

**Hudson DPW Headquarters**  
**Building Committee Meeting Minutes**  
**Date: 7-31-2025**  
**Time: 10:00 AM**  
**Meeting Location: Community Room / Hudson Fire 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	N	tgregory@townofhudson.org
Joe McNealy	TOH	Y	Joemcnealy21@gmail.com
Rick DiPersio	TOH	Y	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
Alex Malangone	CMS	Y	Alex@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 June 18, 2025 were presented for approval. The committee asked to defer approval until next meeting to provide the committee more time to review.		<b>RECORD</b>	
2.	<b>Invoices &amp; Budget</b> Invoices presented for review, for a total monthly draw of June / July 2025 \$ 1,460,813.06 (estimated)  Neil Presented a summary budget update showing the following: <ul style="list-style-type: none"> <li>a) Total Expenditures to date - \$ 21,150,857 (83%)</li> <li>b) Value of Change Orders to Date (CO1-4) - \$1,343,610</li> <li>c) Adjustments in Project Contingency – (\$0)</li> <li>d) Remaining Project Contingency - \$1,057,390</li> </ul>	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 an early August Occupancy pending transfer of insurance and a final CofO.  Progress update: <ul style="list-style-type: none"> <li>• Exterior finish work – Completed exterior detailing with minor punchlist remaining.</li> <li>• Site amenities               <ul style="list-style-type: none"> <li>• Landscaping, final paving and striping complete</li> </ul> </li> <li>• Interior finish work – Complete with minor punchlist remaining</li> <li>• Mechanical, Plumbing, Electrical and fire protection –               <ul style="list-style-type: none"> <li>• Complete with commissioning, final adjustments and trainings.</li> </ul> </li> </ul>	CMS	<b>RECORD</b>	

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	<p>A presentation of photographs of in place work over the past month was shared.</p> <p>August – September</p> <p>Building is largely Complete / Pending Final Certificate of Occupancy &amp; Final Furniture &amp; Technology Deployment</p> <ul style="list-style-type: none"> <li>• Obtain Certificate of Occupancy from the Town</li> <li>• Owner Move-in / Transfer of Equipment from Existing Structures</li> <li>• Transition to Removal of Existing Sheds and Structures</li> <li>• Certification of Fuel System</li> <li>• Final Commissioning of Building Systems / Punchlist Work-Down</li> <li>• Salt Shed Construction (Pending Town Meeting Approval)</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> <ul style="list-style-type: none"> <li>• Final FF&amp;E Deployment is underway</li> <li>• Town Implementing final technology installation</li> <li>• Phone Installation and Cut-Over is being finalized.</li> <li>• Final Programming of Access Control is in Process.</li> </ul>	CMS	RECORD																		
6.	<p><b>Financials Through Change Order #5:</b></p> <p><b>Change order #5 summary: Net Credit (\$13,994)</b></p> <table> <tbody> <tr> <td>PCO 37 – Fire Alarm Communicator</td> <td>\$2,821</td> </tr> <tr> <td>PCO 38 – Cat-6 Radio drops</td> <td>\$5,298</td> </tr> <tr> <td>PCO 39 – BDA Credit</td> <td>(\$25,700)</td> </tr> <tr> <td>PCO 40 – Coiling Door Credit</td> <td>(\$8,000)</td> </tr> <tr> <td>PCO 41 – Vehicle Lift Credit</td> <td>(\$8,406)</td> </tr> <tr> <td>PCO 42 – Add One (1) IT Rack</td> <td>\$4,168</td> </tr> <tr> <td>PCO 43 – Pressure Washer Piping</td> <td>\$631</td> </tr> <tr> <td>PCO 44 – Gas Leak Repair</td> <td>\$104</td> </tr> <tr> <td>PCO 45 – Pressure Washer Install</td> <td>\$933</td> </tr> </tbody> </table>	PCO 37 – Fire Alarm Communicator	\$2,821	PCO 38 – Cat-6 Radio drops	\$5,298	PCO 39 – BDA Credit	(\$25,700)	PCO 40 – Coiling Door Credit	(\$8,000)	PCO 41 – Vehicle Lift Credit	(\$8,406)	PCO 42 – Add One (1) IT Rack	\$4,168	PCO 43 – Pressure Washer Piping	\$631	PCO 44 – Gas Leak Repair	\$104	PCO 45 – Pressure Washer Install	\$933		
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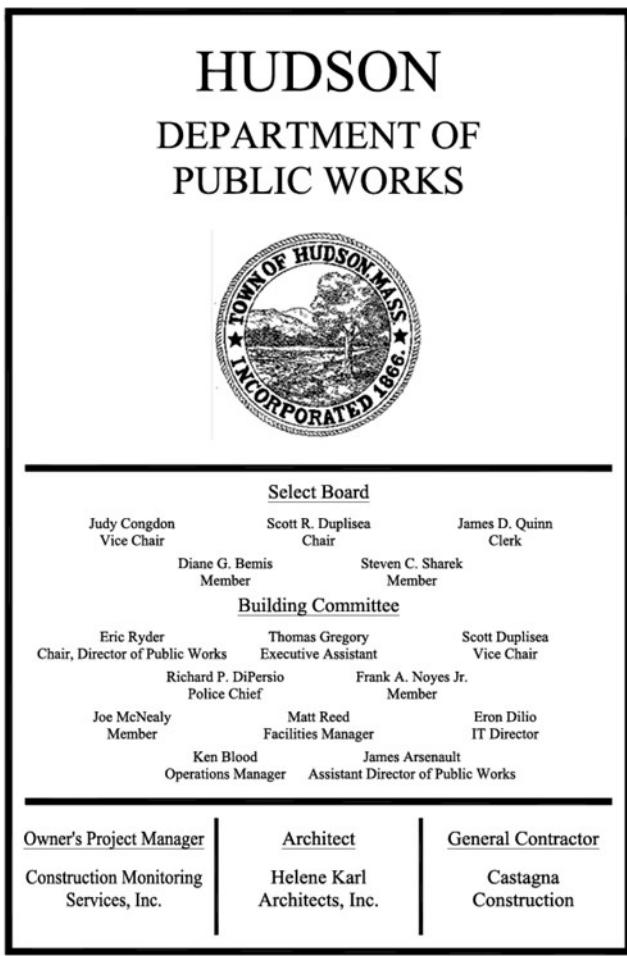
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<p>PCO 46 – Backflow Preventer Install      \$892 PCO 47 – Ice Machine Install      \$294 PCO 48 – Water Line Relocation (Meter) \$2,630 PCO 49 – Water Meter Bench      \$2,120 PCO 50 – Fire Alarm Accessories      \$2,272 PCO 51 – Added IT Drops      \$4,514 PCO 52 – Disconnect Swing Gate      \$735 Funding Sources: PC (Project Contingency)</p> <p>Eric made a motion to approve change order 5, Frank Seconded, and unanimously approved.</p> <p><b>Contingency Analysis: No change in status. Numbers below are through CO#4</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>New Business:</b></p> <p>Cellular coverage is a problem in the new building. The team is working with Cyber Comm to design and install a solution. The estimated cost is \$100,000 and will be funded through contingency.</p> <p>A motion was made to approve spending project funds for a cellular booster, Seconded and unanimously approved.</p> <p>Janitorial supplies – Neil/Eric requested funds carried within the budget be expended for various janitorial type supplies (\$20,000) for the building. A motion was made, seconded and unanimously approved.</p>			

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Eric provided an update on the IT status. Eron and IT team has fiber run and they are in the process of getting everything Live. They are targeting a date mid-August to do a hard phone line cutover date.

Draft Dedication plaque layout and names presented. Town will reconfirm names, titles, and related information prior to the Proof being finalized.



**NEXT MEETING:** August 28<sup>th</sup> - meeting to review the final salt shed number prior to the Sept. 15<sup>th</sup> Town meeting  
**September 18<sup>th</sup>** Building committee meeting post Town meeting.

**Adjourned – 10:40 AM**

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

**END OF MINUTES**