CITY OF WOBURN

FIRE STATION 4&5

BUILDING COMMITTEE MEETING NOTES

LOWER CONFERENCE ROOM - CITY HALL

JUNE 25, 2026

Building Committee – Voting Members Present – Roll Call

Mayor Michael Concannon
Chief of Staff Chris Kisiel
Fire Chief George Poole
Deputy Fire Chief Thomas Graham
Captain Jon Siafakas
Building Commissioner Thomas Quinn
City Engineer Alex Rozycki
Facilities Manager Paul Medeiros
Purchasing Agent Orazio DeLuca
Auditor Charles Doherty
Acting Superintendent of Public Works Anthony Parziale

Absent:

Police Chief Brian McManus
Planning Director John Cashell
Ryan Malaquias, Engineering Dept.
City Councilor at Large Robert Ferullo

Guests in Attendance:

Rick Rice – DiNisco Design
Philip Rizzo – DiNisco Design
Pat Saitta – Municipal Building Consultants
Mark Salvati, City Solicitor
Theresa Borelli, Administrative Assistant to Mark Salvati
Deputy Police Chief John Walsh
City Councilor Chuck Viola
Neighbor, Kathy Bailey

See posted agenda…

Notes taken by Theresa Borelli:

1. Meeting was called to order by Mayor Concannon, at 1:03 PM on June 25th. The Roll Call was held.

2. Review and Approve Meeting Minutes of May 14, 2026 – Meeting Minutes were approved by everyone, and a Motion to waive reading was made by Tom, and seconded by Charlie; all were in favor.

3. Update status/review any issues at Henshaw Street Temporary Station 4 location – Chief Poole and Deputy Chief Graham both said that there are no issues, and that everything is going well.

4. Update status of new Station 4 construction schedule, progress and budget. Pat said the construction is moving along well. Sample panel complete and waiting for windows used for testing and AC. Sub-materials moving along – turn them around; putting interior walls up in a couple of weeks; steel is all complete; framing work in stone and walk. The electrical equipment has been purchased. Pat said a portion of the schedule (the first 16 pages) were procurements, field operations.

Now that steel is up and the slabs going in, next step is a rush of subcontractors going in. A number of trades can get started. Duct work, plumbing, interior wall framing, etc. There will be quite a rush to get in there. Making building weather-tight, cervical, temporary closed-in unit; roof membrane in; approval of instructors. Milestone when building envelope is complete – that will allow completion of paving and so forth. These two dates are critical. Team in the field thinks that they are doing a good job, and they are making up for time. Beginning the middle of the third week, trades start coming in, and you will see an increase in pace. Good news means job is moving along. We have been engaged in weekly meetings with them.

Alex asked when the building envelope would be complete. Pat said 11/20 – substantial completion a month later.

They will be working on drainage chambers. Starting underground chambers shortly, and they will juggle masonry. Work will be done in conjunction to get the envelope done. It was asked if the entire stations could be done in four months, and the answer was yes. Anticipated December 19th for substantial completion. They understand the pressure to have it done. The downside is liquidated damages, and they don't want to go there. Orazio mentioned that this is Tower's schedule. Alex said that 7/7 to 8/5 seems tight for the whole schedule. Rick said slabs on deck and 7/8 start framing in. They can start studs on the first floor; they are on the foundation; pour second floor slap and perimeter; poly under openings; electrical work getting to the outside wall; roof membrane done; weather-tight. Every week schedule gets tighter and tighter. The windows will be installed after masonry and envelope complete. They can't afford to have any hiccups.

They understand the schedule is very tight and phasing will be crucial. Complete the underground chambers, so they don't interfere with other subcontractors. They can't afford it.

Tom asked about the occupancy plan. Pat said at the same time as substantial completion. The contract documents require it to be ready for occupancy. When is anticipated occupancy? Rick said they are supposed to have it in hand. There will be punch lists around then as well. Mayor said we will decide when that actually happens. The date of substantial completion is the date for occupancy. All will have to have signed off and get clearance that they are done. Tom mentioned that the Inspectors are not bound by substantial completion – and that substantial completion is when you can walk in without a hard hat. Pat reiterated that they understand the language and commitments, and that it is on the schedule. He referred to the attached budget on to the back.

Tom brought up the exterior envelope wall; perimeter floor first; metal studs won't impact; go from ground up. Shed wall higher than finish walls. They will continue through punch lists and their own list and will share if something is wrong, i.e. if a drawer is stuck, etc. Pat said the Commissioning Agent will review architectural punch list. We sent them a weekly schedule of what is going on. They are making their inspections and MEPs, and will plan accordingly. We can track along behind them. They're having a couple of inspections; looking at membrane and some of the installations. All are outlined in their contract. We can come in whenever necessary.

Paving is to begin end of November. Sidewalks and moving fence – now that summer is here, we do not have to worry about kids in school. Permanent fence can come down when there is no hazard inside. Permanent fence between south side abutter and existing fire station on Utica Street side. Mark mentioned the paving of the neighbor's driveway. This summer, they will be placing the sidewalks. Tower must speak up when they are going to cut the curb. Mark asked that we be given notice so as to inform the neighbor.

There were no other questions on the schedule. Pat said it was the same budget as last month. As the job progresses, we would be looking to reduce the contingency. We are under budget, and at this stage of the job, we can use that contingency for underground items; get Hazmat done.

Rick sent the Mayor a Change Order 2 on the contract for some necessary items. The biggest item was $5,000 for testing that we talked about on the existing natural soils. They came out clean. A main plumbing item for summer, to clean out and hardware for 6 months – it is not going to stay that way. Pat said a Change Order for $29,800 was sent. Alex made a motion to approve this Change Order 2, and it was seconded by Charlie and all were in favor. The three items – (1) $5,278.50 for soil testing and removal; (2) $768.79 for floor clean out; and (3) $1,376.30 for door, frame and hardware, for a total of "$7,423.59.

All permits are through portal. Anthony will have access to this, and they will walk him through it.

5. Additional Comments regarding new Station 4 – Weekly Observation Reports

Mayor mentioned the Steel Topping ceremony held last month – a small milestone for the project. There have been weekly meetings on-site, and there are meeting minutes for anyone who would like to review. Pat stated that if anyone wanted to be added to the list to receive these minutes, he would be happy to add. It's a running report, so you can go back and see what they have done.

6. Update status of new Station 5 design process

Weekly observation reports have also started on Station 5. Rick said the only design issue on RFI from contractor about where do we want the memorial stone to be placed, and I told him I would get back to him. He will make sure they have it stored somewhere safe. The Mayor said that we should put the stone off to the side to the open field area, so that we don't create the misimpression that fire station is named after Richard Gills (the field is). It's probably personal taste as to where someone thinks it should go. Rick will mark up some locations where it can possibly go. Alex suggested behind home plate; George mentioned to the right. The stone probably should not be seen from the front of the fire station.

7. Update status of new Station 5 site location process – City Council, Special Permit Process, Conservation Commission and Mass DOT – related next steps and timeframe.

Rick said we got review comments from the design team. On 6/23, they requested a meeting with DOT. Comments – shortening and putting in compliant guard rail – and whole guardrail (170 feet) replaced. City already replaced some of it close to the circle, but they wanted a [rumble stress] gone – the cost is $10K. Alex is not upset with the comments.

Drain system discussed. We agree to replace catch basin; reiterated need for beacon. Don't block job in front of entrance (northbound traffic); mill and pave from new crosswalk to flashing beacon. Alex asked if there had been any recent project on Lexington Street. They have a couple of days to get back to us on this round of questions, probably by July 1st. They have 20 working days to look at those – which would take us to July 29th. Mention of 10 working days? A meeting with them in August will be ok.

Alex said that Mass DOT did approve the curb cut location. If we want to set anything, we will trench. Concern for access or building permit piece, as we do not want to create a problem for access later on. Rick said that planning already got it and MA DOT. Rick said contract work can be right up to the Right-of-Way until we get the permit.

Pat discussed the Builders Risk Insurance. They are fielding out applications with Orazio; commissioning still in discussion. It will happen at some point. Switch gear has been purchased. They are having good discussions on the checklist for items and those that are in process. Building permits are in review.

Tom asked if the Order of Conditions has been finalized with the Conservation Commission. They are reviewing plans but confident that the Conservation Commission will sign off on their piece. We will not be looking for the actual building permit until the soil improvements. We are doing those things that the CC wants. Tom wants to make sure the CC is aware of the building permit work.

Pat said we are on schedule, and when do they actually need building permit in place. On the special foundation design, they will be ready to start July 15th. On July 1st, they are doing non-building permit work. Early next week, we can see clearing, grubbing and fencing.

We should have DOT permit by the 15th of August. We can't use that site access. Permit; DEP sign; sign guy; individual running the show for the summer. Alex mentioned environmental monitoring. Conservation Commission was meeting tonight, so they probably won't be meeting again for 2-3 weeks; they submitted [Mary's resume]. Survey on site of wetlands and should be raised up today. SWEP plan approval has been submitted. Additional test pits – until CC is set. Fence; and approach pest control mentioned. We will need a water connection permit and that has to be done by the individuals doing the work – submittals, shop drawings, special foundation design by July 15th. Fill up to the under side of slap and till all soil in sequence with CC approval. Clean up drainage basin by 8/31. Have a dust control plan in place. Work on everything that needs to get on the ground sooner than later. We should make arrangement with the Water Department and get compaction – whatever it takes. Alex mentioned sequencing with MA DOT. If they want to talk with the City about milling and paving – our contractor can do it. We can get contracts for general milling and paving. There will be change orders from paver for drainage basin and guard rail work. Page could do the work.

Pat mentioned that we are under budget on Station 5 – and 4.

George brought up Eversource and the budget for utility fees of $96K at Station 4. He has already been in touch with the power company. He thinks 50 will do it. What is the lead time? Start in earnest with them. Next step is for Eversource to issue paperwork and that is always up to Eversource. All information has been given to them. Mayor asked that he keep us in mind.

Horsley-Witten SWEP plan. Contractor is responsible for that.

8. Update status of new Station 5 construction bid award.

The Contract has been signed, sealed and delivered. We reached out to the contractor for their Builder's Risk Insurance, and they have it now. On the second piece of commissioning, we asked Paul Medeiros to take the lead on that. Paul will be happy to give us information.

9. There were no additional comments regarding new Station 5.

10. Additional Committee Comments.

There will be a site meeting Wednesday morning at 10 am – and virtual meeting. George said that he could always reserve and schedule a room at headquarters if needed for additional space. He is well versed in the docs and keeping in tune to what is going on. Mayor asked if there were any additional comments, and there were none.

11. There were no additional Public comments.

12. There was no other business that could legally come before the Committee.

13. Next meeting has been scheduled for Thursday, July 23rd at 1 PM.

14. Motion to adjourn was made by Tom, seconded by Charlie, and all were in favor.
Meeting Adjourned at 1:55 PM.