

Hudson DPW Headquarters
Building Committee Meeting Minutes
Date: 3-13-2025
Time: 11:00 AM
Meeting Location: Community Room / Hudson Police Dept.



Project:
Hudson DPW Headquarters

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	N	sduplisea@townofhudson.org
Matt Reed	TOH	Y	mreed@townofhudson.org
Eron Dilo	TOH	Y	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)

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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.	Minutes – Building Committee Meeting Minutes – Minutes from the Feb 13, 2025 were presented for approval. A motion to approve, seconded and voted for approval.		RECORD	
2.	Invoices & Budget: Project Invoices: Invoices were provided include: CMS - \$60,000 Castagna Construction - \$1,175,728 Total Monthly Draw - \$1,235,728 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 \$15.3M / 60% to date.	CMS	RECORD	
3.	Construction Contract – Power point Status Update: A timeline was presented showing the project is ON SCHEDULE and a project timeline was presented showing a mid-July turnover. Progress update: <ul style="list-style-type: none"> • Enclosure (exterior walls, wall panels, overhead doors & windows) • Interior partitions – Drywall and finishes, Ceramic Tile, • Mechanical, Plumbing, Electrical and fire protection – <ul style="list-style-type: none"> ○ Equipment installation and hook ups 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"> • Exterior brick veneer • Metal windows 	CMS	RECORD	



Project:
 Hudson DPW Headquarters

	<ul style="list-style-type: none"> • Drywall • Interior Finishes – Tile, Ceiling Grid, Epoxy Flooring • Mechanical systems – Duct, refrigerant lines, insulation, systems pressure testing and inspections • Fire Protection – Sprinkler Head Coordination • Plumbing – rough water, vent, and drain lines in wall and continuing with tie-ins throughout. • Electrical rough power, fire alarm, lighting circuits, and conduit/pathways for low voltage/data/security wiring. 			
4.	Designer Update: Mike was present and did not have anything to add to the overall update and project status.	HKA	RECORD	
5.	FF&E / Technology Update: CMS presented the following packages for award: Office Furnishings / Metal Shelving: WB Mason - NTE \$170,000 Audio Visual Equipment: Valley Communications - NTE \$50,000 ** IT Server, Copiers & Related Equipment - NTE \$90,000 Phone System (Handsets) - NTE \$30,000 Vehicle Lifts – 4-post Mobile Lift System - NTE \$80,000 Shop Equipment (Drill Press / Band Saw) – NTE \$6,000 Funding for these items will be a combination of budgeted expense and Owner's Contingency. ** <i>AV Equipment will be awarded via change through the Contractor at Town's (IT) request.</i> Fuel Tank Removal – Removal of existing system will be awarded by Change Order to Castagna Construction, at a Cost NTE \$50,000, and will include removal of all pumps, underground piping and tanks. DPW will remove the overhead canopy and raised fuel island. Fuel Tank removal will be funded from the surplus Insurance Proceeds. A motion was made to award FF&E packages as presented and was seconded and unanimously approved.	CMS	RECORD	
6.	Change Order #4: <ul style="list-style-type: none"> • The following changes were recommended for acceptance and execution as Contract Change Order #4: 			

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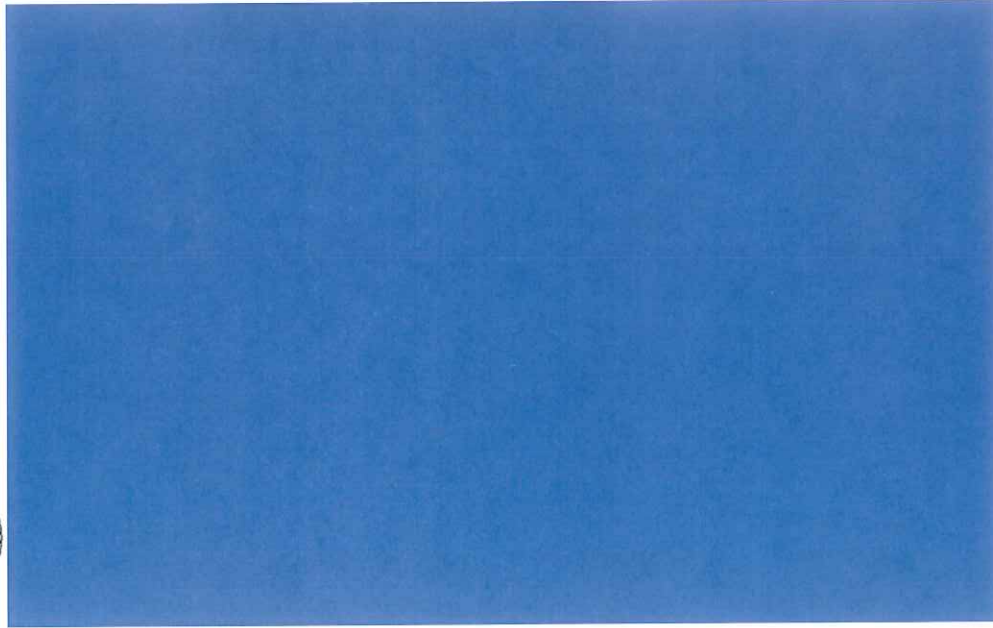
<ul style="list-style-type: none"> • Provide Power for Overhead Shades and Three (3) Duplex Receptacles at Kitchenette.....\$ 7,947.51 • Provide added backboxes for Wall Monitors.....\$ 1,897.18 • Provide additional Storage Cabinets.....\$ 4,188.80 • Provide Three (3) additional Data Outlets..... \$2,405.14 <p>TOTAL FOR CHANGE ORDER #4..... \$16,38.63</p> <p>Change Order #4 will be funded from Owner’s Contingency.</p>			
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NEXT MEETING: April 17, 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 MARCH 13, 2025



NEW HUDSON DPW – COMMITTEE UPDATE



Agenda Items:

Approval of Minutes

Project Finances

1. Meeting Minutes – February 13, 2025
2. Project Budget Update:
 - a) Total Monthly Draw – January - \$1,123,509
February - \$1,235,728
 - a) Total Expenditures to date - \$15,296,489
 - b) Value of Change Orders to Date (CO1-3) - \$1,304,489.05
 - c) Adjustments in Project Contingency – (\$0)
 - d) Remaining Project Contingency - \$1,396,511



NEW HUDSON DPW – COMMITTEE UPDATE

Agenda Items:

Project Finances

Hudson DPW Budget Update February 2025 Owner's Project Manager	Original Budget	Budget Revisions	Adjusted Budget	Cost to Date	Balance	% Expended
	817,000	-	817,000	590,000	227,000	72.2%
Architecture and Engineering						
	1,445,000	-	1,445,000	1,260,360	184,640	87.2%
Commissioning Services						
	50,000	-	50,000	-	50,000	0.0%
Construction						
Base Contract	19,977,000		21,281,489	13,371,257	7,910,232	62.8%
Approved Change Orders		1,304,489	1,304,489			
Miscellaneous Project Costs						
	190,000	5,000	195,000	74,872	120,128	38.4%
Furnishings and Equipment						
	220,000	125,000	345,000	-	345,000	0.0%
Project Contingency						
	\$1,253,000	\$143,511	\$1,556,095		\$1,396,511	0.0%
Total Project Budget	23,975,000	1,555,000	25,530,000	15,296,489	10,233,511	59.9%



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				



NEW HUDSON DPW – COMMITTEE MEETINGS

Progress Photos:

- Interior Masonry*
- CMU Walls, Door Frames at Mezzanine





NEW HUDSON DPW – COMMITTEE MEETINGS

Progress Photos:

- Interior Masonry*
- CMU Walls,
- Light Gage Metal Framing at Mezzanine





NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Overhead Doors





NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

- Exterior Glazing Systems*
 - Glass Panel Installation*





NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Exterior Wall Systems

- *Light Gage Metal*
- *Insulated Panels*
- *Masonry Veneer*
- *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:

- Interior Finishes:*
- Ceramic tile at Bathrooms / Locker Rooms





NEW HUDSON DPW – COMMITTEE MEETINGS

Progress Photos:

Interior Drywall Finishes





NEW HUDSON DPW – COMMITTEE MEETINGS

Progress Photos:

- Mechanical Systems*
- *Installation of Ductwork*
 - *Installation and Pressure Testing of Refrigerant Piping*





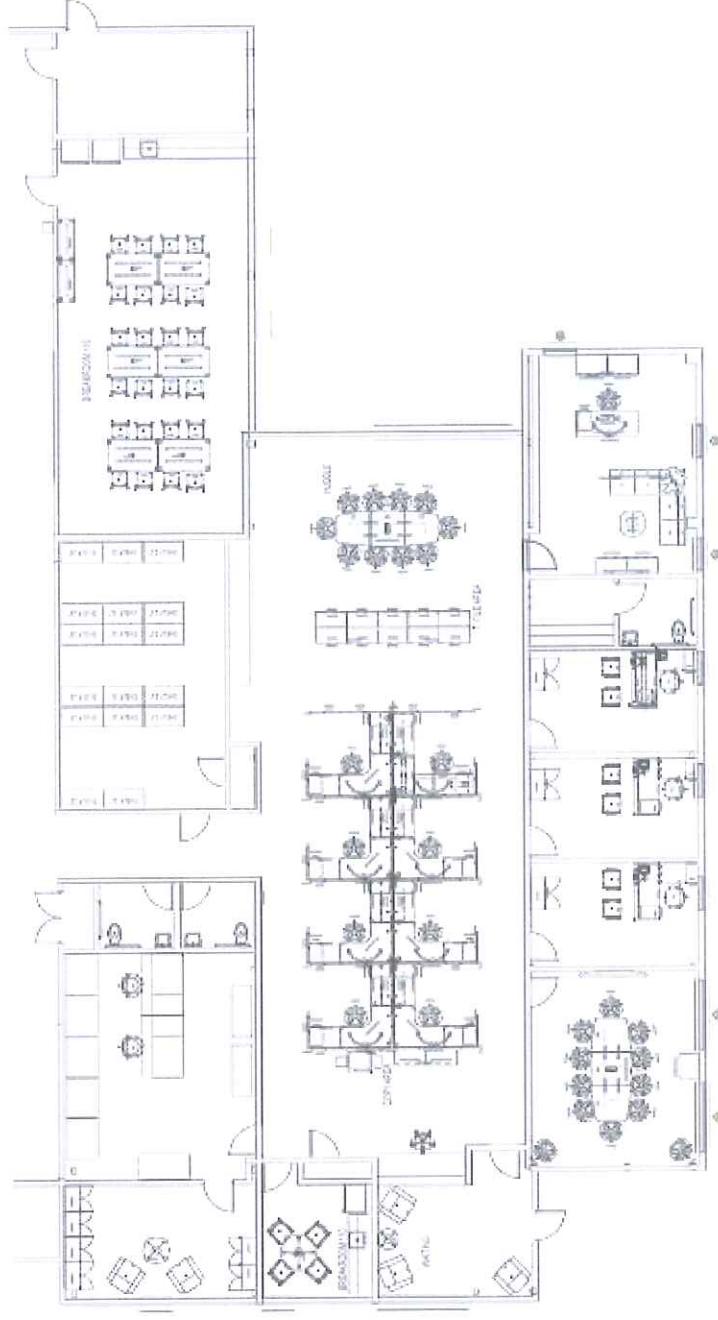
NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E Commitments:

*Office Furnishings & Metal
Shelving*

WB Mason – Office Furniture: \$121,339
WB Mason / Global Industrial Shelving: \$ 40,993
NTE: \$170,000





NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E:

Conference Rooms



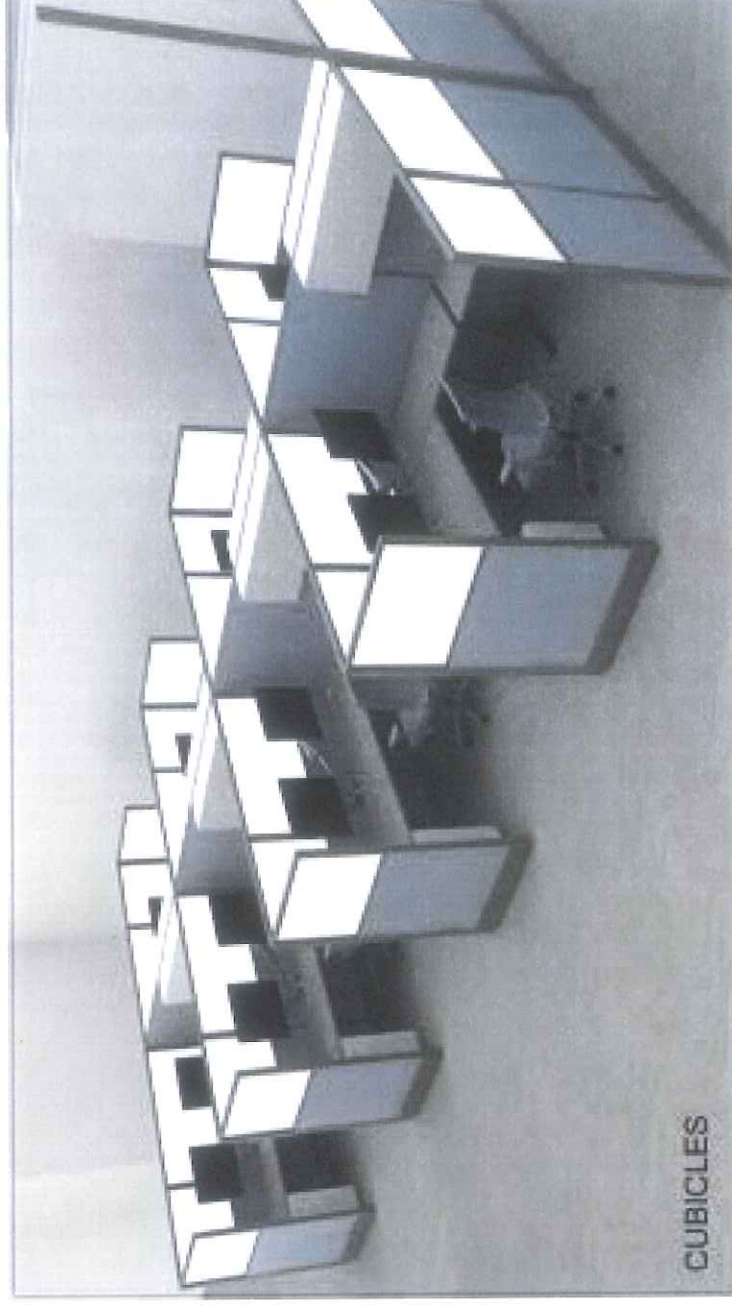


NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E:

Staff Cubicles





NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E:

Collaborative Work Space





NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E:

Director's Office





NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E Commitments:

Audio Visual Package

Server and IT Equipment

Phone System

Vehicle Lifts

Shop Equipment

Audio Visual Equipment – Valley via Contractor \$50,000

IT Server, Copiers and Related Equipment - \$90,000

Phone System – Handsets - \$30,000

Vehicle Lifts – 4-column Mobile Lift System - \$80,000

Shop Equipment (Drill Press / Band Saw) - \$6,000



NEW HUDSON DPW – COMMITTEE MEETINGS



Fuel Tank Removal:

Not To Exceed - \$50,000 (Funded from 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

Today's Request would reduce project contingency by \$220,000
Fuel Tank Removal Expense - \$50K / Funded through Insurance Proceeds

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



NEW HUDSON DPW – COMMITTEE MEETINGS



Designer Update:

Designer Update:

Proposed Change Order #4

PCO 020 – Shade Power and Three (3) duplex receptacles at Kitchenette	\$7,947.51	PC
PCO-019 – Added Backboxes for Wall Monitors	\$1,897.18	PC
PCO 021 – Additional Storage Cabinets	\$4,188.80	PC
PCO 022 – Additional Data outlets (3)	\$2,405.14	PC
(NOT TO EXCEED)		

Total – Change Order #4 - NTE \$16,438.63

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



NEW HUDSON DPW – COMMITTEE MEETINGS



Planned Committee Meetings:

April 2025

May 2025

June 2025

Future Committee Meetings:

April 10, 2025

May 15, 2025

June 12, 2025



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Phase I - Design & Permitting				Phase II - Bidding			Phase III - Construction															Phase IV - Closeout				

Upcoming Activity:

Project Status: ON SCHEDULE

March - April

- Continuation of Building Enclosure & MEP Equipment Installation
- Enclosure - Exterior Masonry, Wall Panels, Windows & Curtainwalls, Garage Doors, Roof Flashing & Finishes
 - Interior – Drywall & Finishes, Tile, Ceiling Grid, Epoxy Floors, Painting (Primer and First Coat)
 - Mechanical, Electrical, Plumbing and Fire Protection – Equipment Installation & Hook-Ups
 - Sitework – Site Grading, Remaining Utilities and Infrastructure



NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Interior Masonry

- *CMU Walls, Door Frames at Mezzanine*





NEW HUDSON DPW – COMMITTEE MEETINGS



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NEW HUDSON DPW – COMMITTEE MEETINGS



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Exterior Glazing Systems

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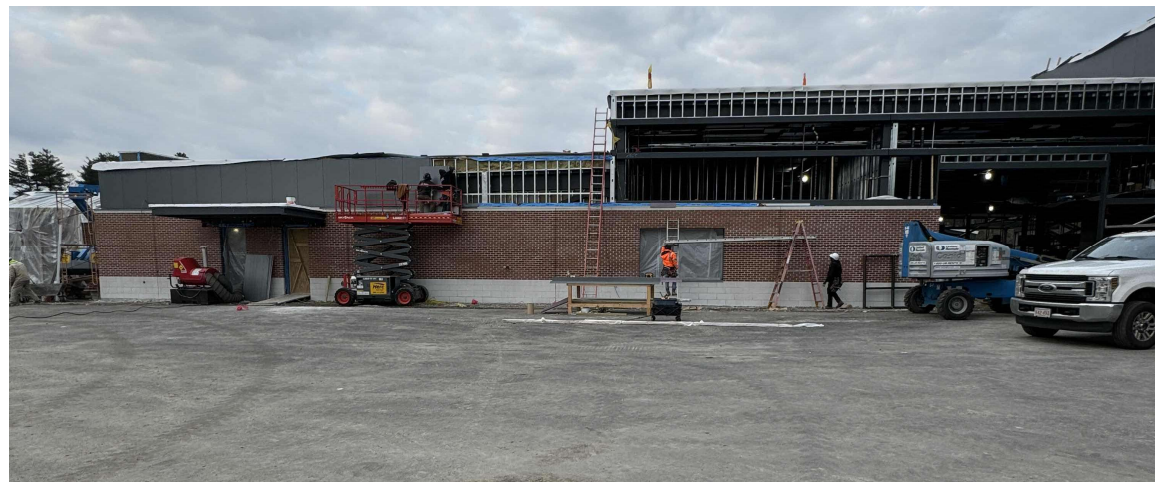
NEW HUDSON DPW – COMMITTEE MEETINGS



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NEW HUDSON DPW – COMMITTEE MEETINGS



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Interior Finishes:

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NEW HUDSON DPW – COMMITTEE MEETINGS



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Interior Drywall Finishes





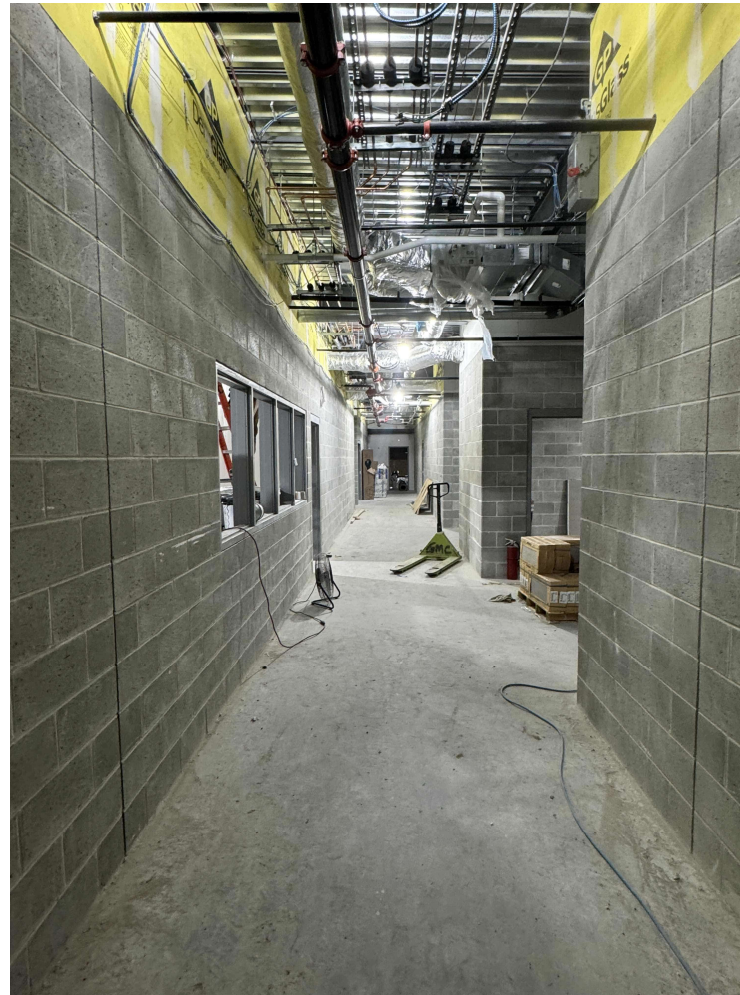
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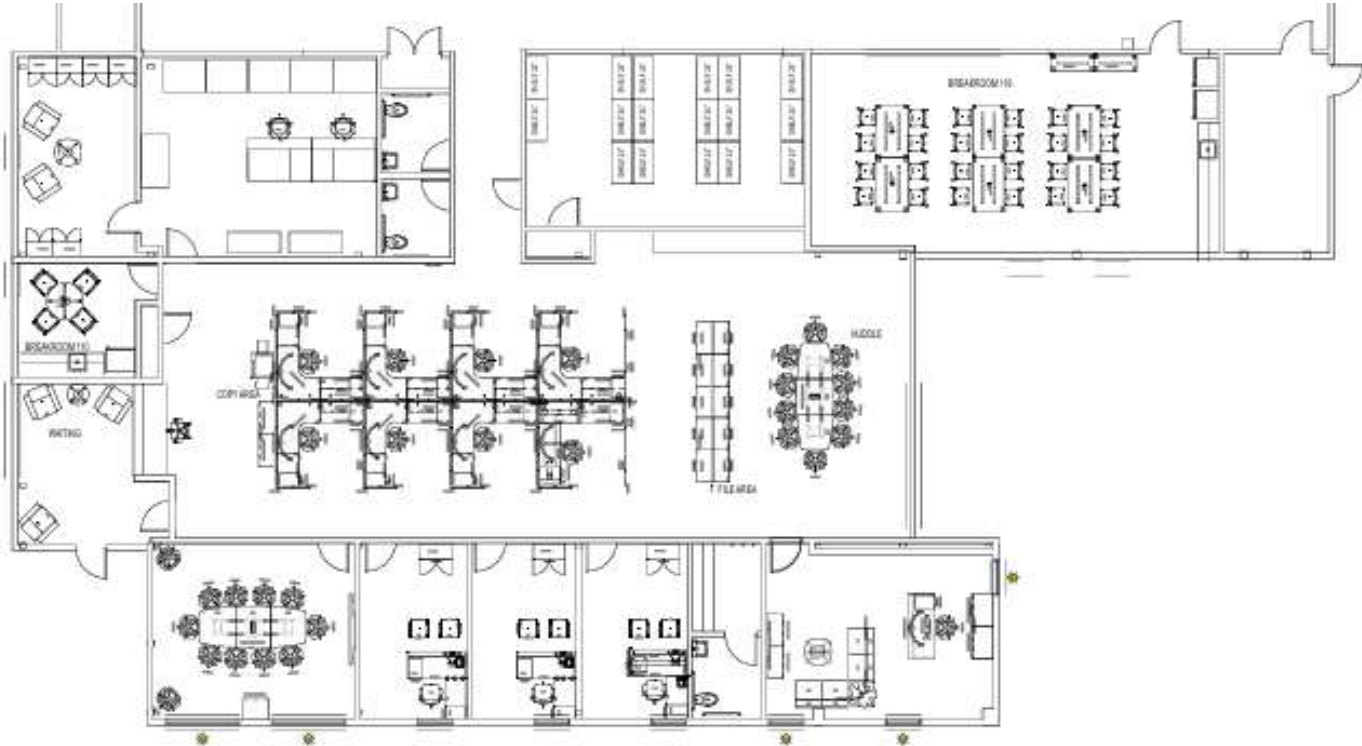
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FF&E:

Conference Rooms





NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E:

Staff Cubicles





NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E:

Collaborative Work Space





NEW HUDSON DPW – COMMITTEE MEETINGS



FF&E:

Director's Office





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Audio Visual Equipment – Valley via Contractor \$50,000

IT Server, Copiers and Related Equipment - \$90,000

Phone System – Handsets - \$30,000

Vehicle Lifts – 4-column Mobile Lift System - \$80,000

Shop Equipment (Drill Press / Band Saw) - \$6,000

Audio Visual Package

Server and IT Equipment

Phone System

Vehicle Lifts

Shop Equipment



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