

**Hudson DPW Headquarters**  
**Building Committee Meeting Minutes**  
**Date: 5-15-2025**  
**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	N	tgregory@townofhudson.org
Joe McNealy	TOH	Y	Joemcnealy21@gmail.com
Rick DiPersio	TOH	N	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	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.	<b>Minutes</b> – Building Committee Meeting Minutes – Minutes from the April 17, 2025 were presented for approval. A motion to approve, seconded and voted for approval.		RECORD	
2.	<p><b>Invoices &amp; Budget:</b> No invoices were ready for approval and will be forwarded to Eric for approval/processing once received and reviewed with CMS recommendation for approval.</p> <p><i>Post Meeting Update: Invoices presented for approval from April 2025, for a total monthly draw of \$1,354,799:</i></p> <ul style="list-style-type: none"> <li>• Castagna Construction - \$1,309,211.68</li> <li>• CMS – \$45,577.65</li> </ul> <p>Budget Update: Neil Joyce presented the summary budget update with no change since last month due to invoicing delay.</p>	CMS	RECORD	
3.	<p><b>Construction Contract</b> – Power point Status Update:</p> <p>A timeline was presented showing the project is <b>ON SCHEDULE</b> and a project timeline was presented showing a mid-July turnover.</p> <p>Progress update:</p> <ul style="list-style-type: none"> <li>• Enclosure (exterior wall panel &amp; trims, exterior glazing, sealants &amp; windows)</li> <li>• Interior finish work – Drywall and finishes – Painting finish coat), Ceramic Tile, Epoxy flooring, Ceiling Grid / Tiles, Toilet Partitions &amp; Accessories, Interior Glazed partitions,</li> <li>• Mechanical, Plumbing, Electrical and fire protection –               <ul style="list-style-type: none"> <li>• Equipment installation and hook ups</li> <li>• Generator Delivery and Installation</li> </ul> </li> <li>• Site work – Curbing &amp; Site grading</li> </ul>	CMS	RECORD	



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	<p>A presentation of photographs of in place work over the past month was shared.</p> <p>Work over past month and continuing over the next month</p> <ul style="list-style-type: none"> <li>• Interior Finishes – Tile, Ceiling tile, Finish painting, Wall covering</li> <li>• Mechanical systems – Startups and commissioning</li> <li>• Fire Protection – Sprinkler Head Coordination</li> <li>• Plumbing – Fixtures and Finishes</li> <li>• Electrical – Panel Boards, power, fire alarm, lighting circuits, and</li> <li>• Low voltage Systems – data, security &amp; access control.</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 noted the following updates on Furniture, Fixtures and Equipment:</p> <p>June 16-25 – Metal shelving, Appliances – Delivery and Installation            July 1 – Furniture            August 1 – Targeted occupancy</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> <p><b>Eric stated that approximately \$200K of project contingency funds will be allocated to the salt shed pending approval by fin-comm.</b></p>			

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	Frank asked to clarify estimated remaining contingency with allocation of \$200,000 to salt shed. Remaining is approximately \$530,000 per CMS calc.			
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NEXT MEETING: June 12, 2025 at 11:00 AM

Adjourned – 11:25 AM

Attachments: Presentation Slide Deck, Budget Update

END OF MINUTES





# TOWN OF HUDSON NEW DEPT. OF PUBLIC WORKS FACILITY MAY 15, 2025



# NEW HUDSON DPW – COMMITTEE UPDATE



## Agenda Items:

### *Approval of Minutes*

### *Project Finances*

1. Meeting Minutes – April 17, 2025
2. Project Budget Update:
  - a) Total Monthly Draw – April, 2025 \$1,354,799
  - b) Total Expenditures to date - \$17,963,189
  - c) Value of Change Orders to Date (CO1-4) - \$1,343,610
  - d) Adjustments in Project Contingency – (\$0)
  - e) Remaining Project Contingency - \$1,057,390

*Note- Updated to reflect invoices processed 5/28/25*



# NEW HUDSON DPW – COMMITTEE UPDATE



## Agenda Items:

### *Project Finances*

Hudson DPW Budget Update April 2025	Original Budget	Budget Revisions	Adjusted Budget	Cost to Date	Balance	% Expended
<b>Owner's Project Manager</b>						
	817,000	-	817,000	680,000	137,000	83.2%
<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	15,941,008	5,379,602	74.8%
<b>Approved Change Orders</b>		1,343,610	1,343,610			
<b>Miscellaneous Project Costs</b>						
	190,000	5,000	195,000	79,815	115,185	40.9%
<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>	<b>23,975,000</b>	<b>1,555,000</b>	<b>25,530,000</b>	<b>17,963,189</b>	<b>7,566,811</b>	<b>70.4%</b>

*Note- Updated to reflect invoices processed 5/28/25*



# 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

May - June

- Continuation of Building Enclosure & MEP Equipment Installation / Start-Ups
- Enclosure - Exterior Masonry, Wall Panels, Windows & Curtainwalls, Roof Flashing & Finishes
  - Interior – Drywall & Finishes, Tile, Ceiling Grid, Epoxy Floors, Painting, Millwork & Flooring
  - Mechanical, Electrical, Plumbing and Fire Protection – Equipment Installation & Start-Ups
  - Sitework – Site Grading, Remaining Utilities and Infrastructure, Fuel Canopy





# NEW HUDSON DPW – COMMITTEE MEETINGS



*Progress Photos:*

*Exterior Glazing*





# NEW HUDSON DPW – COMMITTEE MEETINGS



## *Progress Photos:*

### *Exterior Sealants*

- *Windows*
- *Masonry*







# NEW HUDSON DPW – COMMITTEE MEETINGS



## *Progress Photos:*

### *Exterior Wall Systems*

- *Insulated Panels & Trims*
- *Masonry Veneer*
- *Metal Trim at Roof*





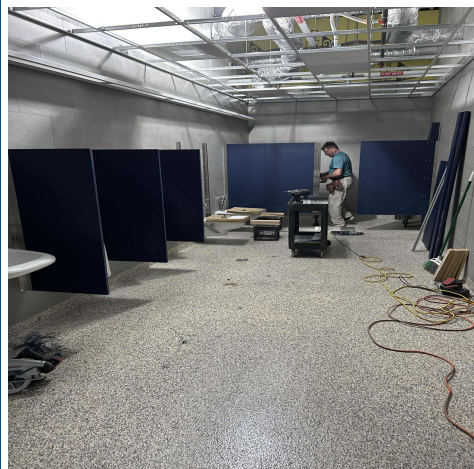
# NEW HUDSON DPW – COMMITTEE MEETINGS



## *Progress Photos:*

### *Interior Finishes:*

- Ceramic Wall tile at Bathrooms / Locker Rooms
- Epoxy Flooring
- Toilet Partitions & Accessories







# NEW HUDSON DPW – COMMITTEE MEETINGS



## *Progress Photos:*

### *Interior Finishes:*

- *Painting – Primer and First Coat*
- *Ceiling Grid*
- *Interior Glazed Partitions*
- *Millwork Installation*





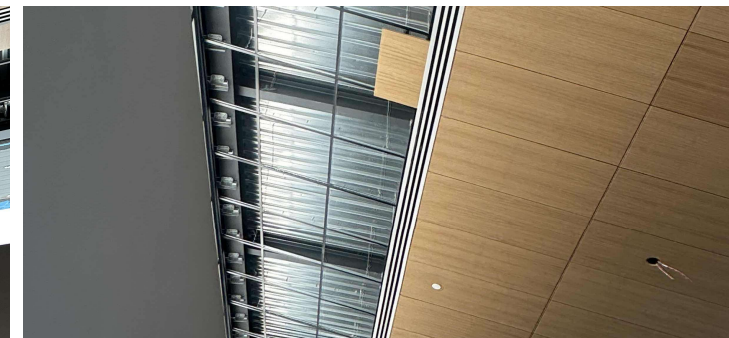
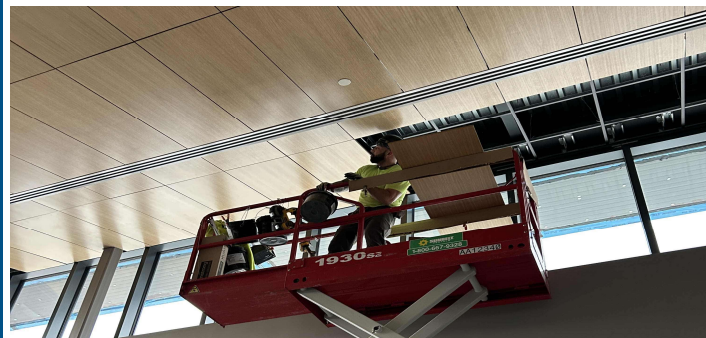
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Interior Finishes:

- Interior Glazed Partitions
- Wood Ceiling Panels Installation







# NEW HUDSON DPW – COMMITTEE MEETINGS



## *Progress Photos:*

### *Mechanical Systems*

- *Installation and Fluids Transfer Pumps*
- *Installation of HVAC Equipment*





# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Electrical Systems

- Build out of Panelboards
- Installation of Lighting
- Permanent Power







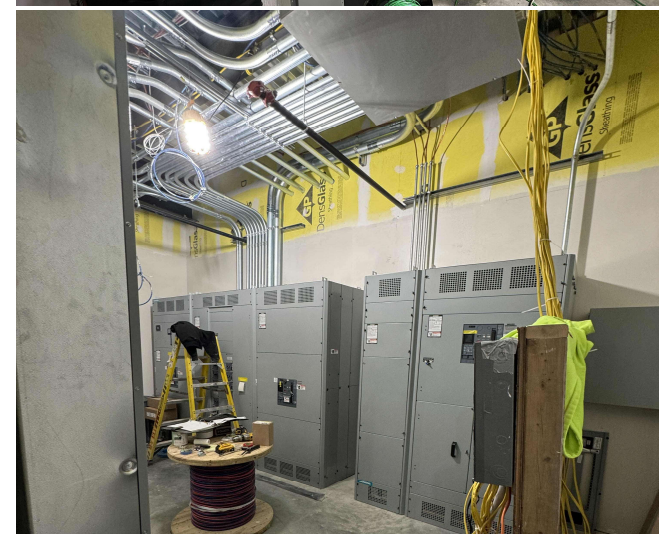
# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Electrical Systems

- Build out of Panelboards
- Finishes In Main Electric Room
- Permanent Power





# NEW HUDSON DPW – COMMITTEE MEETINGS



## *Progress Photos:*

### *Electrical Systems*

- *Build out of Panelboards*
- *Finishes In Main Electric Room*
- *Permanent Power*
- *Generator Delivery / Secondary Power Installation*







# NEW HUDSON DPW – COMMITTEE MEETINGS



## Progress Photos:

### Site Work:

- Curbing Installation
- Fuel Distribution System Infrastructure
- Site Lighting Conduits





## NEW HUDSON DPW – COMMITTEE MEETINGS



### *FF&E Schedules:*

#### *Furniture Delivery:*

*June 15 – Metal Shelving & Appliances*

*July 15 - Furniture*

#### Furniture Delivery:

June 15 – Metal Shelving & Appliances

July 10 – Furniture

August 1 – Targeted Occupancy





## 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

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:*

*June 2025*

*July 2025*

*August 2025*

### Future Committee Meetings:

June 12, 2025

July 17, 2025

August 14, 2025