

Hudson DPW Headquarters
Building Committee Meeting Minutes
Date: 6-18-2025
Time: 3:00 PM
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
James Arsenault	HDPW	Y	jarsenault@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	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	N	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 May 15, 2025 were presented for approval. A motion to approve, seconded and voted for approval.		RECORD	
2.	Invoices & Budget <i>Invoices presented for approval from May 2025, for a total monthly draw of \$1,378,067.86:</i> <ul style="list-style-type: none"> • Castagna Construction - \$1,215,739.52 • CMS – \$50,028.34 • HKA – \$112,300 Budget Update: Neil Joyce presented the summary budget update inclusive of May 30, 2025 invoices. Expenses to date total \$19,341,257 (75.8% Complete)	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 August 1 Occupancy. Progress update: <ul style="list-style-type: none"> • Enclosure (exterior wall panel & trims, exterior glazing, sealants & windows) • Interior finish work – Lighting, Doors & Hardware, Lockers and Wire Mesh Partitions, Toilet Accessories, • Mechanical, Plumbing, Electrical and fire protection – <ul style="list-style-type: none"> • Equipment installation and hook ups • Generator Delivery and Installation • Site work – Loam & Prep for Plantings 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"> • Interior Finishes – Tile, Ceiling tile, Finish painting, Wall covering • Mechanical systems – Startups and commissioning • Fire Protection – Sprinkler Testing • Electrical – Panel Boards, power, fire alarm, lighting circuits, and • Low voltage Systems – data, security & access control. 			
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 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>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> <p>NO Change in Contingency is reported this month</p>			

NEXT MEETING: July 24, 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
JUNE 17, 2025



NEW HUDSON DPW – COMMITTEE UPDATE



Agenda Items:

Approval of Minutes

Project Finances

1. Meeting Minutes – May 15, 2025
2. Project Budget Update:
 - a) Total Monthly Draw – May 2025 \$ 1,378,068
 - b) Total Expenditures to date - \$ 19,341,257
 - 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



NEW HUDSON DPW – COMMITTEE UPDATE



Agenda Items:

Project Finances

Hudson DPW Budget Update May 2025	Original Budget	Budget Revisions	Adjusted Budget	Cost to Date	Balance	% Expended
Owner's Project Manager						
	817,000	-	817,000	725,000	92,000	88.7%
Architecture and Engineering						
	1,445,000	-	1,445,000	1,372,660	72,340	95.0%
Commissioning Services						
	50,000	-	50,000	2,006	47,994	0.0%
Construction						
<u>Base Contract</u>	19,977,000		21,320,610	17,156,748	4,163,863	80.5%
<u>Approved Change Orders</u>		1,343,610	1,343,610			
Miscellaneous Project Costs						
	190,000	5,000	195,000	84,843	110,157	43.5%
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	19,341,257	6,188,743	75.8%



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

June - July

- Continuation of MEP Equipment Installation / Start-Ups, Finishes and Carpet
- Enclosure - Windows & Curtainwalls, Roof Flashing & Finishes
- Interior – Painting, Millwork & Flooring
- Mechanical, Electrical, Plumbing and Fire Protection – Equipment Installation & Start-Ups
- Sitework – Remaining Utilities and Infrastructure, Fuel Canopy, Parking Lot Paving & Striping
- FF&E – Installation of Technology, Appliances, Furniture and Equipment



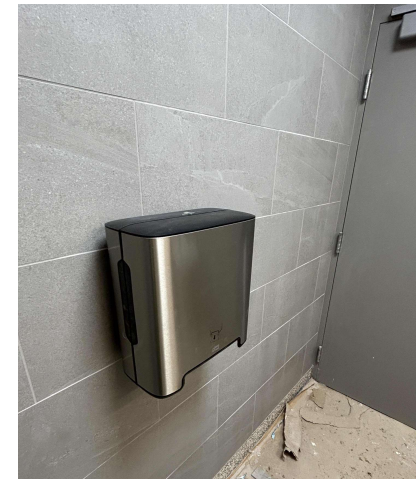
NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Interior Finishes:

- Toilet Accessories – Soap Dispensers, PT / TP Holders, Trash Receptacles





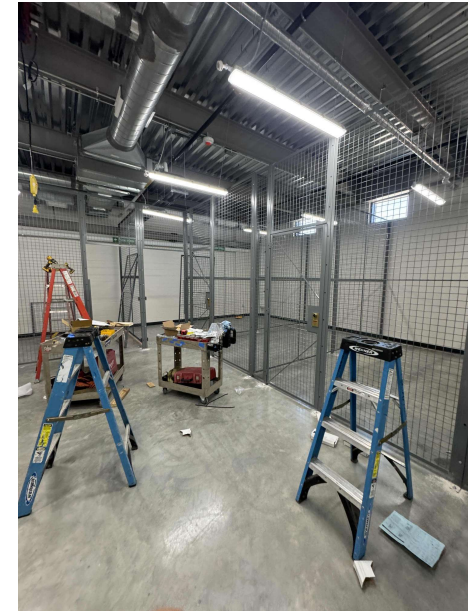
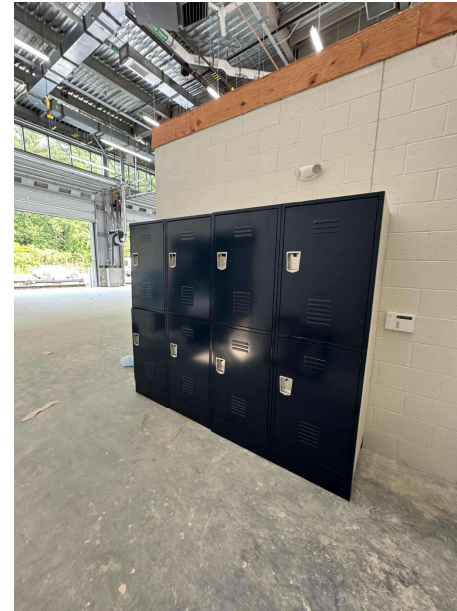
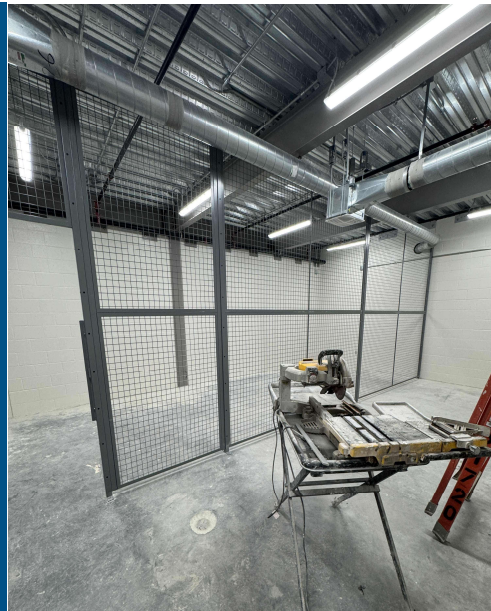
NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Interior Finishes:

- Gear Lockers and Wire Tool Crib Partitions





NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Interior Finishes:

- *Interior Glazing at Doors & Borrowed Lights*
- *Finish Lighting, Final Coat Painting*



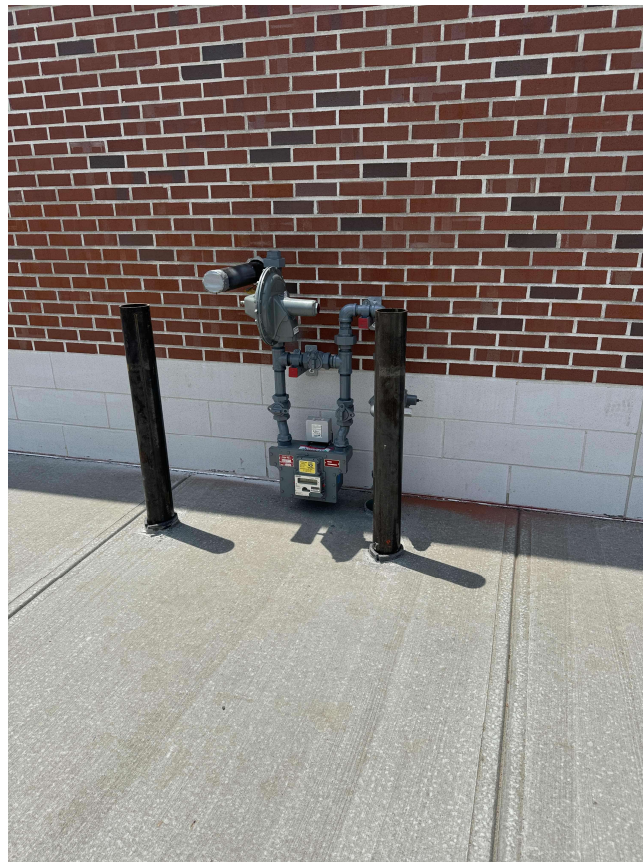


NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Gas Service – Final Connections





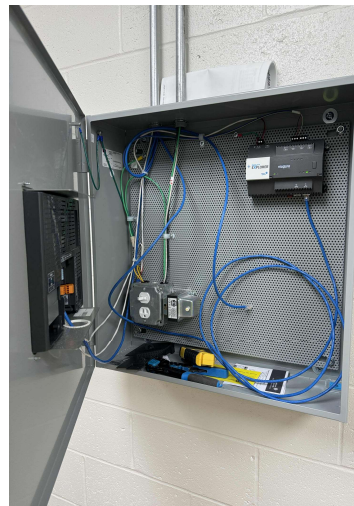
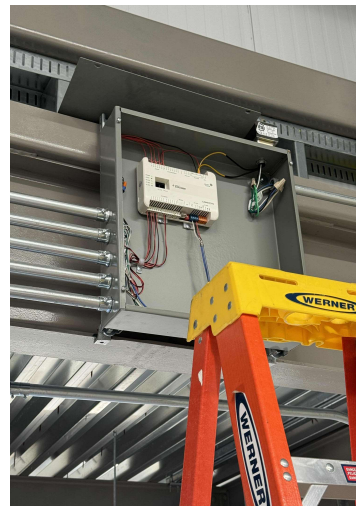
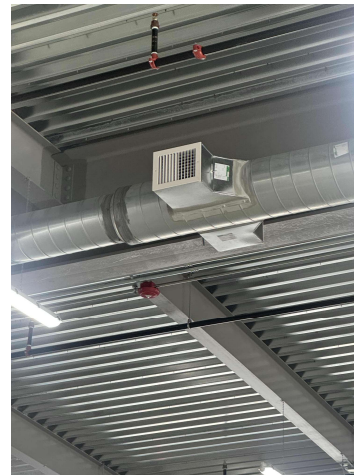
NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Mechanical Systems

- HVAC Controls
- Louvers, Registers & Grilles
- Flue & Exhaust Vents of HVAC Equipment





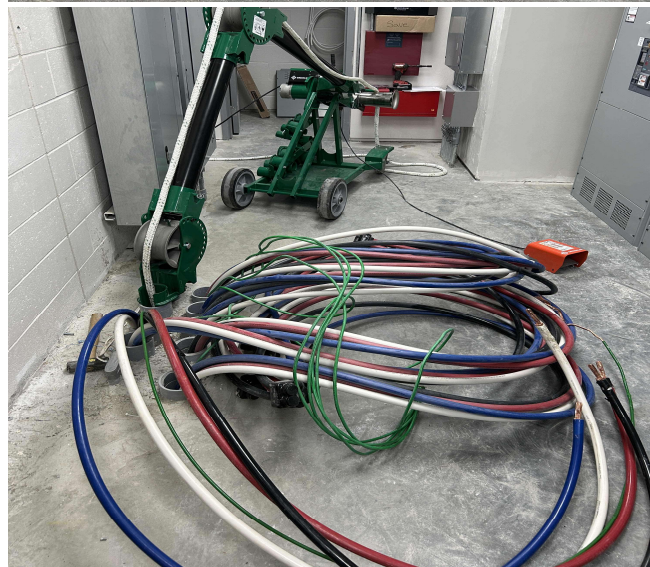
NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Electrical Systems

- Pull In Generator Feeds
- Furnish & Install Automatic Transfer Switch (ATS)





NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Electrical Systems

- *Security Systems*
- *Access Controls*
- *Permanent Power*





NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Electrical Systems

- *Final Site Lighting Poles & Fixtures*





NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Site Work:

- *Concrete Slab at Fuel Island*
- *Building Aprons & Sidewalks*





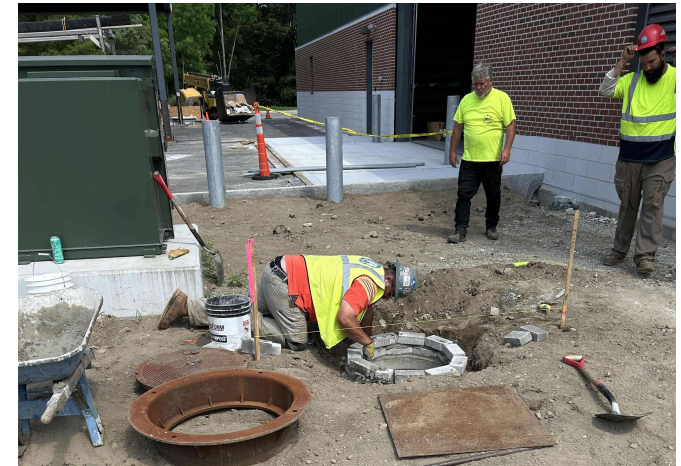
NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Site Work:

- Loam and Grade at Island Areas
- Set Frames & Covers to Final Grade
- Loam at Building Perimeter





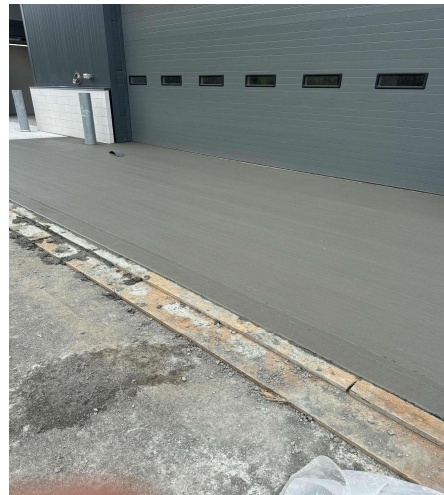
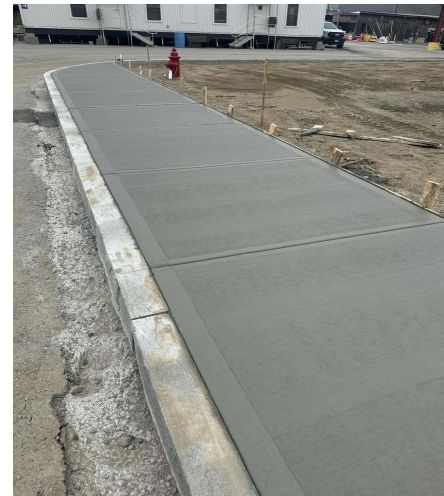
NEW HUDSON DPW – COMMITTEE MEETINGS



Progress Photos:

Site Work:

- Binder at Fuel Island
- Building Aprons & Sidewalks





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 1-10 – 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:

July 2025

August 2025

September 2025

Future Committee Meetings:

July 24, 2025

August 14, 2025

September 18, 2025 (if necessary)