

Town of Kingston
Senior Center Building Committee
Meeting Minutes
December 22, 2010

1. The meeting was called to order at 2:00pm by Vice Chairman Jack Burrey in Room 101 in Town Hall. Other members present were Paul Armstrong, Phil Burnham, and Linda Felix. Absent was Paul Gallagher and Dave Colter. Also present was Dan Pallotta, the OPM,
2. Dan stated that he had 3 bills that needed to be approved and submitted for payment for the Town's processing system. On the Catlin bill, he will be coming in to Town Hall tomorrow and Dan will have him sign for submission as he already knows of this bill in the amount of \$8,747.78.
3. The second bill is from Dan's Company, P3 and in the amount of \$6,980.00
4. And the third bill is from MCM, the Contractor in the amount of \$273,191, leaving a balance of \$325,678.

A Motion was made by Phil Burnham and seconded by Linda Felix to pay all 3 bills; namely Catlin's, P3's, and MCM's as stated in the amounts shown above in item 2, 3, and 4 and it was unanimously so Voted.

5. Paul Armstrong and Dan had a discussion on Kitchen Equipment – there are some on back order but some will be coming in next week and then some more the week after. They have not been paid for yet, but the money is in the budget.
6. Catlin said that this would be his last bill/payment. There is still a punch list to go over.
7. The Change Order will also have to be signed.
8. Linda asked if January 15 would be a good choice for opening and Dan said the 22nd is the date of any substantial corrections. And then a week to ten days after that, like maybe the week of the 7th of February.
9. There being no further matters to come before the Committee, a Motion was made by Linda Felix and seconded by Jack Burrey and it was unanimously so Voted to adjourn the meeting, it being, 2:20pm

Atts.4

Respectfully submitted,



Ruthann Cassidy, Secretary

Catlin
Architecture

December 21, 2010
Catlin Architecture Project # 28005
Invoice # 28005-25

Mr. Paul Gallagher
Chairman, Building Committee
26 Evergreen Street
Kingston, MA 02364

RE: Architectural Services for Kingston Adult Community Center

Phase	Total Fee	% Fee	% Complete	Total
Schematic Design	\$ 41,496	15%	100%	\$41,496.00
Design Development	\$ 55,328	20%	100%	\$55,328.00
Construction Documents	\$ 110,656	40%	100%	\$110,656.00
Bidding & Negotiation	\$ 13,832	5%	100%	\$13,832
Construction Administration	\$ 55,328	20%	89%	\$49,176

Total Fee \$ 276,640

Total Fee Billing to Date for Architecture	\$ 270,488
Less Previous Amount Billed	\$ 264,341
Current Fee Billing	\$6,147

TOTAL CURRENT FEE DUE \$6,147

Additional Services

Change Order #3 \$ 2,500.00

Reimbursable Expense

Mileage 7 site visits \$0.55 184 miles \$ 101.26

TOTAL AMOUNT DUE \$8,747.78

[Handwritten signature]

10 Granite Street • Quincy, MA 02169 • 617.77.2440

12/12/10
[Handwritten signature]
Linda M. Felt

INVOICE P-0904-10 December 21,2010

Original Contract Amount	\$ 45,000.00
Previously Billed	\$ 42,000.00
Amount this period from Contract	\$ 1,000.00

Additional Reimbursables	
American Testing With OHP	\$ 0.00

Clerk Services through October 31 (92Hrs)	\$ 5,980.00
TOTAL this INVOICE	\$ 6,980.00

Balance to Finish on Contract	\$ 2,000.00
Balance to Finish on Clerk Services	\$ 6,695.00

Kingston Building Committee Signatures for Paying \$ 6,980.00 Amount.

Through Dec 31.

12/22/10

Leanne M Kelly

[Signature]

John Remy

[Signature]

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702
 PROJECT: Kingston Senior Center
 TO (OWNER): Town of Kingston
 25 Evergreen St
 Kingston, MA 02364
 FROM (CONTRACTOR): MCAUSA, LLC.
 Four A Street
 Burlington, MA. 01803
 CONTRACT FOR:

Page 1 of 6 Pages
 Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

APPLICATION NO. 7
 PERIOD TO: 12/31/2010
 ARCHITECTS
 PROJECT NO: 10-109
 APPLICATION DATE: 12/22/2010

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY

Change orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
Total	\$71,907.00	\$0.00
Approved this Month	\$71,907.00	\$0.00
Number		
Date Approved		
TOTALS	\$0.00	\$0.00
Net change by Change Orders	\$71,907.00	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: _____ Date: _____

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM..... \$1,956,400
 2. Net change by Change Orders..... \$71,907
 3. CONTRACT SUM TO DATE (Line 1+2)..... \$2,028,307
 4. TOTAL COMPLETED & STORED TO DATE..... \$1,784,177
(Column G on G703)
 5. RETAINAGE:
 - a. % of Completed Work \$81,548
(Column D+E on G703)
 - b. % of Stored Material \$0
(Column F on G703)
- Total Retainage (Line 5a+5b or Total in Column I of G703)..... \$81,548
6. TOTAL EARNED LESS RETAINAGE..... \$1,702,629
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior certificate)..... \$1,429,438
8. CURRENT PAYMENT DUE..... \$273,191
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$325,678
(Line 3 Less Line 6)

State of: MASSACHUSETTS County of: Middlesex
 Subscribed and sworn to before me this _____ day of _____, 2010
 Notary Public: _____
 My Commission expires: _____

AMOUNT CERTIFIED..... \$273,191
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT: _____

By: _____ Date: _____
 This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATE FOR PAYMENT - MAY 1983 EDITION - AIA REGISTERED - COPYRIGHT 1983
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D. C. 20006

12/29/2010 15:34
 17815853426
 12/22-10
 17-22-10
 John C. Conway
 [Signature]

PROJECT STATUS REPORT - Through Christmas!!!! 2010

Project	Building Size:	7,400	Construction Start Date:	06/15/10
Current Phase: Construction	Enrollment Project:	N/A	Substantial Completion:	03/01/11
Construction Type: New	Facility Type:	Senior Center	Closeout Date:	05/01/11
	Reimbursement Rate:	N/A	Project Duration:	8 Months
			Tracking 45 Days early to Substantial Completion.	

PROJECT STATUS	
Progress for the month of DECEMBER 2010	Areas of Concern
Sitework is COMPLETE (Grass grow in Spring)	Electrical Changes Critical
HVAC is COMPLETE and On	Flooring Protection Major
ELECTRIC is 95% Permanent Power is on	FRP at Kitchen Major
PLUMBING Finish next week	Kitchen Equipment Watch
Finish Painting 70% AWAITING MILLWORK	
Forecasted Items for JANUARY 2011	Change ORDER #3 Signed
Finish on ALL trades	ALL ITEMS have been awarded or purchased including FF&E
Punchlist Flooring	
Furniture Delivery	Architect is Satisfied with progress and quality thus far
Install of Music and AV	Still UNRESOLVED ELECTRIC SUBSID CLAIMS.



	Budget	Changes	Spent	Committed	Balance
Total Funds Available * Includes 200,000. from Commonwealth	3,283,294.00		3,283,294.00	2,681,400.00	
PHASE I Costs	243,023.28		243,023.28	243,023.28	-
CONSTRUCTION CONTRACT	1,956,400.00	71,907.00	1,702,629.00	1,956,400.00	(253,771.00)
Design Contingency	79,665.00	(16,840.66)	16,840.66	16,840.66	(62,824.34)
Construction Contingency	111,608.00	(71,907.00)	71,907.00	71,907.00	(39,701.00)
Architect and Engineering (CatIn)	276,639.00	16,840.66	264,339.56	276,639.00	(12,299.44)
Structural Inspections	3,588.00			3,588.00	(3,588.00)
Reproduction (For Bidding)	9,500.00		7,793.21	7,793.21	0.00
Field Testing	10,000.00			10,000.00	(5,144.15)
Owner Project Manager P-3	45,000.00		43,060.00	45,000.00	(2,000.00)
Clerk of Works	39,000.00		32,305.00	39,000.00	(6,695.00)
Utility Mitigation	50,000.00		36,217.00	50,000.00	(14,783.00)
Furniture Voted 8/25	75,000.00			75,000.00	(75,000.00)
Telephones/Sound System Voted 8/25	25,000.00		8,000.00	25,000.00	(25,000.00)
BUDGET	2,681,400.00		2,187,887.28	2,577,167.87	(500,805.93)
BALANCES					
Appropriated	3,283,294.00				
Committed	2,820,191.15				
Sub Balance	463,102.85				
Potential Claims	20,000.00				
UNCOMMITTED BALANCE	443,102.85				

* Does not include Secretarial