

Town of
Dunstable

SELECT BOARD

MEETING
MATERIALS



July 03, 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 1, 2025; 9:15 AM
MEETING DATE: July 3, 2025
MEETING TIME: 3 PM
LOCATION: REMOTE - Microsoft Teams

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

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjQ3OThmNzgtZTE4NC00ZGU2LWJIN2UtZTU3MGJlMDk3MjQ1%40thread.v2/0?context=%7b%22Tid%22%3a%2293d0a814-addf-4808-b9ad-aa9f816a31e5%22%2c%22Oid%22%3a%221b34ae3f-0b3c-4b92-a27a-a1384aba7433%22%7d
Meeting ID: 293 196 071 975 9 Passcode: hf3jz3mW

Topics the Chair Reasonably Anticipates will or could be Discussed:

SCHEDULED AGENDA ITEMS

1	Meeting Called to Order
2.	Public Comment
3.	Union Building Exterior Restoration - Change Order #1 - Connector Roof, \$3,193.02
4.	Union Building Exterior Restoration - Change Order #2 - Replacement of additional slate shingles, \$25,500
5.	Topics not reasonably anticipated by the Chair
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	

***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.)

Change Order Letter of Recommendation

Date: June 30, 2025
To: Town of Dunstable Union Bldg. Rehab Committee
From: Gienapp Architects
Project: Dunstable Union Bldg. Rehab Project #: 825.1

Gienapp Design has reviewed **PCO #01 (CCD #01)** in the amount of **\$3,193.02** for replacement of 77 sf of decking boards at the Connector roof . Our findings are below:

During demolition of the existing EPDM roofing, the GC uncovered structural decking damage (77 sf) from a previous roof leak at the low-slope roof over the Connector.

This damage was not visible from the exterior or interior of the Connector.

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 2 days of additional time which we find reasonable.

Therefore, we recommend the approval of PCO #01 (CCD #01).

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.: 01

DATE: 6-26-2025

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:

Connector roof sheathing board replacement (77 sf)

PROPOSED ADJUSTMENTS:

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

- ☐ Lump Sum Increase \$3,193.02
- ☐ 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 2 days

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 _____

6-26-2025
Date

Date _____

Attachments:
PR #01

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 #: 1
	CHANGE ORDER DATE: 06/26/2025
	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:

4 Men 6 hours @ 87.01 = \$2,088.24
16 1x stock @ 17.00 / board - \$272
Nails and saw blades \$150.00
Bonding and Insurance @ 6% 150.61
Profit and Overhead 20% - 532.17

\$3,193.02

The original Contract Sum was	\$655,000.00
The net change by previously authorized Change Orders is	\$0.00
The Contract Sum prior to this Change Order was	\$655,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$3,193.02
The new Contract Sum including this Change Order will be	\$658,193.02
The Contract Time will be unchanged. 2 Days	2 days.
The date of Substantial Completion as of this Change Order therefore is	08/20/2025

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)
	Chase A. Pappas	
(Typed Name)	(Typed Name)	(Typed Name)
DATE	DATE 06/26/2025	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.: 1

DATE OF ISSUANCE: 6-25-2025

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: Pappas Industries, Inc.
(Name and address)
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: Deteriorated Connector roof decking

Provide pricing for replacement of 77 square feet of deteriorated roof decking at Connector EPDM roof. Decking species to match existing.

ATTACHMENTS:
(List attached documents that support description.)

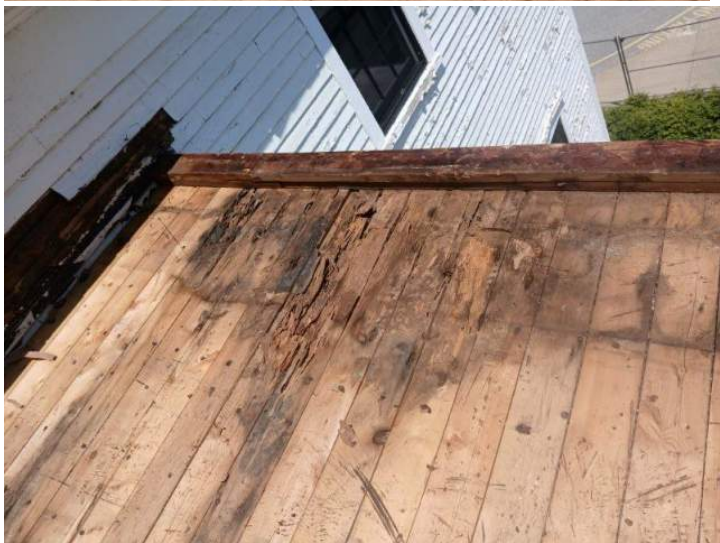
Images 1-2

CC: Jason Silva, TOD

REQUESTED BY:

(Signature)

Gienapp Design Associates



Change Order Letter of Recommendation

Date: June 30, 2025
To: Town of Dunstable Union Bldg. Rehab Committee
From: Gienapp Architects
Project: Dunstable Union Bldg. Rehab **Project #: 825.1**

Gienapp Design has reviewed **PCO #02 (CCD #02)** in the amount of **\$25,500** for replacement of 150 additional slate shingles roof . Our findings are below:

During evaluation of the main roof by the general contractor's slate roofers, additional slates were identified for replacement.

This need for additional slate replacement 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 reasonable.

Therefore, we recommend the approval of PCO #02 (CCD #02).

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.: 02

DATE: 6-26-2025

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:

Additional slate replacement (150 shingles)

PROPOSED ADJUSTMENTS:

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

- ☐ Lump Sum Increase \$25,500.00
- ☐ 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 7 days

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 _____

6-26-2025
Date

Date _____

Attachments:
PR #2

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 #: 2
	CHANGE ORDER DATE: 06/26/2025
	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:

Additional 150 broken slates

Shingle - 19.77, Nails - 3.00, Copper - 2.00, 1/2 man hr - 43.5, Staging - 62.50, 6% Bonding and insurance - 10.38, Profit and overhead - 28.23 Total = 169.38 (170 Rounded)

170 x 150 = \$25,500

The original Contract Sum was	\$655,000.00
The net change by previously authorized Change Orders is	\$0.00
The Contract Sum prior to this Change Order was	\$655,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$25,500.00
The new Contract Sum including this Change Order will be	\$680,500.00
The Contract Time will be increased by 7 days	7 days.
The date of Substantial Completion as of this Change Order therefore is	08/27/2025

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)
	Chase A. Pappas	
(Typed Name)	(Typed Name)	(Typed Name)
DATE	DATE 06/26/2025	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.: 2

DATE OF ISSUANCE: 6-25-2025

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: Pappas Industries, Inc.
(Name and address)
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: Additional broken slate shingles

Provide pricing for replacement of additional 150 slate shingles. New slate is to match existing slate size, color and thickness,

ATTACHMENTS:
(List attached documents that support description.)

Images 1- 5

CC: Jason Silva, TOD

REQUESTED BY:

(Signature)

Gienapp Design Associates

