

Permanent Building Committee
Walpole Town Hall – Room 112
November 13, 2018

Minutes

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

ALSO PRESENT: OPM Bryan Jarvis, COA Director Kerri McManama, Fire Chief Tim Bailey, Deputy Fire Chief Paul Barry, Building Superintendent Don Anderson, COA Board Member Josette Burke

The Permanent Building Committee met at 6:30PM at the site of the Council on Aging, located at 60 South Street for a walking tour of the building with COMPASS Project Management and representatives from the Town and respective Departments.

The Committee convened in the Stillman Training Room of the Walpole Police Station located at 50 South Street, at which place the Committee undertook the following business:

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (7-0) to approve the minutes of the PBC meeting held on October 9, 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 fiber service was connected to the building. Town’s network connection was established on 11/8/2018. Gas service was turned on to the building. Concrete sidewalks were completed. Landscaping was completed and the lawn/sloped areas were hydro-seeded. Finish painting continued throughout the building. Finish flooring was installed on the second floor and in the first floor offices. Millwork and countertop installation was completed throughout the building; only café and stair 1 remain. Kitchen equipment was installed. Start-up targeted for mid-November. Finish plumbing started; final inspection targeted for mid-November. Finish HVAC work started. Commissioning began in November. Finish lighting and electrical work continued. Final inspection is targeted for mid-November. Fire alarm radio box was installed. Final testing targeted for mid-November.

Schedule Milestone Status

Mr. Jarvis reported that PAGE’s October update indicates that construction is on schedule for completion by 11/27/18. Furniture delivery is scheduled to begin during the week of 12/3/18. A ribbon cutting ceremony is tentatively targeted for 12/20/18. Per PAGE’s October Schedule Update:

**Revised Baseline Schedule
Milestones**

**Schedule Status per PAGE
11/12/18**

Finish MEPs Complete
Interior Finishes Complete
Project Complete

November 2018
November 2018
December 3, 2018

November 2018
November 2018
November 28, 2018

Budget Update (as of 10/31/18)

- The project is tracking to be on budget.
- Total Project expenditures are \$6,346,388 against the \$7.65M budget. 83% billed.
- Construction billings are \$5,279,138 against a contract of \$6M. 87% 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 10/31/18) total \$102,625

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	\$1,271.60
Catlin + Petrovick Architects	\$15,830.41
Page Building Construction Company	\$702,480.74
After Hours Drain	\$750.00
Common Cents EMS Supply	\$6,184.00
GovConnection	\$11,999.00
LW Bills Co.	\$6,106.00
Town of Walpole Police Department	\$245.84
	\$744,867.59

On a motion by Mr. Conroy, second by Mr. Lynch, the Committee voted (7-0) to approve the invoices in the amount of \$744,867.59. Mr. Jarvis provided the Committee with an overall budget update for the project.

Referencing a handout titled "Amendment to Designer Services Contract – Amendment No. 3 – Extension of Construction Administration Services," Mr. Jarvis requested favorable approval on an amendment to the contract to Catlin + Petrovick Architects in the amount of \$7,500 for additional services related to the extension of construction administration services.

On a motion by Mr. Conroy, second by Mr. Goba, the Committee voted (7-0-0) to approve the amendment for \$7,500.00.

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Council on Aging Project" dated 11/13/2018, Mr. Jarvis presented changes to the log. On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (7-0-0) to approve the change orders in the amount of \$63,589.23.

Referencing a handout titled “FFE, Technology, Security, and A/V Budget Worksheet” dated 11/13/2018, Mr. Jarvis discussed items for consideration by the PBC. On a motion by Mr. Conroy, second by Mr. Jack Fisher, the Committee voted (7-0) to authorize the expenditure of \$76,572.00 for FF&E.

Central Fire Station Project Update

Referencing a document titled “Monthly Vendor Invoice Package and Budget Update” dated 10/31/2018, Mr. Jarvis provided a brief project update for the Central Fire Station Construction Project, highlighting updates to construction, the schedule, and the budget.

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

Vendor Name / Contractor	
G&R Construction	\$60,370.12
Connection	\$578.49
Tesla Systems	\$375.00
Boro Sand & Stone	\$938.00
Home Depot	\$250.00
Koopman Lumber Co.	\$74.05
Koopman Lumber Co.	\$39.52
Seven Hayes	\$82.50
Seven Hayes	\$1,440.00
Seven Hayes	\$100.00
Site One	\$925.88
Site One	\$80.24
Site One	\$360.18
Gilmore's	\$596.70
Republic Plumbing Supply	\$30.17
Turner Steel	\$40.92
WB Mason	\$5,183.99
CM Cleaning	845
Dugmore Duncan	\$2,030.00
Dugmore Duncan	\$1,510.00
Dugmore Duncan	\$901.00
iandi Sling	\$289.98
Johnson Electric Supply	\$191.00
Johnson Electric Supply	\$137.50
	\$77,370.24

On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (7-0) to approve the invoices in the amount of \$77,370.24.

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	\$23,754.50
M. O'Connor Contracting, Inc.	\$28,839.00
AllComm	\$12,900.50
Cross Match	\$2,880.00
TOTAL	\$68,374.00

On a motion by Mr. Conroy, second by Mr. Goba the Committee voted (7-0) to approve the invoices in the amount of \$68,374.00

Review of Meeting Schedule

The next meeting of the Permanent Building Committee is Tuesday December 11, 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 9/01/2018
- “Town of Walpole Council on Aging Executive Update” dated 11/13/2018
- “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 11/13/2018
- “Monthly Vendor Invoice Package and Budget Update – Council on Aging” dated 10/31/2018
- “Town of Walpole COA – FFE, Technology, Security, A/V Budget Worksheet” dated 11/13/18
- “Amendment to Designer Services Contract” dated 11/06/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Fire Station” dated 10/31/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Police Station” dated 10/31/2018