanimously in support of moving forward with these PCO's, with funding sources as noted</p>	PCO 9R1 – Primary Conduit Stub-Ups	\$2,488	PC	PCO 11 – Credit for Water Meter	<\$579>	PC	PCO 12 – Add Fire Alarm Devices	\$2,973	PC	PCO 13 – Add Outlets at Canopy	\$20,587	CH90	PCO 14 – Welding at Door Canopy	\$3,481	PC	PCO 15 – Roof Drain Piping	\$3,928	PC	PCO 16 – Fuel Island	\$699,989	INS	Total – Change Order #3 -	\$732,687	NTE			
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Total – Change Order #3 -	\$732,687	NTE																										
6.	<p><b>New Business:</b></p> <ul style="list-style-type: none"><li>Eric provided an update on the status of BP schedule for relocation. He is working with Tom Gregory as well as project team to get an estimated cost for a new salt shed. Tom would like to bring this to Town meeting if needed. Ideally this will get deferred for as long as possible to determine the amount of remaining contingency that can be applied to the cost.</li><li>Insurance proceeds will fund design work for the salt shed. Remaining contingency can fund part of the construction cost and the remaining would be funded via asking to use free cash at annual town meeting in May 2025.</li></ul>																											

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	<ul style="list-style-type: none"><li>HKA is working with civil to site the structure. They have a good location outside of the buffer zone in a convenient location.</li></ul> <p>Eric asked the committee if they would like to vote on this. A motion was made to fund design only for now for \$36,000. The motion was seconded and unanimously approved.</p> <ul style="list-style-type: none"><li>Budget revision request from committee – The committee would like to break out additional funding sources from the borrowing authorization to make the overall budget summary not appear that they are “over budget”.</li></ul>			
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**NEXT MEETING:** February 13th 2025 at 11:00 AM

**Adjourned – 11:30 AM**

**Attachments:** Presentation Slide Deck, Budget Update

**END OF MINUTES**



TOWN OF HUDSON  
NEW DEPT. OF PUBLIC WORKS FACILITY  
JANUARY 9, 2025



# NEW HUDSON DPW – COMMITTEE UPDATE



## Agenda Items:

### *Approval of Minutes*

### *Project Finances*

1. Meeting Minutes – December 12, 2024
2. Project Budget Update:
  - a) Total Monthly Draw – November - \$2,764,315
  - b) Total Expenditures to date - \$10,895,418
  - c) Value of Change Orders to Date (CO1-2) - \$542,969
  - d) Adjustments in Project Contingency – (\$0)
  - e) Remaining Project Contingency - \$2,158,030



# NEW HUDSON DPW – COMMITTEE UPDATE



## Agenda Items:

### *Project Finances*

Hudson DPW	Original Budget	Budget Revisions	Adjusted Budget	Cost to Date	Balance	% Expended
Budget Update November						
Owner's Project Manager						
	817,000	-	817,000	410,000	407,000	50.2%
Architecture and Engineering						
	1,445,000	-	1,445,000	1,177,860	267,140	81.5%
Commissioning Services						
	50,000	-	50,000	-	50,000	0.0%
Construction						
<u>Base Contract</u>	19,977,000		20,519,970	9,241,524	11,278,445	45.0%
<u>Approved Change Orders</u>		542,970	542,970			
Miscellaneous Project Costs						
	190,000	5,000	195,000	66,033	128,967	33.9%
Furnishings and Equipment						
	220,000	125,000	345,000	-	345,000	0.0%
Project Contingency						
	\$1,253,000	-\$649,970	\$603,030		\$2,158,030	0.0%
Total Project Budget	23,975,000	-	25,530,000	10,895,418	14,634,582	42.7%



# NEW HUDSON DPW – PROJECT TIMELINE

2023			2024												2025											
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Phase I - Design & Permitting				Phase II - Bidding			Phase III - Construction															Phase IV - Closeout				

Upcoming Activity:

Project Status: ON SCHEDULE

January - February

Continuation of Building Enclosure & MEP Rough-Ins

- Enclosure (Exterior Walls, Wall Panels and Roofing)
- Interior Partitions – Light Gage Metal and Masonry
- Mechanical, Electrical, Plumbing and Fire Protection Rough-Ins





## NEW HUDSON DPW – COMMITTEE MEETINGS



*Designer Update:*

Designer Update:

Proposed Change Order #3

**Not to Exceed:**

PCO 9R1 – Primary Conduit Stub-Ups	\$2,488	PC
PCO 11 – Credit for Water Meter	<\$579>	PC
PCO 12 – Add Fire Alarm Devices	\$2,973	PC
PCO 13 – Add Outlets at Canopy	\$20,587	CH90
PCO 14 – Welding at Door Canopy	\$3,481	PC
PCO 15 – Roof Drain Piping	\$3,928	PC
PCO 16 – Fuel Island	\$699,989	INS

**Total – Change Order #3 - \$732,687 NTE**

Funding Sources: PC (Project Contingency), CH90 Funds,  
Insurance Proceeds



## NEW HUDSON DPW – COMMITTEE MEETINGS



### *Designer Update:*

Designer Update:

Through Change Order #3

Contingency Analysis:

Project Contingency: 1,253,000/ \$130,879 Committed

Ch 90 Funds \$605,000 / \$546,367 Committed

Insurance Proceeds \$950,000 / \$705,589 Committed

Funding Sources: PC (Project Contingency), CH90 Funds,  
Insurance Proceeds



## NEW HUDSON DPW – COMMITTEE MEETINGS



### *Planned Committee Meetings:*

*February 2025*

*March 2025*

*April 2025*

### Future Committee Meetings:

February 13, 2025

March 13, 2025

April 10, 2025