

Town of
Dunstable

SELECT BOARD

MEETING
MATERIALS



July 21, 2025

511 Main Street
Dunstable, MA
01827

OFFICE OF THE SELECT BOARD
TOWN OF DUNSTABLE
511 Main Street Dunstable, MA 01827
(978) 649-4514 | select-board@dunstable-ma.gov



BOARD/COMMITTEE/COMMISSION: Select Board
SUBMITTED TO TOWN CLERK: July 16, 2025 3PM
MEETING DATE: July 21, 2025
MEETING TIME: 9:00 AM
LOCATION: REMOTE

NOTICE OF A PUBLIC
MEETING POSTED IN
ACCORDANCE WITH THE
PROVISIONS OF MGL 30A
§18 – 25

Topics the Chair Reasonably Anticipates will or could be Discussed:

Note: All topic placement & times are estimated and may vary *tremendously* from projections

REMOTE ACCESS INSTRUCTIONS

To access the meeting remotely click on this link or paste it into your web browser:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTM5MjU4MjAtNmFINS00NjZILTgwNWEtYWl3OWQ4YjgyMjRi%40thread.v2/0?content=%7b%22Tid%22%3a%2293d0a814-addf-4808-b9ad-aa9f816a31e5%22%2c%22Oid%22%3a%228ec271a1-4444-4709-91a8-291c242b5a32%22%7d

or click on the link below

[Join the meeting now](#)

Meeting ID: 219 681 902 628

Passcode: GQ7Y4fT3

SCHEDULED AGENDA ITEMS	
1	Meeting Called to Order
2.	Change Order for Union Building Exterior Restoration - Roof Shingles*
3.	Topics not reasonably anticipated by the Chair
4.	Meeting Adjourned

***Votes likely to be taken** (Note: This listing of matters reflects those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.)

Additional Details: This meeting will not be streamed live, but will be uploaded to YouTube same day.

Change Order Letter of Recommendation

Date: July 16, 2025
To: Town of Dunstable Union Bldg. Rehab Committee
From: Gienapp Architects
Project: Dunstable Union Bldg. Rehab **Project #: 825.1**

Gienapp Architects has reviewed **PCO #03 (CCD #03)** in the amount of **\$12,600** for provision of 20 oz. copper flashing beneath 200 existing slate shingles with exposed factory holes. Our findings are below:

During evaluation of the main roof by the general contractor's slate roofers, slates were identified with exposed factory holes.

The extent of the slate shingles with exposed factory holes was not apparent during the survey by the design team.

We find the GC's description of the proposed additional work to be accurate.

We have examined the Contractor's Proposal and find the cost to be reasonable and mathematically correct. The contractor has requested 7 days of additional time which we find to be more than required.

After discussion with the project manager it was agreed that this additional work can be integrated into the existing schedule and it would only require one additional day.

Therefore, we recommend the approval of PCO #03 (CCD #03).

Sincerely,



Michael Nee, RA

Gienapp Architects, LLC



CONSTRUCTION CHANGE DIRECTIVE

20 Conant Street
Danvers, MA 01923

978.750.9062
gienapparchitects.com



PROJECT: Union Building Exterior Restoration
(Name and address) Exterior Restoration
522 Main Street
Dunstable, MA 01827

DIRECTIVE NO.:

DATE: 7-16-2025

ARCHITECTS 825.1
PROJECT NO:

Distribute to:

Owner ☒

Architect ☒

Contractor ☒

Field ☒

Other ☒

TO Pappas Industries, Inc.
CONTRACTOR: 14 Bosuns Lane
(Name and address) Bourne, MA 02532

CONTRACT DATED: April 29, 2025

CONTRACT FOR: Exterior Restoration

You are hereby directed to make the following change(s) in this Contract:

Provide 20 oz copper flashing beneath 200 slate shingles with exposed holes

PROPOSED ADJUSTMENTS:

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

☒ Lump Sum Increase \$12,600.00

☐ Unit Price of _____ per _____

☐ as provided in Subparagraph 7.3.7 of AIA Document A201, 2007 edition.

☐ as follows:

2. The Contract Time is proposed to: Increase by one day

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Gienapp Architects

ARCHITECT

Town of Dunstable

OWNER

20 Conant Street

Address

511 Main Street

Address

Danvers, MA 01923

Dunstable, MA 01827

By

By

7-16-2025

Date

Date

Attachments:

PCO 3 Dunstable noted
PR 3

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in Contract Sum and Contract time set forth in this Construction Change Directive.

Pappas Industries, Inc.

CONTRACTOR

14 Bosuns Lane

Address

Bourne, MA 02532

By

Date

CHANGE ORDER

OWNER	☒
ARCHITECT	☒
CONTRACTOR	☒
FIELD	☐
OTHER	☐

PROJECT: Dunstable Union Building Exterior Renovation 511 Main St Dunstable, MA 01827	CHANGE ORDER #: 3
	CHANGE ORDER DATE: 07/14/2025
	PROJECT #s:
TO: Pappas Industries Inc 14 Bosuns Lane Bourne, MA 02532	DATE OF CONTRACT: 05/23/2025
	FOR: Dunstable Union Building

The Contract is changed as follows:

Provide 20 oz copper flashing under 200 slate shingles with factory holes

2 men 29.00/slate 11,600
20 oz copper flashing - 3 sheets of 3x10 @ 300.00 / sheet = 900.00
Adhesive - 100.00

Total - 12,600

The original Contract Sum was	\$655,000.00
The net change by previously authorized Change Orders is	\$28,693.02
The Contract Sum prior to this Change Order was	\$683,693.02
The Contract Sum will be increased by this Change Order in the amount of	\$12,600.00
The new Contract Sum including this Change Order will be	\$696,293.02
The Contract Time will be increased by Seven One	1 days.
The date of Substantial Completion as of this Change Order therefore is	08/28/25 09/03/2025

Not valid until signed by all parties below.

Gienapp Architects, LLC	Pappas Industries Inc	Town of Dunstable
ARCHITECT	CONTRACTOR	OWNER
20 Conant Street	14 Bosuns Lane	511 Main St
ADDRESS	ADDRESS	ADDRESS
Danvers, MA 01923	Bourne, MA 02532	Dunstable, MA 01827
	Chase A. Pappas	
BY (Signature)	BY (Signature)	BY (Signature)
Michael Nee	Chase A. Pappas	
(Typed Name)	(Typed Name)	(Typed Name)
DATE 7-16-25	DATE 07/14/2025	DATE

PROPOSAL REQUEST

20 Conant Street
Danvers, MA 01923

978.750.9062
gienapparchitects.com



PROJECT:
(Name and address)
Union Building Exterior
Restoration
522 Main Street
Dunstable, MA 01827

PROPOSAL REQUEST NO.: 3

DATE OF ISSUANCE: 7-9-2025

Distribute to:

Owner ☒

Architect ☒

Contractor ☒

Field ☒

Other ☒

**AWARDING
AUTHORITY:**
(Name and address)
Town of Dunstable
511 Main Street
Dunstable, MA 01827

CONTRACT FOR: Exterior Restoration

CONTRACT DATED: April 29, 2025

TO CONTRACTOR:
(Name and address)
Pappas Industries, Inc.
14 Bosuns Lane
Bourne, MA 02532

ARCHITECT'S PROJECT NO.: 825.1

ARCHITECT: Gienapp Design Associates, LLC

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within 14 days, or notify the Architect in writing of the date on which you anticipate submitting your proposal. THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

DESCRIPTION:
(Insert a written description of the Work.)

Description Condensed: Replace slate that has been installed incorrectly

Provide 20 oz copper flashing under approx.200 slate shingles with factory holes exposed.

ATTACHMENTS:
(List attached documents that support description.)

Image 1

CC: Jason Silva, TOD

REQUESTED BY:

(Signature)

Gienapp Design Associates



Image 1 - Incorrectly installed slate shingle example