

## MEETING MINUTES

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**Meeting:** Fire Station Building Committee      **Meeting Date:** March 30, 2023  
**Location:** Milton Town Hall Cronin Room      **Meeting Time:** 7:00 PM

**Attending:**

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Allin Frawley - OPM  
Paul Gardiner  
Eugene Sullivan - P  
Chief Madden  
Ellen Anselone  
Bryan Fors – OPM  
Jeff Shaw-Architect  
Brian Walsh  
Webb Collins  
Philippe Genereux  
John Sheldon

**Absent:**

Mark Boyle  
Ellen Anselone  
Marianne Kinsella;  
Brian Beaupre

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Item	
1	<b>Call to Order:</b> 7:00 PM
2	<b>Citizen's Speak:</b> - None
3	<b>Chairman's Update:</b> <ul style="list-style-type: none"><li>- Chair Walsh provided an update on the grant that Mr. Collins help procured. Gift was received by the town in the amount of \$275k. This is a great achievement and the town is very thankful for the generosity.</li><li>- Chair Walsh explained he took a tour of the construction site with Vertex and was very impressed with the size and progress that has been made. If members want to have a tour in the near future please reach out to Vertex for coordination.</li><li>- Chair Walsh provided an update on the meeting with St. Agathas. The church was agreeable to getting the site work completed this summer. Vertex will speak to the town administrator about approving this scope of work, and Vertex and Context will work on putting this scope out to bid. The church had a question about future electrical service into the Rectory. Vertex said they would review with the Electrical engineer to see if any provisions need to be installed.</li></ul>
4	<b>Review and Approval of Prior Minutes from 2/16 Meeting:</b> <ul style="list-style-type: none"><li>- Chief Madden made a motion to accept. Mr. Sheldon Seconded. Vote was unanimous among those that were in attendance at the meeting.</li></ul>

5	<p><b>Vote to Approve any potential change orders:</b></p> <p>Vertex presented two construction potential change orders for approval.</p> <p>PCO #28 – Added roof scupper - \$3,033.10  PCO #31 – Added floor drain in Decon – \$6,511.75</p> <p>More detail on a narrative for the floor drain is required. This will be brought to the next meeting with further detail from the engineer of record. Discussion was had for the reason for the roof scupper. A vote was taken for the scupper change, and it was unanimous.</p> <p>Vertex also proposed the Context amendment for design services for demo and abatement of the 2<sup>nd</sup> and 3<sup>rd</sup> floor of the existing HQ building. This will result in a RFP that would be issued to the contractor for pricing. It is understood that if the scope of work is not performed, that Context and consultants would not be billing for the construction administration portion. Mr. Sheldon made a motion to accept, Mr. Gardiner seconded. A vote was taken and it was unanimous. An amendment to Context’s contract in the amount of \$45,850 will be issued.</p>
6	<p><b>Vote to approve any Purchase Orders for owner supplied items:</b></p> <ul style="list-style-type: none"> <li>- None</li> <li>- Vertex went through the monthly report, inclusive of the financials and schedule of the project. Explanation of the pictures through the end of February.</li> </ul>
7	<p><b>Discussion on Plaque:</b></p> <ul style="list-style-type: none"> <li>- Chief provided some suggested text for the plaque.</li> <li>- Some initial discussion on what names will be on the plaque.</li> <li>- Context will provide some options to be reviewed by the committee to determine the final layout.</li> </ul>
8	<p><b>Vote to Approve Vendor Invoice Package:</b></p> <ul style="list-style-type: none"> <li>- Mr. Sullivan made a motion to accept the invoice packet containing Vertex (\$40,000), Context (\$37,360) and G&amp;R (\$546,779.15). Phillipe seconded. A vote was taken and it was unanimous.</li> </ul>
9	<p><b>Next FSBC Meeting:</b></p> <ul style="list-style-type: none"> <li>- Due to school vacation week, the next meeting will be scheduled for 4/25 VIRTUALLY. Vertex will send out the call in information.</li> </ul>
10	<p><b>Adjourn:</b></p> <p>Meeting adjourned at 8:35pm</p>
	<p><b>List of Documents at the meeting:</b></p> <ul style="list-style-type: none"> <li>- 2/16 FSBC minutes</li> <li>- PCO Log</li> <li>- Recommended PCO’s</li> <li>- Vertex monthly report</li> <li>- Context HQ demo and abatement Amendment</li> </ul>
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