



**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	N	rdipersio@townofhudson.org
Frank Noyes	TOH	N	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	Y	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:**

<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 March 13, 2025 were presented for approval. A motion to approve, seconded and voted for approval.		<b>RECORD</b>	
2.	<b>Invoices &amp; Budget:</b>  Project Invoices: Invoices were provided include: CMS - \$45,000 Castagna Construction - \$1,260,529 Total Bldg Systems (Cx A) - \$2,006 Yankee Engineering - \$4,365 <b>Total Monthly Draw - \$1,311,901</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 \$16.6M / <b>65%</b> 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, overhead doors &amp; windows)</li> <li>• Interior finish work – Drywall and finishes –Painting prime and first coat), Ceramic Tile, Epoxy flooring, Ceiling Grid</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.	CMS	<b>RECORD</b>	

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	<p>Work over past month and continuing over the next month</p> <ul style="list-style-type: none"> <li>• Exterior brick veneer</li> <li>• Metal windows</li> <li>• Interior Finishes – Tile, Ceiling Grid, Epoxy Flooring</li> <li>• Mechanical systems – Duct, refrigerant lines, insulation, systems pressure testing and inspections</li> <li>• Fire Protection – Sprinkler Head Coordination</li> <li>• Plumbing – Fixtures and Finishes</li> <li>• Electrical – Panel Boards, 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>FF&amp;E / Technology Update:</b> CMS presented the following packages for award with Not To Exceed (NTE) Pricing:</p> <ul style="list-style-type: none"> <li>• Office accessories: WB Mason - NTE \$5,000</li> <li>• Floor Scrubber (U-line) – NTE \$5,000</li> <li>• Single person lift (global industries) – NTE \$15,000</li> <li>• Appliances (United / Lowes) – NTE \$15,000</li> <li>• Shop Equipment (pressure washer / Grainger) – NTE \$5,500</li> <li>• Flat Files / File Cabinets – NTE \$20,000</li> <li>• Irrigation – Primo \$9,500</li> </ul> <p>Funding for these items will be drawn from Owner's Contingency.</p> <p>A motion was made to award FF&amp;E packages as presented and was seconded and unanimously approved.</p>	CMS	RECORD
6.	<p><b>Financials Through Change Order #4:</b></p> <p><b>Contingency Analysis:</b></p> <p>Project contingency: \$1,253,000 / \$520,876 Committed</p> <p>CH. 90 Funds: \$605,000 / \$546,315 Committed</p> <p>Insurance proceeds: \$950,000 / \$755,589 Committed</p>		

**Hudson DPW Headquarters**  
**Building Committee Meeting Minutes**  
**Date: 4-17-2025**  
**Time: 11:00 AM**  
**Meeting Location: Community Room / Hudson Police Dept.**



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

	Todays FF&E Request would reduce project contingency by \$75,500			
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**NEXT MEETING: May 15, 2025 at 11:00 AM**

**Adjourned – 11:20 AM**

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

**END OF MINUTES**



TOWN OF HUDSON  
NEW DEPT. OF PUBLIC WORKS FACILITY  
APRIL 17, 2025



# NEW HUDSON DPW – COMMITTEE UPDATE



## Agenda Items:

### *Approval of Minutes*

### *Project Finances*

1. Meeting Minutes – March 13, 2025
  
2. Project Budget Update:
  - a) Total Monthly Draw – March, 2025 \$1,311,901
    - a) CMS – 45,000
    - b) Castagna Construction - \$1,260,529
    - c) Total Building Systems (Cx) – \$2,006
    - d) Yankee Engineering - \$4,365
  - b) Total Expenditures to date - \$16,608,390
  - c) Value of Change Orders to Date (CO1-4) - \$1,343,610
  - 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 March 2025	Original Budget	Budget Revisions	Adjusted Budget	Cost to Date	Balance	% Expended
<b>Owner's Project Manager</b>	817,000	-	817,000	635,000	182,000	77.7%
<b>Architecture and Engineering</b>	1,445,000	-	1,445,000	1,260,360	184,640	87.2%
<b>Commissioning Services</b>	50,000	-	50,000	2,006	47,994	0.0%
<b>Construction</b>						
<b>Base Contract</b>	19,977,000		21,320,610	14,631,786	6,688,824	68.6%
<b>Approved Change Orders</b>		1,343,610	1,343,610			
<b>Miscellaneous Project Costs</b>	190,000	5,000	195,000	79,237	115,763	40.6%
<b>Furnishings and Equipment</b>	220,000	425,000	645,000	-	645,000	0.0%
<b>Project Contingency</b>	\$1,253,000	-\$195,610	\$1,506,095		\$1,057,390	0.0%
<b>Total Project Budget</b>	23,975,000	1,555,000	25,530,000	16,608,390	8,921,610	65.1%



# 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:

April - May

Project Status: ON SCHEDULE

Continuation of Building Enclosure & MEP Equipment Installation  
Enclosure - Exterior Masonry, Wall Panels, Windows & Curtainwalls,  
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:*

*Overhead Doors, Exterior Wall Panels & Exterior Glazing*





# 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:*

*Interior Finishes:*

- *Ceramic Wall tile at Bathrooms / Locker Rooms*
- *Epoxy Flooring*





# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Interior Finishes:

- *Painting – Primer and First Coat*
- *Ceiling Grid*
- *MEP Finishes*
- *Millwork Installation*





# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Mechanical Systems

- *Installation of Terminal Units*
- *Installation and Fluids Transfer Pumps*
- *Installation of HVAC Ceiling Cassettes*





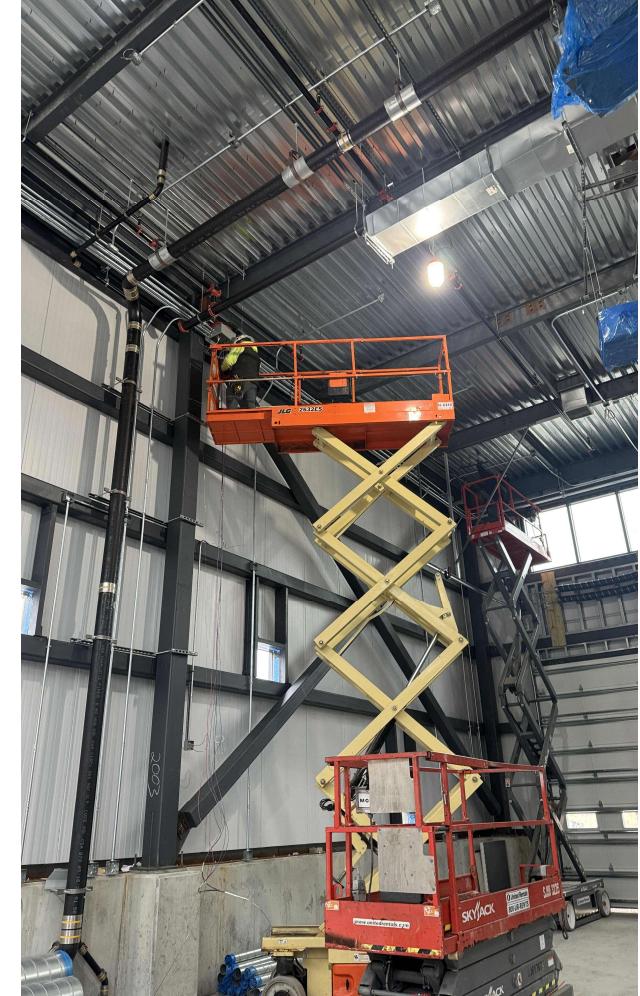
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Electrical Systems

- *Build out of Panelboards*
- *Installation of Lighting*





## NEW HUDSON DPW – COMMITTEE MEETINGS



*FF&E Commitments:*

Office Accessories – WB Mason \$5,000

Floor Scrubber U-Line - \$5,000

Single Person Lift (Global Industries)- \$15,000

Appliances (United / Lowes) – \$15,000

Shop Equipment (Pressure Washer / Grainger) - \$5,500

File Cabinets (Supplement Existing / WB Mason) - \$20,000

Irrigation – \$9,500

*Audio Visual Package*

*Server and IT Equipment*

*Phone System*

*Vehicle Lifts*

*Shop Equipment*



## NEW HUDSON DPW – COMMITTEE MEETINGS



*Designer Update:*

Designer Update:

Through Change Order #4

Contingency Analysis:

Project Contingency: 1,253,000 / \$520,876 Committed

Ch 90 Funds \$605,000 / \$546,315 Committed

Insurance Proceeds \$950,000 / \$755,589 Committed

Today's FF&E Request would reduce project contingency by \$75,500

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



## NEW HUDSON DPW – COMMITTEE MEETINGS



*Designer Update:*

**Change Orders – No new Items this month**

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



## NEW HUDSON DPW – COMMITTEE MEETINGS



### *Planned Committee Meetings:*

*May 2025*

*June 2025*

*July 2025*

### **Future Committee Meetings:**

**May 15, 2025**

**June 12, 2025**

**July 17, 2025**