

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

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:

Item No.	Description	Responsibility	Status	Date Due
	Old Business:			
1.	Minutes – Building Committee Meeting Minutes – Minutes from the March 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 - \$45,000 Castagna Construction - \$1,260,529 Total Bldg Systems (CxA) - \$2,006 Yankee Engineering - \$4,365 Total Monthly Draw - \$1,311,901 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 / 65% 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 finish work – Drywall and finishes –Painting prime and first coat), Ceramic Tile, Epoxy flooring, Ceiling Grid • 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.	CMS	RECORD	



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	<p>Work over past month and continuing over the next month</p> <ul style="list-style-type: none"> • Exterior brick veneer • Metal windows • Interior Finishes – Tile, Ceiling Grid, Epoxy Flooring • Mechanical systems – Duct, refrigerant lines, insulation, systems pressure testing and inspections • Fire Protection – Sprinkler Head Coordination • Plumbing – Fixtures and Finishes • Electrical – Panel Boards, power, fire alarm, lighting circuits, and conduit/pathways for low voltage/data/security wiring. 			
4.	<p>Designer Update: Mike was present and did not have anything to add to the overall update and project status.</p>	HKA	RECORD	
5.	<p>FF&E / Technology Update: CMS presented the following packages for award with Not To Exceed (NTE) Pricing:</p> <ul style="list-style-type: none"> • Office accessories: WB Mason - NTE \$5,000 • Floor Scrubber (U-line) – NTE \$5,000 • Single person lift (global industries) – NTE \$15,000 • Appliances (United / Lowes) – NTE \$15,000 • Shop Equipment (pressure washer / Grainger) – NTE \$5,500 • Flat Files / File Cabinets – NTE \$20,000 • Irrigation – Primo \$9,500 <p>Funding for these items will be drawn from Owner’s Contingency.</p> <p>A motion was made to award FF&E packages as presented and was seconded and unanimously approved.</p>	CMS	RECORD	
6.	<p>Financials Through Change Order #4:</p> <p>Contingency Analysis:</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>			

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	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
Owner's Project Manager						
	817,000	-	817,000	635,000	182,000	77.7%
Architecture and Engineering						
	1,445,000	-	1,445,000	1,260,360	184,640	87.2%
Commissioning Services						
	50,000	-	50,000	2,006	47,994	0.0%
Construction						
<u>Base Contract</u>	19,977,000		21,320,610	14,631,786	6,688,824	68.6%
<u>Approved Change Orders</u>		1,343,610	1,343,610			
Miscellaneous Project Costs						
	190,000	5,000	195,000	79,237	115,763	40.6%
Furnishings and Equipment						
	220,000	425,000	645,000	-	645,000	0.0%
Project Contingency						
	\$1,253,000	-\$195,610	\$1,506,095		\$1,057,390	0.0%
Total Project Budget	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:

Project Status: ON SCHEDULE

April - May

- 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





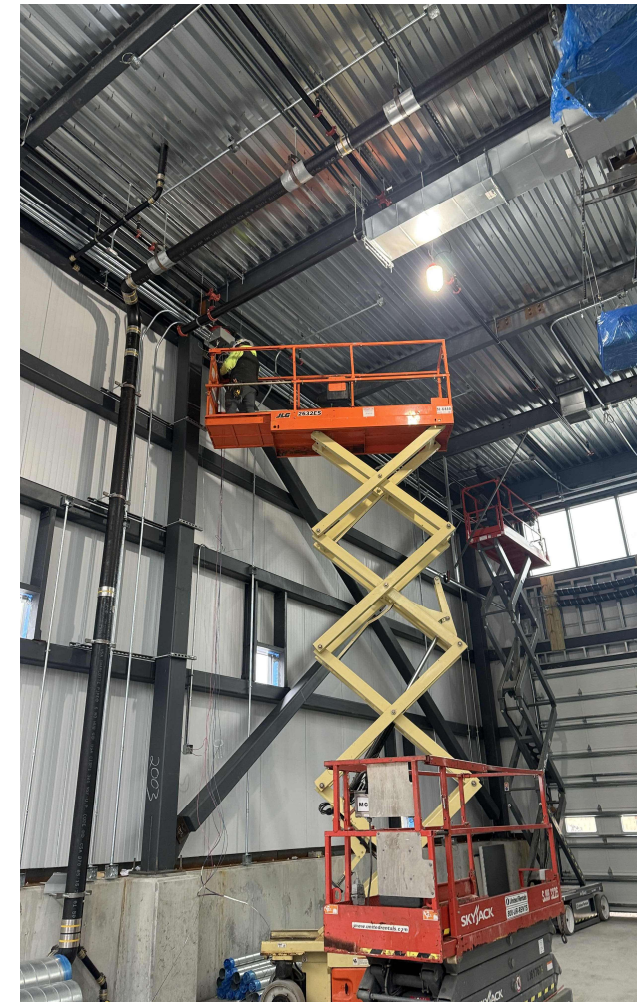
NEW HUDSON DPW – COMMITTEE MEETINGS



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