

**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**

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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
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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Project:  
 Hudson DPW Headquarters

**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 May 15, 2025 were presented for approval. A motion to approve, seconded and voted for approval.		<b>RECORD</b>	
2.	<p><b>Invoices &amp; Budget</b>  <i>Invoices presented for approval from May 2025, for a total monthly draw of \$1,378,067.86:</i></p> <ul style="list-style-type: none"> <li>• <i>Castagna Construction - \$1,215,739.52</i></li> <li>• <i>CMS – \$50,028.34</i></li> <li>• <i>HKA – \$112,300</i></li> </ul> <p>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)</p>	<b>CMS</b>	<b>RECORD</b>	
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 August 1 Occupancy.</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 – Lighting, Doors &amp; Hardware, Lockers and Wire Mesh Partitions, Toilet Accessories,</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 – Loam &amp; Prep for Plantings</li> </ul> <p>A presentation of photographs of in place work over the past month was shared.</p>	<b>CMS</b>	<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>• Interior Finishes – Tile, Ceiling tile, Finish painting, Wall covering</li> <li>• Mechanical systems – Startups and commissioning</li> <li>• Fire Protection – Sprinkler Testing</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>NO Change in Contingency is reported this month</b></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	Original Budget	Budget Revisions	Adjusted Budget	Cost to Date	Balance	% Expended
<b>Budget Update May 2025</b>						
<b>Owner's Project Manager</b>						
	817,000	-	817,000	725,000	92,000	88.7%
<b>Architecture and Engineering</b>						
	1,445,000	-	1,445,000	1,372,660	72,340	95.0%
<b>Commissioning Services</b>						
	50,000	-	50,000	2,006	47,994	0.0%
<b>Construction</b>						
<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			
<b>Miscellaneous Project Costs</b>						
	190,000	5,000	195,000	84,843	110,157	43.5%
<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>19,341,257</b>	<b>6,188,743</b>	<b>75.8%</b>



# 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



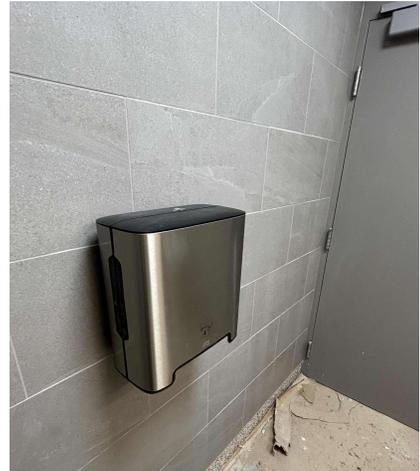
# NEW HUDSON DPW – COMMITTEE MEETINGS



*Progress Photos:*

*Interior Finishes:*

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





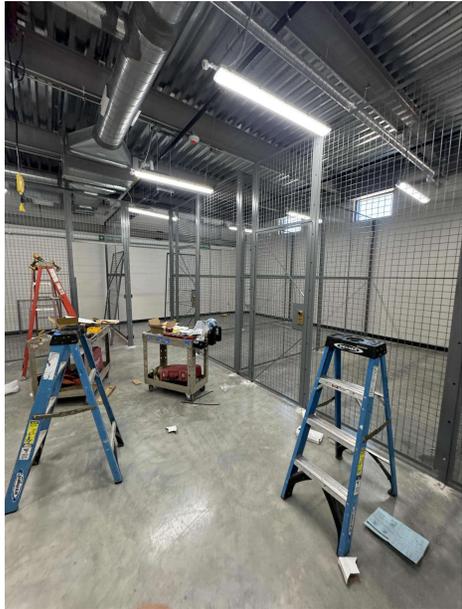
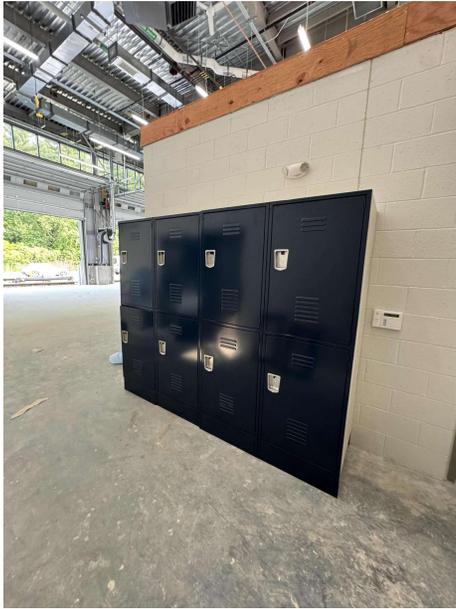
# NEW HUDSON DPW – COMMITTEE MEETINGS



*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*



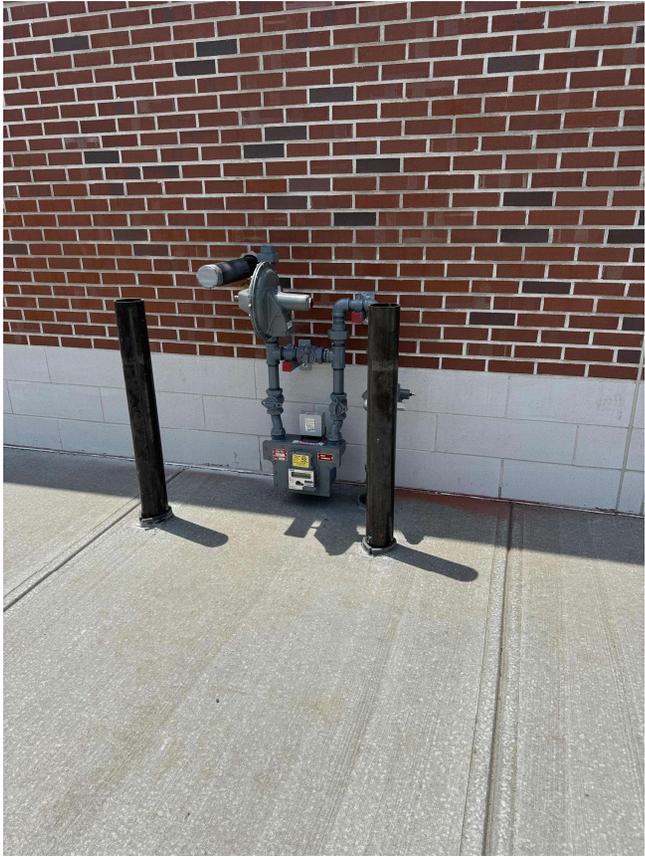


# NEW HUDSON DPW – COMMITTEE MEETINGS



*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 Sytems*
- *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)