

**Permanent Building Committee**  
Walpole Town Hall – Room 112  
September 11, 2018 – 6:30PM

**Minutes**

PRESENT: Jack Conroy, Jeff Fisher, Jack Fisher, Mike Keefe, Dave Lynch

ALSO PRESENT: OPM Bryan Jarvis, Assistant Town Administrator Patrick Shield, COA Director Kerri McManama, Fire Chief Tim Bailey

Mr. Conroy called the meeting to order at 6:30 PM.

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (5-0) to approve the minutes of the PBC meeting held on August 21, 2018.

**South Street (COA) Center Project Update**

Referencing a handout titled “Town of Walpole Council on Aging Executive Update” dated September 11, 2018, Mr. Jarvis provided a brief project update for the Council on Aging construction project, highlighting updates to construction, the schedule, and the budget.

**Project Update**

Mr. Jarvis reported that site crews installed vertical granite curbing in August, sidewalks and landscaping to follow. The site lights were also installed, the generator was set in place, and rough electrical work was completed. The fit-out of the electrical room has started. Permanent power is expected to be turned on in September. Spray foam insulation was completed in August. Drywall installation was completed on the 2<sup>nd</sup> floor and started on the first. The installation of interior walls has been primed and first-coated. Installation of acoustical ceiling tile track is ongoing. Flooring has started in the bathrooms. The elevator was installed; final inspection is pending permanent power.

**Schedule Milestone Status**

Mr. Jarvis reported that PAGE’s August update had not been received at the time of this report, but progress is tracking to be on schedule.

Per PAGE’s July Schedule update:

	<b>Revised Baseline Schedule Milestones</b>	<b>Schedule Status per PAGE 8/17/18</b>
<b>Rough MEPs complete</b>	August 2018	July 2018
<b>Interior finishes start on 2<sup>nd</sup> floor</b>	July 2018	July 2018
<b>Finish site work and landscaping</b>	September 2018	October 2018
<b>Finish MEPs Complete</b>	November 2018	November 2018
<b>Interior Finishes Complete</b>	November 2018	November 2018
<b>Project Complete</b>	December 3, 2018	November 28, 2018

### **Budget Update**

- The project is tracking to be on budget.
- The total project budget was increased to \$7,650,156 as a result of additional fundraising efforts
- Total Project expenditures are \$5,050,032 against the \$7.65M budget. 65% billed.
- Construction billings are \$4,054,162 against a contract of \$6M. 66% Billed.
- Seven (7) Change Orders have been approved to date for a net increase of \$230,193 to the construction contract.
- Approved Change Order amount of \$230,193 represents 3.8% of the construction cost.
- Construction Contingency spent to date: \$230,193 out of \$549,402. 41% expended.
- Pending Change Orders currently under review or estimated (as of 8/31/18) total \$25,320.

Referencing a document titled “Monthly Vendor Invoice Package and Budget Update” dated 6/30/2018, the following invoices for work completed in June were presented to the Committee for review:

<b>Vendor/ Contractor</b>	<b>Amount</b>
Compass Project Management	\$11,400.00
Catlin + Petrovick Architects	\$9,330.41
Page Building Construction Company	\$514,535.40
<b>TOTAL</b>	<b>\$535,265.81</b>

On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (5-0) to approve the invoices in the amount of \$535,265.81. Mr. Jarvis provided the Committee with an overall budget update for the project.

Referencing a handout titled “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 9/11/2018, Mr. Jarvis discussed additions to the log since the last meeting. On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (5-0) to approve the pending amount of \$3,796.20.

Mr. Conroy had asked whether the generator would power the elevator to/from the second floor in the event of a power outage. The team said they would review this and provide an answer to the Permanent Building Committee.

Mr. Conroy had asked whether the bocce court needed to be handicap accessible. The team said they would review this and provide an answer to the Permanent Building Committee.

### **Central Fire Station Project Update**

Referencing a handout titled “Town of Walpole Central Fire Station Executive Update” dated September 11, 2018, Mr. Jarvis provided a brief project update for the Central Fire Station Construction Project, highlighting updates to construction, the schedule, and the budget.

### **Project Update**

Mr. Jarvis reported that the punch-list work and change work are nearing completion. The town vendor is to install granite curbing and sidewalk along Blackburn Way in mid-September. The Town DPW has also started landscaping on the Blackburn Hall lawn.

### Schedule Update

The interior and exterior punch list items near completion. The first floor corridor change order work completed except for door and hardware (due week of 9/10). The Blackburn Way curbing, sidewalk and landscaping to be performed by the Town will be completed in September. The additional FF&E orders to be fulfilled by mid-September, with deliveries pending. The lighting controls (install of red lights in the bunk) are expected in October.

### Budget Update

Mr. Jarvis provided an update to the budget, as of 8/31/2018:

- The project is tracking to be on budget.
- Total Project Expenditures are \$13,836,356 against the \$14.2M budget. 98% Billed.
- Construction Billings are \$10,347,429 against a contract for \$10,421,800. 99% Billed
- Approved Change Orders (through CO#16) total \$609,801, which represents 6.2% of the construction contract.
- Approved Change Order amount of \$609,801 has used 57% of the construction contingency
- Pending Change Orders currently submitted total: \$4,954

Referencing a document titled "Monthly Vendor Invoice Package and Budget Update" dated 9/11/2018, the following invoices for work completed in August were presented to the Committee for review:

Vendor Name / Contractor	Total Invoice
Compass Project Management	\$ 25,074.50
G&R Construction	\$ 249,613.94
Bell's Powder Coating	\$ 250.00
COMM TANK	\$ 3,215.00
GRAINGER	\$ 2,430.00
GRAINGER	\$ 3,398.02
GRAINGER	\$ 133.92
HILLYARD, INC.	\$ 12,579.36
LIKARR	\$ 89.75
MOOREMEDICAL	\$ 1,893.76
NORTHEAST RESCUE SYSTEMS	\$ 400.00
NORFOLK POWER EQUIPMENT	\$ 484.69
ROCKY'S	\$ 12.59
ROCKY'S	\$ 25.49
ROCKY'S	\$ 12.59
STERTIL-KONI USA	\$ 64,112.29
TROPHIES & AWARDS	\$ 141.43
WB MASON	\$ 191.98
WB MASON	\$ 1,424.97
WB MASON	\$ 466.24
WB MASON	\$ 613.78
WB MASON	\$ 2,000.00
WB MASON	\$ (170.32)
WB MASON	\$ (56.77)
WB MASON	\$ (340.63)

Total	\$ 367,996.58
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On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (5-0) to approve the invoices in the amount of \$367,996.58.

Mr. Shield informed the Committee that the Fire Department had recently been awarded a Firefighter Assistance Grant in the amount of \$98,790.00 for the purpose of implementing a new Health and Wellness program. This funding would be used for NFPA 1582 medical exams, to purchase fitness equipment, for 4 members to attend the initial O2X training, to backfill the station during the O2X training, and to cover individuals while getting their medical exam.

As part of this grant, the Fire Department would be required to contribute 10% (\$9,879.00) toward these initiatives. Back at its meeting on 6/24/18, the Permanent Building Committee had approved a Purchase Order in the amount of \$25,598, of which funding was set aside for the purpose of purchasing fitness equipment. This Purchase Order however is being liquidated, and instead the PBC is being asked to transfer the sum of \$9,879.00 into a separate Firefighter Assistance Grant Account. There was consensus from the Committee for this transfer. Although the funding had been previously authorized for this intended purpose, Mr. Shield asked for the Committee to formally authorize this transfer.

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (6-0-0) to transfer \$9,879.00 into the Firefighter Assistance Grant Account.

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Central Fire Station Project" dated 9/11/2018, Mr. Jarvis reviewed new additions to the log. At this time, there are no pending Change Orders.

There was some discussion about the process for approving invoices for the Police Station going forward, whether the Permanent Building Committee should consider the invoices or whether Town Administration should be authorized to sign any forthcoming invoices. There was consensus that, so long as money is being expended from the Police Station Construction Budget, the Permanent Building Committee should continue to authorize invoices for the Police Station Project.

Referencing a document titled "Monthly Vendor Invoice Package and Budget Update" dated 9/11/2018, the following invoices for work completed in August were presented to the Committee for review:

Vendor/ Contractor	Amount
Advanced Signing	\$580.00
Anderson Electrical Contractors	\$2,883.85
FitnessSmith	\$30,356.98
Lan-Tel	\$6,400.00
<b>TOTAL</b>	<b>\$40,220.83</b>

On a motion by Mr. Conroy, a second by Mr. Fisher, the Committee voted (5-0-0) to approve the invoices in the amount of \$40,220.83.

#### **Review of Meeting Schedule**

The next meeting of the Permanent Building Committee is Tuesday October 9, 2018.

The meeting adjourned at 8:30 PM.

Respectfully submitted,

Patrick Shield  
Assistant Town Administrator

Referenced Materials

- PBC Agenda
- Compass Handout – Working Agenda
- PBC Minutes of 8/21/2018
- “Town of Walpole Council on Aging Executive Update” dated 9/11/2018
- “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 9/11/2018
- “Monthly Vendor Invoice Package and Budget Update – Council on Aging” dated 8/31/2018
- “Town of Walpole Central Fire Rescue Executive Update” dated 9/11/2018
- “Pending Change Order (PCO) Log – Walpole Central Fire Station Project” dated 9/11/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Fire Station” dated 8/31/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Police Station” dated 8/31/2018