

Permanent Building Committee
Walpole Town Hall – Room 112
December 11, 2018

Minutes

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

ALSO PRESENT: OPM Bryan Jarvis, Assistant Town Administrator Patrick Shield, Tony DiGiantommaso, COA Director Kerri McManama, Fire Chief Tim Bailey, Deputy Fire Chief Paul Barry, FF John Hamilton, John Traficante, Stewart Marshall

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (6-0) to approve the minutes of the PBC meeting held on November 13, 2018.

South Street (COA) Center Project Update

Referencing a handout titled “Town of Walpole Council on Aging Executive Update” dated October 9, 2019 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 all finish work was completed in November. Substantial Completion was achieved at the end of November. A punchlist was issued and punchlist work is currently ongoing. All MEP and Fire Alarm Systems were completed and passed inspections. The site sign was installed. Cable TV service was installed in the building. Final paving was completed. Parking lot striping and imprinted crosswalks were completed last week. Exterior fencing and arbor along the rail trail was installed last week. Work on the rear patio began in mid-November and will be completed this week. The bocce court will be completed this week. Security / Audio Visual / and Media TV systems have been installed. Furniture installation was completed last week. IT and phone installations are ongoing. Moving of all “non-essential items” from the old COA to the new COA is scheduled for 12/12. Owner trainer on building systems is ongoing. A ribbon cutting ceremony is scheduled for 12/20 at 11AM. Cut-over from the old COA is scheduled to take place 12/26 – 12/31. Opening Day at the new COA is 1/2/19.

Schedule Milestone Status

Mr. Jarvis reported that construction was completed and substantial completion was achieved at the end of November. Construction was completed on time. Final completion is expected by the end of December.

Budget Update (as of 11/30/18)

- The project is tracking to be on budget.
- Total Project expenditures are \$6,828,478 against the \$7.65M budget. 89% billed.
- Construction billings are \$5,940,175 against a contract of \$6.2M. 95% Billed.
- Eight (8) Change Orders have been approved to date for a net increase of \$293,732 to the construction contract.
- Approved Change Order amount of \$293,732 represents 4.9% of the construction cost.
- Construction Contingency spent to date: \$293,732 out of \$519,402. 56% expended.

- Pending Change Orders currently under review or estimated (as of 11/30/18) total \$55,359.

Referencing a document titled “Monthly Vendor Invoice Package and Budget Update” dated 10/31/2018, the following invoices for work completed in October were presented to the Committee for review:

| Vendor/ Contractor | Amount |
|------------------------------------|---------------------|
| Compass Project Management | \$1,650.00 |
| Catlin + Petrovick Architects | \$5,000.00 |
| Page Building Construction Company | \$326,721.11 |
| Page Building Construction Company | \$115,487.03 |
| After Hours Drain | \$600.00 |
| Amazon TV & Mount | \$3,648.99 |
| Amazon POW/MIA at COA | \$168.99 |
| Clean & Safe | \$840.00 |
| GOB Shops | \$441.70 |
| GovConnection | \$1,462.80 |
| GovConnection | \$1,391.24 |
| NEDI | \$23,474.84 |
| Standard Chair | \$425.00 |
| Walker Display | \$747.76 |
| TOTAL | \$482,059.46 |

On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (6-0) to approve the invoices in the amount of \$482,059.46. Mr. Jarvis provided the Committee with an overall budget update for the project.

Referencing a handout titled “Pending Change Order (PCO) Log – Council on Aging Project” – dated 12/11/18, Mr. Jarvis presented Proposed Change Orders. Up for consideration was a credit for solar tubes, extending sidewalks at the heat pumps, adding circuits to the IT Room Cable Tray, adding sheet flooring at exterior doors, electrical infrastructure for FA Radio Box, changing door stops to overhead, changing wall base color in the fitness room, and replacing saturated patio fill with crushed stone, for a total amount of \$12,547.57.

On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (6-0) to approve the Change Orders in the amount of \$12,547.57.

Central Fire Station Project Update

Referencing a document titled “Request for Authorization for Additional Services” dated 11/27/2018, Mr. Jarvis presented a request from Schwartz/Silver Architects Inc. for additional services. The proposal provided all architectural and engineering work required to provide the contractor with direction for a variety of owner-requested changes and unforeseen conditions, in a manner sufficient to keep the

project on schedule. There was some discussion by the Committee and by representatives from Schwartz/Silver.

On a motion by Mr. Conroy, second by Mr. Goba, the Committee voted (6-0) to approve the request for additional services in the amount of \$22,304.

The following invoices for work completed in August were presented to the Committee for review:

| Vendor/ Contractor | Amount |
|---------------------------|-------------------|
| Gilmores | \$96.85 |
| Connection | \$2,820.00 |
| Connection | \$2,397.00 |
| Grainger | \$28.76 |
| Grainger | \$270.22 |
| Seven Hayes | \$752.50 |
| Seven Hayes | \$264.52 |
| SiteOne | \$356.66 |
| WB Mason | \$2,110.00 |
| WB Mason | \$668.00 |
| WB Mason | (\$668.00) |
| WB Mason | \$5,000.00 |
| WB Mason | (\$2,497.01) |
| WB Mason | (\$2,069.38) |
| TOTAL | \$9,530.12 |

On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (6-0) to approve the invoices in the amount of \$9,530.12

Police Station

Mr. Jarvis reported that there was no formal update for the Police Station project, however there were outstanding invoices that still required authorization.

| Vendor/ Contractor | Amount |
|-------------------------------|---------------------|
| Compass Project Management | \$17,866.00 |
| M. O'Connor Contracting, Inc. | \$90,755.08 |
| AllComm | \$1,500.00 |
| Cross Match | \$480.00 |
| TOTAL | \$110,601.08 |

On a motion by Mr. Conroy, second by Mr. Goba the Committee voted (7-0) to approve the invoices in the amount of \$110,601.08.

There was some discussion by the committee about the future role of the Permanent Build Committee, particularly in light of the ongoing field project and a proposal for the School Department to submit Statements of Interest with the Massachusetts School Building Authority.

Mr. Shield mentioned he would add this to the January 15, 2018 meeting agenda for more formal discussion.

Review of Meeting Schedule

The next meeting of the Permanent Building Committee is Tuesday January 15, 2018.

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Patrick Shield
Assistant Town Administrator

Referenced Materials

- PBC Agenda
- Compass Handout – Working Agenda
- PBC Minutes of 11/13/2018
- “Town of Walpole Council on Aging Executive Update” dated 12/11/2018
- “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 12/11/2018
- “Monthly Vendor Invoice Package and Budget Update – Council on Aging” dated 12/11/2018
- “Town of Walpole COA – FFE, Technology, Security, A/V Budget Worksheet” dated 12/11/18
- “Amendment to Designer Services Contract” dated 12/11/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Fire Station” dated 12/11/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Police Station” dated 12/11/2018