

Winchendon Community Park Building Subcommittee Minutes, May 10, 2021 - Zoom Meeting

Present: Ken LaBrack, Jane LaPointe, Dave Romanowski, Steve Delaney
OPM: Suresh Bhatia, Jorge Figueiredo

Called to order at 1:05 p.m.

Business

1. Invoices

- Current invoices from the OPM are 1/3, 1/3, 1/3 projections/progress payments. These are being done for cashflow reporting. Atlantic will provide us more details on the work that has been done, relating this to the work outlined in the proposal.
 - **Action:** by Friday, May 14, Suresh will send us details on the current invoice: what's done, partially done and pending
- Steve and the Town Accounting Department have a system in place to insure the reliable/timely payment of invoices. He will brief Justin on this project and process.
- Process for invoices:
 - Suresh/Atlantic does the invoicing; Atlantic has a key role in ensuring the invoicing is correct. Atlantic will send invoices and supporting documentation to the committee members and to the Town Manager
 - Subcommittee approves; notifies Town Manager and Town Manager submits to the Accounting office for processing
 - Town Hall follows MA regulations on separation of duties.
- Cash flow management
 - Accounting office will produce a monthly reconciliation statement for us to review
 - Suresh/Atlantic will send a cashflow update of what's been paid and what's forthcoming with each invoice
- Invoicing & Communication
 - The committee needs a progress report, a statement that captures: this is where we are; this is what's done, etc. - that allows us to link payments with work
 - The Town needs a cashflow progress report in order to make timely payment requests from Robinson-Broadhurst. This takes at least two weeks.

2. Communication - to be managed by Jorge

- Regular reports, updates, etc.
 - Jorge has been working to get regular status updates from Abacus.
 - He is working on a detailed monthly report/spreadsheet for us that will include updates on schedules, budget, questions, issues, etc. - now and as the project moves into construction. (Note: Pat will be onsite for the field work when construction starts)
 - Dave requested weekly emails/brief status updates (even to say nothing has happened) - with monthly reports

- **Action:** Jorge will provide the committee with weekly email updates and a monthly status report
- To facilitate communication, we will get into the habit of including Suresh and Jorge on our emails

3. Project Status

- Permitting/approvals can be done now that the Design Documents are done.
 - Abacus and Ground will apply for the necessary permits. With the Town, this involves the Planning Board and the Conservation Commission. With the State, it approval to connect to the State Highway. Suresh noted that if the State is slow, the new drive can be built within 20 feet of the state highway while awaiting approval
 - **Action:** Atlantic will call Abacus to work out the details, including timing, for permitting. Atlantic expects to finish their review of the Design Documents by tomorrow, Tuesday.
- Schedule adjustments
 - Suresh doesn't expect that the cost estimates will require much change in the budget.
 - Given delays and the unknowns of weather, Atlantic believes that most of the work can be done this year - late summer into fall. This includes lighting, parking lot and the binder layer for the road and parking lot. Work that may be delayed includes final landscaping/grass (spring 2022). For pavement, Suresh advises it's best to put down the binder layer in fall, let it settle over the winter and do the topping with pavement in the spring.
- Upcoming meetings
 - **Action:** Jorge will contact Abacus to schedule a meeting for Monday, May 17 at 10 a.m. so that Abacus can walk the committee through the details of the Design Documents in order to be sure we understand them.
 - **Action:** Jane will work with the Town Manager's office to post this meeting.
 - **Decision:** Committee agreed to move the pending community/abutter information meeting from May 26th to early in June -- date to be determined with new Town Manager

Next meetings: May 17th 10 a.m. with OPM & architects; May 18th 2 p.m. with Town Manager

Adjourned 2:12 p.m.

Approved: August 24, 2021