



**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	N	pfnoyes@aol.com
Scott Duplisea	TOH	N	sduplisea@townofhudson.org
Matt Reed	TOH	Y	mreed@townofhudson.org
Eron Dilo	TOH	N	edilo@townofhudson.org
Neil Joyce	CMS	Y	neil@cms-ma.com
Scott Lubker	CMS	Y	scottl@cms-ma.com
Steve Vaccaro	CMS	N	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)

**Project:**  
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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:**

<b>Item No.</b>	<b>Description</b>	<b>Responsibility</b>	<b>Status</b>	<b>Date Due</b>
	Old Business:			
1.	<b>Minutes</b> – Building Committee Meeting Minutes – Minutes from the Jan 9, 2024 were presented for approval. A motion to approve, seconded and voted for approval.		<b>RECORD</b>	
2.	<b>Invoices:</b>  Budget Update: Neil Joyce presented the summary budget update with no change other than the invoices received. The budget is showing an overall expenditure of 50.7% to date.	CMS	<b>RECORD</b>	
3.	<b>Construction Contract</b> – Power point Status Update:  A timeline was presented showing the project is <b>ON SCHEDULE</b> and a project timeline was presented showing a mid-July turnover.  Progress update: <ul style="list-style-type: none"> <li>• Enclosure (exterior walls, wall panels)</li> <li>• Interior partitions – Drywall and finishes</li> <li>• Mechanical, Plumbing, Electrical and fire protection –               <ul style="list-style-type: none"> <li>◦ Equipment installation and hook ups</li> </ul> </li> </ul> A presentation of photographs of in place work over the past month was shared. Work over past month and continuing over the next month <ul style="list-style-type: none"> <li>• Exterior brick veneer</li> <li>• Metal windows</li> <li>• Misc. Metals – Stair to mezzanine</li> <li>• Interior metal framing</li> <li>• Drywall</li> <li>• Mechanical systems – Duct, refrigerant lines, insulation, systems pressure testing and inspections</li> <li>• Fire Protection – mains and branch lines</li> </ul>	CMS	<b>RECORD</b>	

**Project:**  
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	<ul style="list-style-type: none"> <li>• Plumbing – rough water, vent, and drain lines in wall and continuing with tie-ins throughout.</li> <li>• Electrical rough power, fire alarm, lighting circuits, and conduit/pathways for low voltage/data/security wiring.</li> </ul>																													
4.	<p><b>Designer Update:</b>          Mike was present and did not have anything to add to the overall update and project status.</p>	HKA	RECORD																											
5.	<p><b>Budget / Schedule Update:</b> The previous monthly bills were sent to the town for processing and have been included in the budget update.</p> <ul style="list-style-type: none"> <li>• Total monthly draw for Payment recommendation letter dated January 17, 2025 – \$2,041,834.08 (Castagna Application #7 - \$1,890,495.58, CMS Inv. 10 - \$60,000, reimb#5 – \$8,838.50, HKA Inv. #13 – \$82,500)</li> <li>• Total expenditures to date - \$12,937,252</li> <li>• Value of CO's to date - \$1,304,489 (CO 1 thru 3)</li> </ul> <p><b>Breakdown of contingencies:</b>  <b>Through CO#3</b>  <b>Contingency analysis:</b>          Project contingency: \$1,253,000 / \$177,584 Committed          CH. 90 funds: \$605,000 / \$546,315 Committed          Insurance proceeds: \$950,000 / \$705,589 Committed</p> <p><b>Change order #3 inclusive of PCO 10 was presented. Summary of PCOS's as follows:</b></p> <table> <tbody> <tr> <td>PCO 9R1 – Primary Conduit Stub-Ups</td> <td>\$2,488</td> <td>PC</td> </tr> <tr> <td>PCO 10R1 – Stormwater Piping revisions</td> <td>\$30,132</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><b>PCO 16 – Fuel Island</b></td> <td><b>\$699,989</b></td> <td><b>INS</b></td> </tr> <tr> <td><b>Total – Change Order #3 -</b></td> <td><b>\$761,519</b></td> <td><b>NTE</b></td> </tr> </tbody> </table> <p><b>A motion was made to approve CO3 as presented and was seconded and unanimously approved.</b></p>	PCO 9R1 – Primary Conduit Stub-Ups	\$2,488	PC	PCO 10R1 – Stormwater Piping revisions	\$30,132	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	<b>PCO 16 – Fuel Island</b>	<b>\$699,989</b>	<b>INS</b>	<b>Total – Change Order #3 -</b>	<b>\$761,519</b>	<b>NTE</b>	CMS	RECORD
PCO 9R1 – Primary Conduit Stub-Ups	\$2,488	PC																												
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**Project:**  
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	<p><b>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</b></p>		
<b>6.</b>	<p><b>New Business:</b></p> <ul style="list-style-type: none"><li>Planning board approved a minor modification to the site plan to include the salt shed. The siting will be toward the rear of the site along the back loop road. Will allow for the staging at the ramp for loading and provide adequate access for tractor trailers. NJ will include a site plan showing the salt shed location for the next meeting.</li></ul>		

**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  
FEBRUARY 13, 2025**



# NEW HUDSON DPW – COMMITTEE UPDATE



## Agenda Items:

*Approval of Minutes*

*Project Finances*

1. Meeting Minutes – January 9, 2025
  
2. Project Budget Update:
  - a) Total Monthly Draw – December - \$2,041,834
  - b) Total Expenditures to date - \$12,937,252
  - c) Value of Change Orders to Date (CO1-3) - \$1,304,489.05
  - d) Adjustments in Project Contingency – (\$0)
  - e) Remaining Project Contingency - \$1,396,511



# NEW HUDSON DPW – COMMITTEE UPDATE



## Agenda Items:

## *Project Finances*

Hudson DPW Budget Update December 2024	Original Budget	Budget Revisions	Adjusted Budget	Cost to Date	Balance	% Expended
<b>Owner's Project Manager</b>	<b>817,000</b>	-	<b>817,000</b>	<b>470,000</b>	<b>347,000</b>	<b>57.5%</b>
<b>Architecture and Engineering</b>	<b>1,445,000</b>	-	<b>1,445,000</b>	<b>1,260,360</b>	<b>184,640</b>	<b>87.2%</b>
<b>Commissioning Services</b>	<b>50,000</b>	-	<b>50,000</b>	-	<b>50,000</b>	<b>0.0%</b>
<b>Construction</b>						
<b>Base Contract</b>	<b>19,977,000</b>		<b>21,281,489</b>	<b>11,132,020</b>	<b>10,149,469</b>	<b>52.3%</b>
<b>Approved Change Orders</b>		<b>1,304,489</b>	<b>1,304,489</b>			
<b>Miscellaneous Project Costs</b>	<b>190,000</b>	<b>5,000</b>	<b>195,000</b>	<b>74,872</b>	<b>120,128</b>	<b>38.4%</b>
<b>Furnishings and Equipment</b>	<b>220,000</b>	<b>125,000</b>	<b>345,000</b>	-	<b>345,000</b>	<b>0.0%</b>
<b>Project Contingency</b>	<b>\$1,253,000</b>	<b>\$143,511</b>	<b>\$1,396,511</b>		<b>\$1,396,511</b>	<b>0.0%</b>
<b>Total Project Budget</b>	<b>23,975,000</b>	-	<b>25,530,000</b>	<b>12,937,252</b>	<b>12,592,748</b>	<b>50.7%</b>



# 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:

February - March

Project Status: ON SCHEDULE

Continuation of Building Enclosure & MEP Equipment Installation  
Enclosure (Exterior Walls, Wall Panels)  
Interior Partitions – Drywall & Finishes  
Mechanical, Electrical, Plumbing and Fire Protection –  
Equipment Installation & Hook-Ups



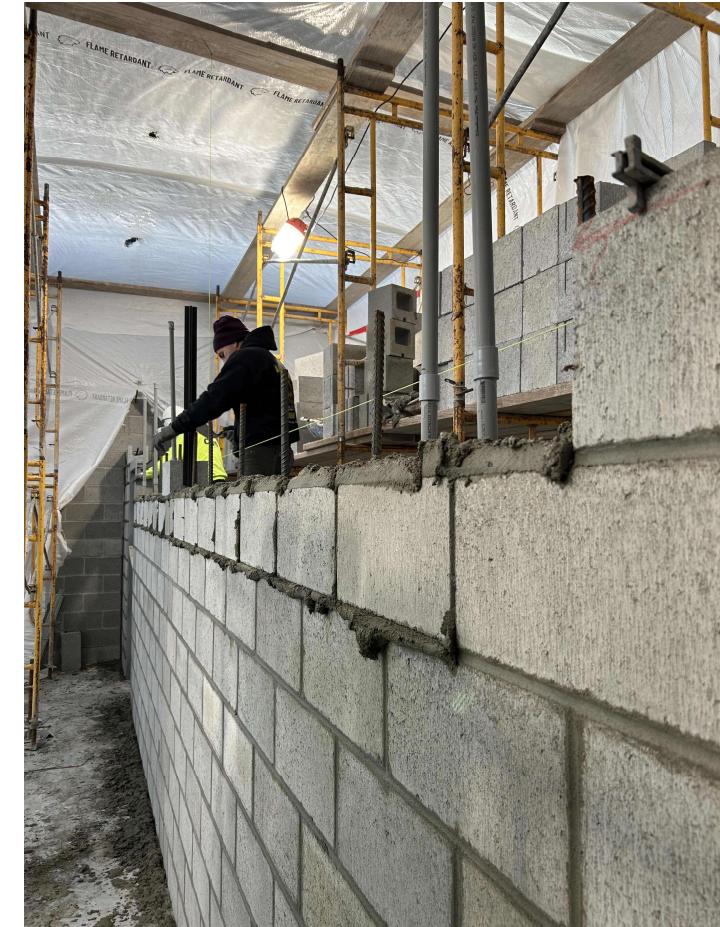
# NEW HUDSON DPW – COMMITTEE MEETINGS



*Progress Photos:*

*Interior Masonry*

- *CMU Walls, Door Frames*





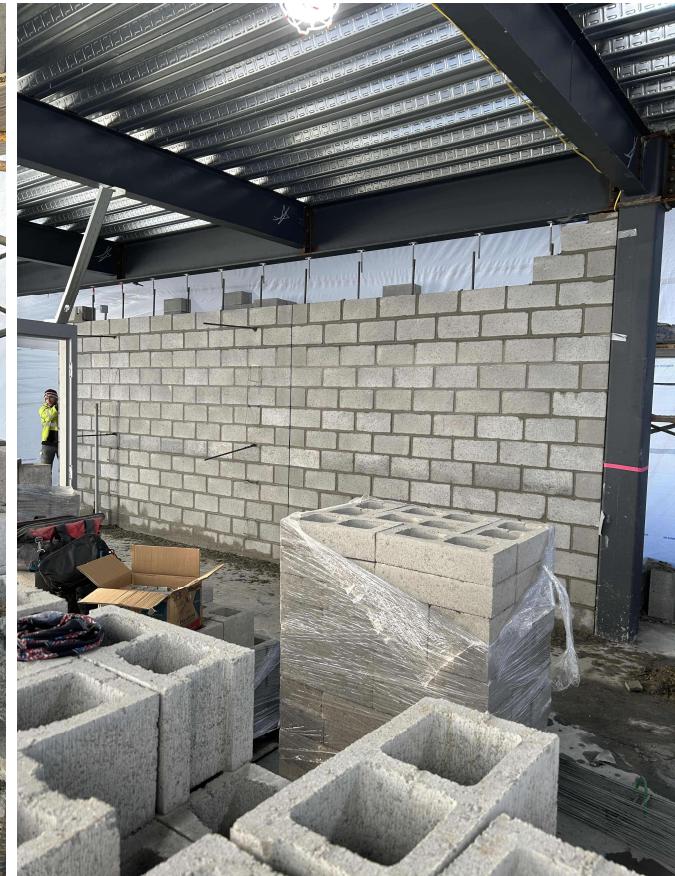
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Interior Masonry

- CMU Walls, Door Frames





# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Exterior Glazing Systems

- Frame and Glass Supports





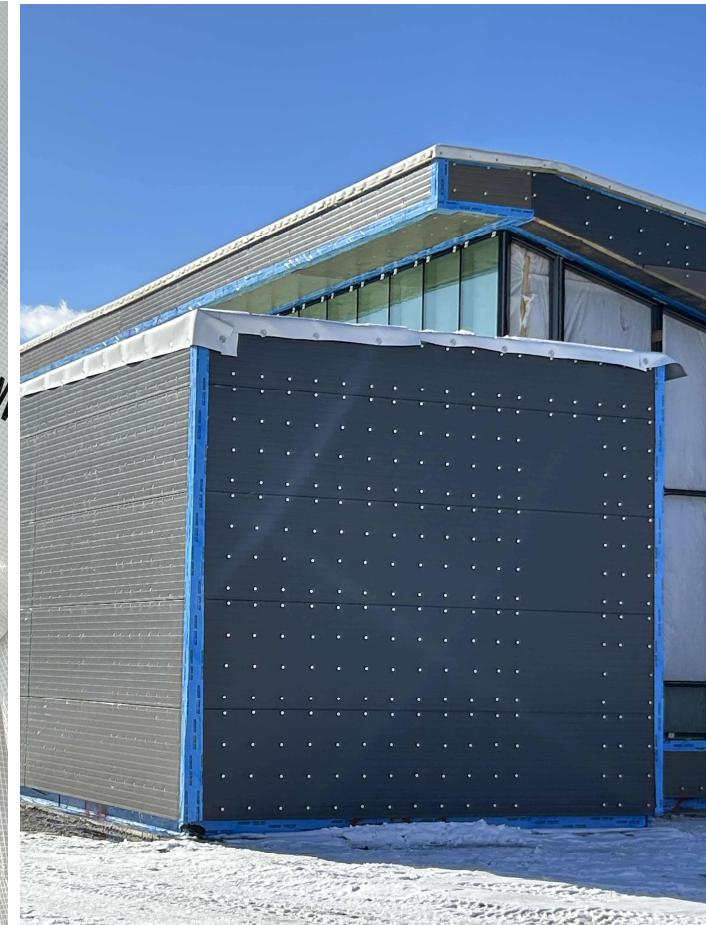
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Exterior Glazing Systems

- Glass Panel Installation





## NEW HUDSON DPW – COMMITTEE MEETINGS



*Progress Photos:*

*Exterior Masonry*  
• Brick Veneer





# NEW HUDSON DPW – COMMITTEE MEETINGS

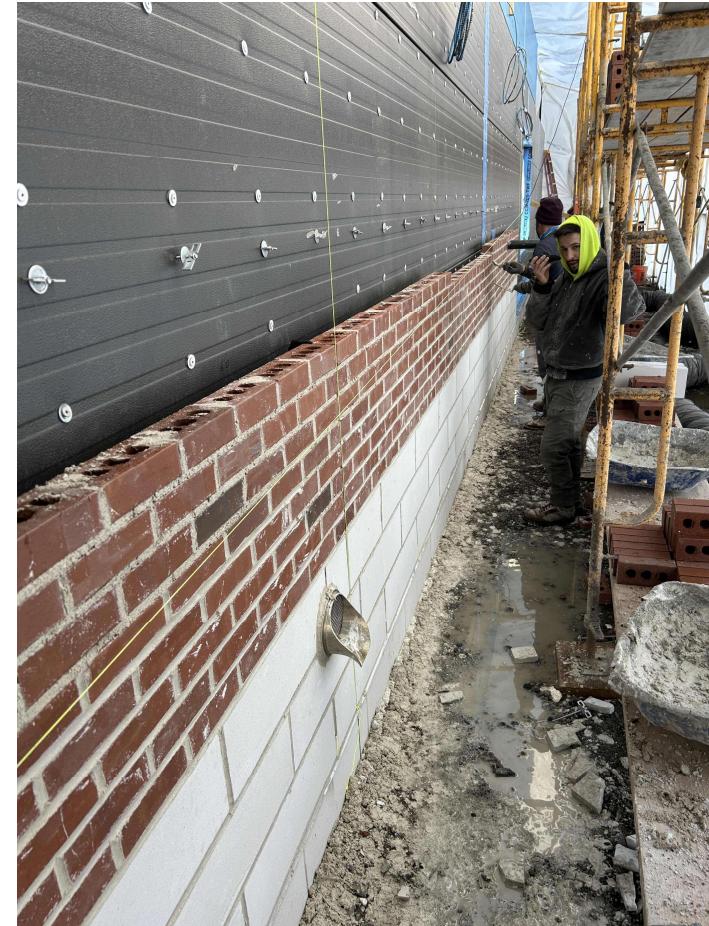


## Progress Photos:

### Exterior Masonry

- Brick Veneer
- Exterior CMU
- Through-Wall Flashing at CMU Base

### Exterior Wall Panel Installation





# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Exterior Wall Panel Installation

- Panel Installation
- Window Opening / Preparation of Weather Sealing



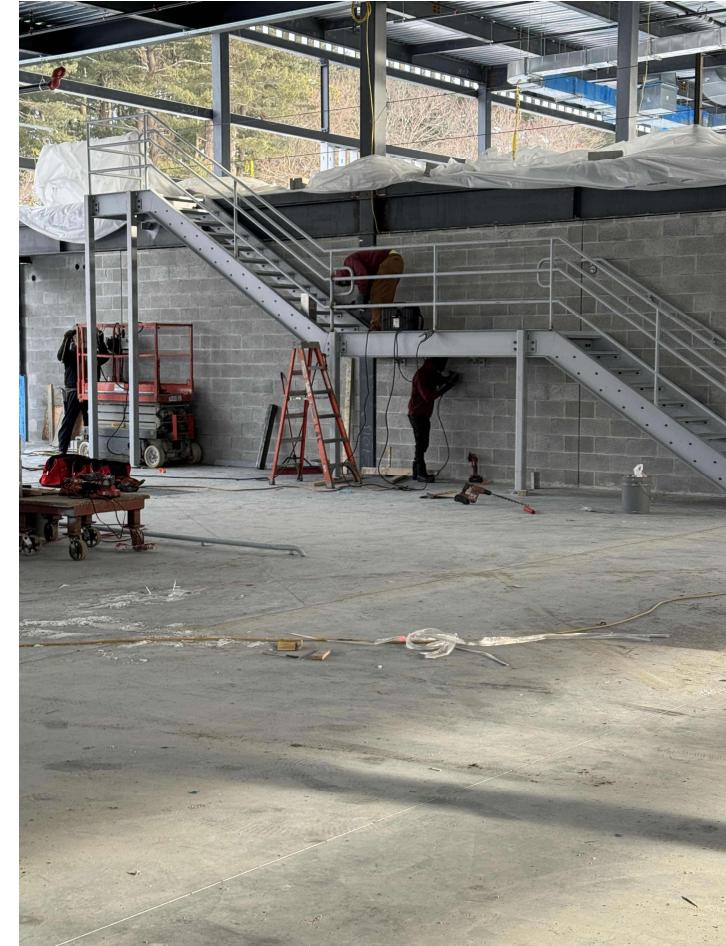


# NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

*Mezzanine Stair Installation*





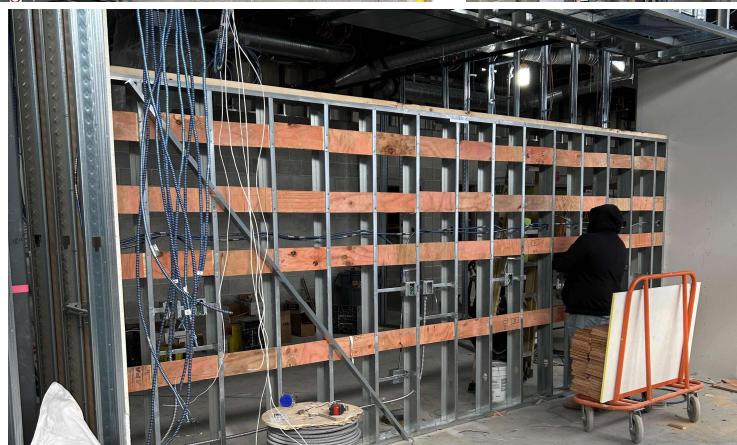
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Interior Metal Framing

- Metal Studs
- Drywall Partitions at Top of Walls
- In-Wall Blocking





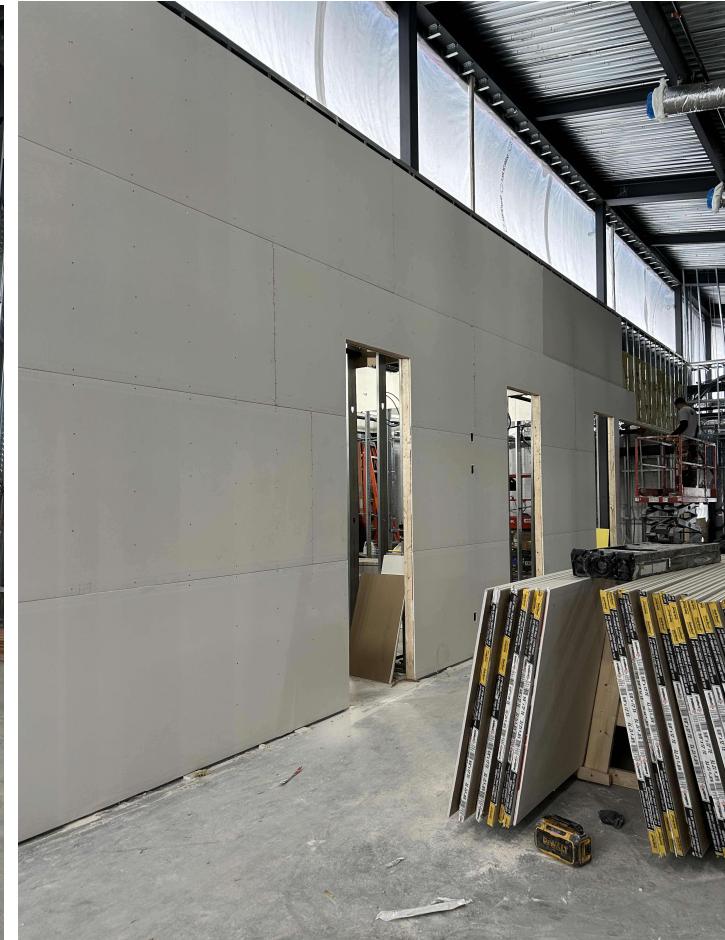
## NEW HUDSON DPW – COMMITTEE MEETINGS



*Progress Photos:*

*Interior Gypsum Board*

- Hang Wall Board





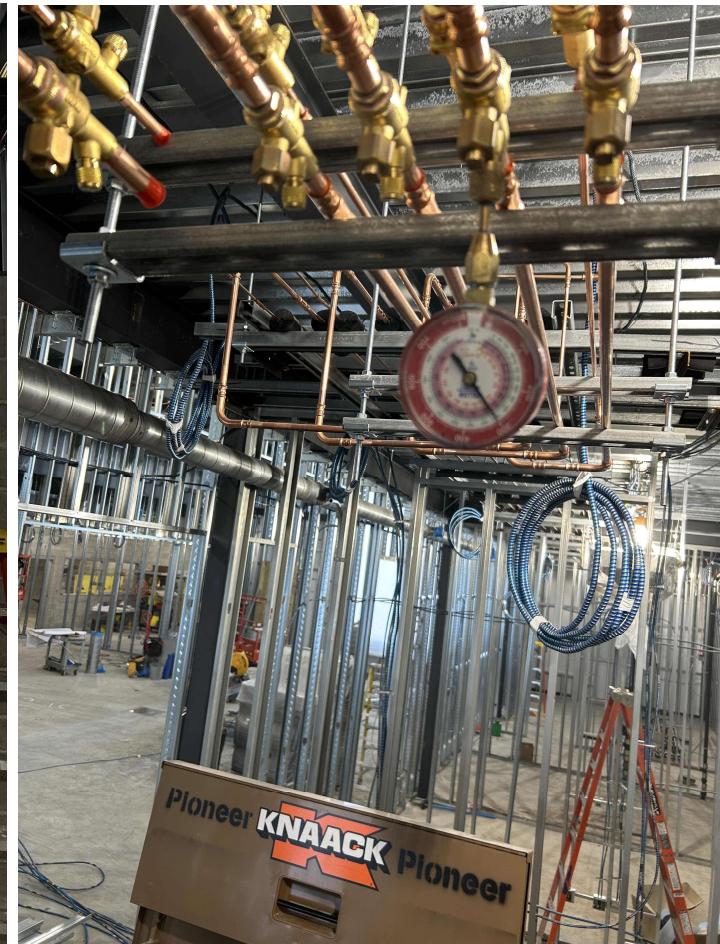
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Mechanical Systems

- Installation of Ductwork
- Installation and Pressure Testing of Refrigerant Piping





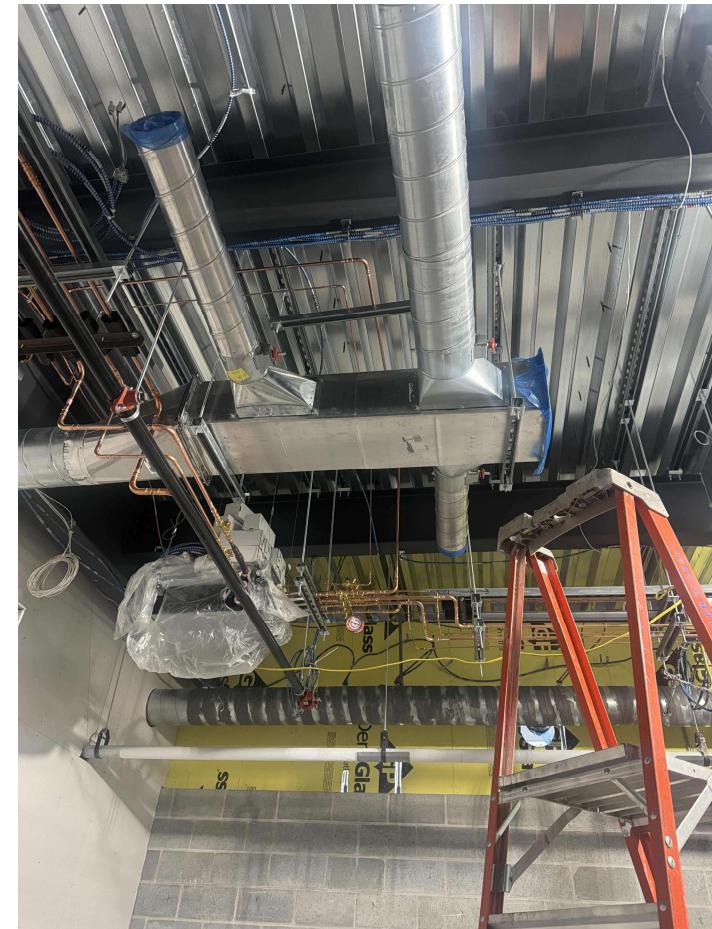
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Mechanical Systems

- Installation of Ductwork  
Insulation





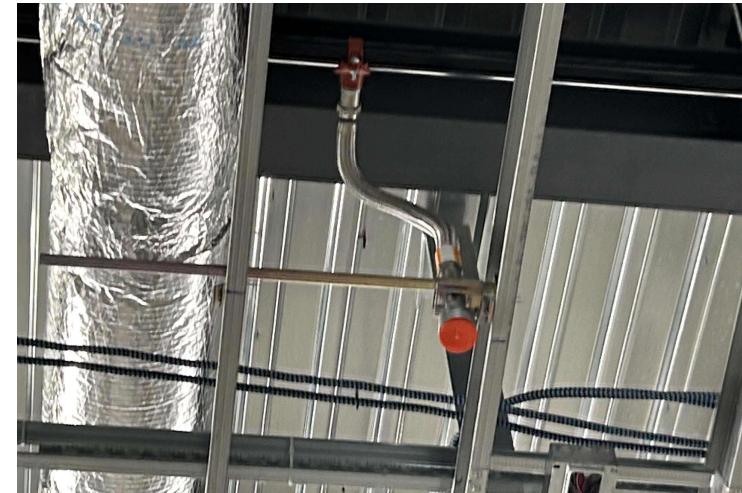
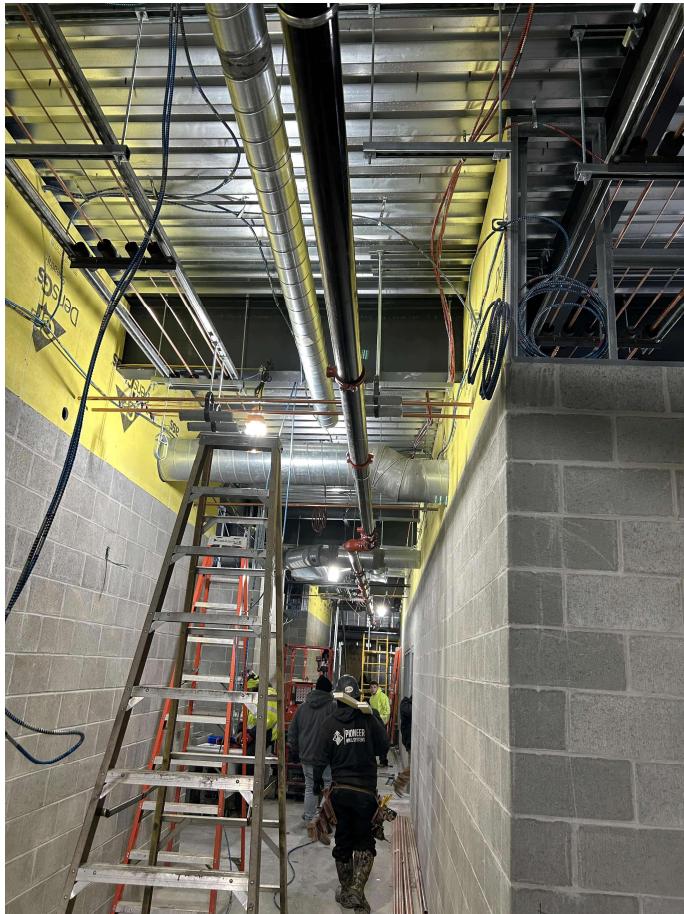
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Fire Protection Systems

- Installation of Sprinkler Piping and Accessories





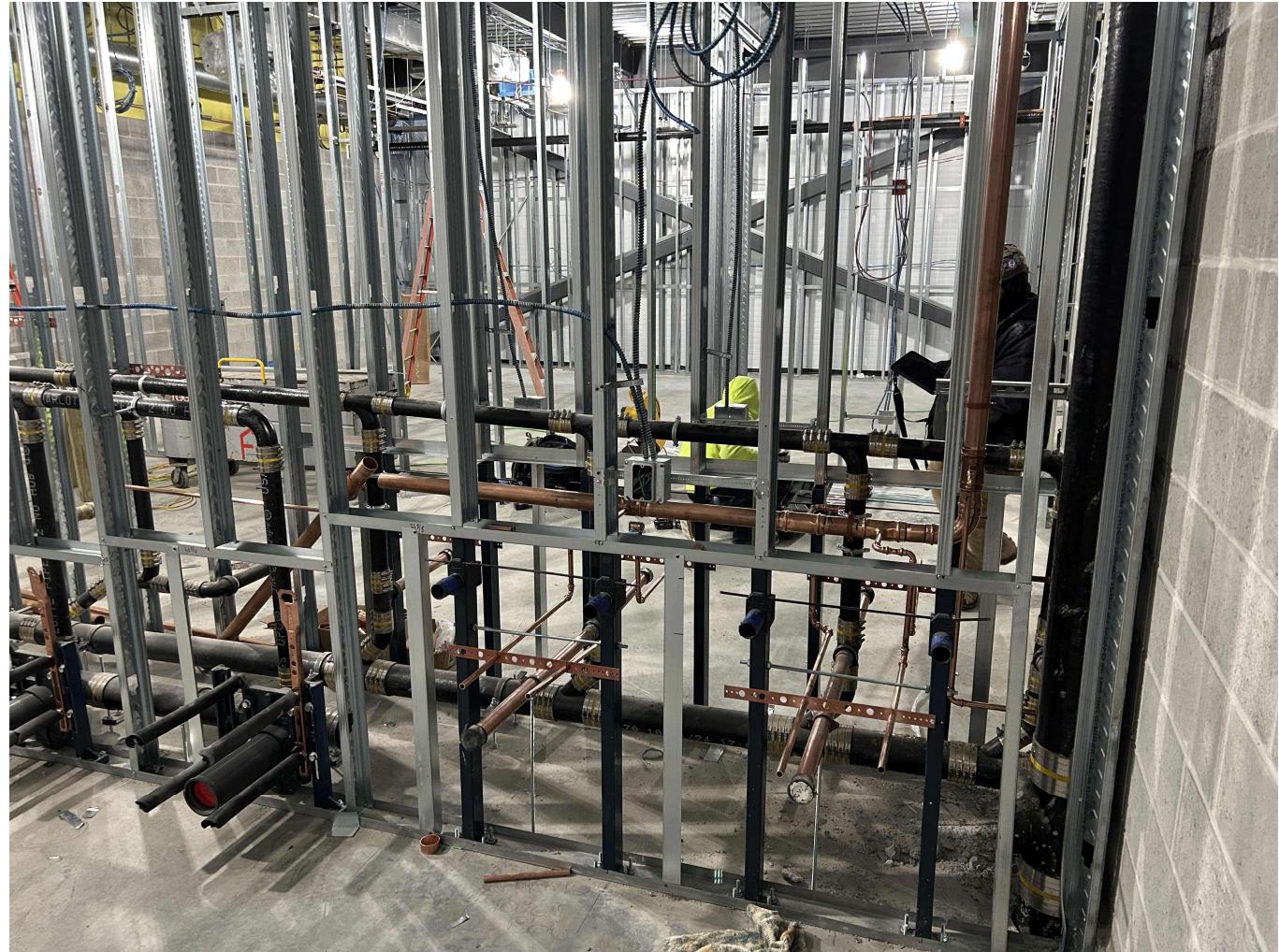
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Plumbing Systems

- *Interior Waste and Vent Pipe*
- *Interior Water Lines*
- *In-Wall Fixture Carriers (toilets and sinks)*





# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Plumbing Systems

- *Interior Waste and Vent Pipe*
- *Interior Water Lines*
- *In-Wall Fixture Carriers (toilets and sinks)*
- *Pipe Insulation*





## 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-10R1 – Interior Storm Drain Pipe	\$30,132	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
<b>Total – Change Order #3 -</b>	<b>\$761,519</b>	

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 / \$177,584 Committed

Ch 90 Funds \$605,000 / \$546,315 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:*

March 2025

April 2025

May 2025

### Future Committee Meetings:

March 13, 2025

April 10, 2025

May 15, 2025