

Permanent Building Committee
Walpole Public Library – Pinnacle Room
August 21, 2018 – 6:30PM

Minutes

PRESENT: Jack Conroy, Bernie Goba, Jeff Fisher, Jack Fisher

ALSO PRESENT: OPM Bryan Jarvis, Town Administrator Jim Johnson, Assistant Town Administrator Patrick Shield, Deputy Fire Chief Paul Barry, FF John Hamilton, Building Superintendent Don Anderson, Selectman Mark Gallivan, COA Board Member Josette Burke, COA Director Kerri McManama

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

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (4-0) to approve the minutes of the PBC meeting held on July 17, 2018.

South Street (COA) Center Project Update

Referencing a handout titled “Town of Walpole Council on Aging Executive Update” dated August 21, 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 the rough electrical below ceiling work passed rough inspection in July. Stair #1 was installed in July. Spray foam insulation started in July and will be complete in August. Drywall installation began in July and will be complete in August. Interior finishes have started and are ongoing. 2nd floor walls have been primed and first coated. Acoustical ceiling tile track installation has started. Installation of the elevator has started and is ongoing. Fine grading and asphalt binder was completed. Curbing is expected in late August; sidewalks and landscaping will follow.

Schedule Milestone Status

Mr. Jarvis reported that interior progress was slowed by the spray foam insulation sub-contract due to repeated equipment issues, however PAGE is still confident that they will reach substantial completion by 11/27/2018. Currently the project is tracking to be on schedule.

Per PAGE’s June Schedule update:

	Revised Baseline Schedule Milestones	Schedule Status per PAGE 4/6/18
Rough MEPs complete	August 2018	July 2018
Interior finishes start on 2nd floor	July 2018	Complete 2018
Finish site work and landscaping	September 2018	October 2018
Finish MEPs Complete	November 2018	November 2018
Interior Finishes Complete	November 2018	November 2018

Budget Update

- The project is tracking to be on budget.
- The total project budget is \$7,500,156.
- Total project expenditures are \$4,514,766 against the \$7.5M budget. 54% Billed
- Construction billings are \$3,539,627 against a contract of \$5.9M. 60% Billed.
- Six (6) Change Orders have been approved to date for a net increase of \$129,806 to the construction contract.
- Approved Change Order amount of \$129,806 represents 1.7% of the construction cost.
- Construction Contingency spent to date: \$129,806 out of \$399,402. 32% expended.
- Pending Change Orders currently under review or estimated (as of 7/31/18) total \$58,585

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:

Vendor/ Contractor	Amount
Compass Project Management	\$10,325.30
Catlin + Petrovick Architects	\$9,330.41
Page Building Construction Company	\$422,316.86
TOTAL	\$441,972.57

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (4-0) to approve the invoices in the amount of \$441,972.57. Mr. Jarvis provided the Committee with an overall budget update for the project.

Mr. Jarvis and Mr. Johnson provided an update to the Permanent Building Committee on the proposal to extend the patio of the Council on Aging building. This would include an expanded patio and added site work along the rail trail.

On a motion by Mr. Conroy, second by Mr. Fisher, the PBC voted (4-0) to increase budget for \$150,000 for pending landscaping modifications per the presentation by Mr. Johnson. The PBC approved PAGE to move forward with PCOs:

- #44 – for added fill and gravel at Patio for \$13,084.05
- #45 – Azek pavers (material only) for \$38,924.43
- #46 – Landscaping mods (NTE) for \$12,023.37

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Council on Aging Project" dated 8/21/2018, Mr. Jarvis discussed additions to the log since the last meeting. On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (4-0) to approve the pending amount of \$36,746.99.

Referencing a handout titled "FFE, Technology, Security and A/V Budget," dated 8/21/2018, Mr. Jarvis discussed items to be released. On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted to approve release of \$235,464 toward the FF&E budget items.

Central Fire Station Project Update

Referencing a handout titled “Town of Walpole Police Headquarters Executive Update” dated August 21, 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 ongoing. The town’s vendor is installing granite curbing and sidewalk along Blackburn Way. The Town DPW is to landscape the Blackburn Hall lawn.

Schedule Update

Interior and exterior punch-list items expected to be complete by the end of August. 1st Floor corridor change work (door; carpeting; etc.) will be complete by the end of August. Blackburn Way curbing; sidewalk and landscaping, to be performed by the Town, will be completed in September. Additional FF&E orders to be fulfilled by mid-September. Lighting controls (install of red lights in bunk) is expected by the end of September.

Budget Update

Mr. Jarvis provided an update to the budget, as of 7/31/2018:

- The project is tracking to be on budget.
- Total Project Expenditures are \$13,455,318 against the \$14.2M budget. 95% Billed.
- Construction Billings are \$10,097,816 against a contract for \$10,357,216. 97% Billed
- Approved Change Orders (through CO#14) total \$545,217, which represents 5.6% of the construction contract.
- Approved Change Order amount of \$545,217 has used 57% of the construction contingency
- Pending Change Orders currently submitted total: \$78,827.

Referencing a document titled “Monthly Vendor Invoice Package and Budget Update” dated 8/21/2018, the following invoices for work completed in March were presented to the Committee for review:

Vendor Name / Contractor	Total Invoice
Compass Project Management	\$24,313.00
SSA	\$0.00
SSA	\$0.00
SSA	\$7,091.85
G&R	\$118,112.28
Town of Walpole	\$357.27
COMM TANK	\$19,500.00
Grainger	\$5,998.85
Grainger	\$1,249.00
Grainger	\$1,814.00
Lamb Riggers	\$3,724.00
Middlesex Glasses	\$4,774.29
WB Mason	\$80,000.00

Connection	\$21,091.50
Dugmore Duncan	\$1,580.00
Dugmore Duncan	\$1,035.00
TOTAL	\$290,641.04

On a motion by Mr. Conroy, second by Mr. Goba, the Committee voted (4-0) to approve the invoices in the amount of \$290,641.94.

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Central Fire Station Project" dated 8/21/2018, Mr. Jarvis reviewed new additions to the log.

On a motion by Mr. Conroy, second by Mr. Goba, the Committee voted (4-0) to approve the PCOs in the amount of \$39,598.24.

Additionally, Mr. Jarvis requested authorization to proceed with a few additional Proposed Change Orders, particularly PCO #105 – Light Fixture Changes, PCO #131 – tel/data mods at app bays for more phones, and PCO #160 – Add rubber treads / landing to the mezzanine stairs. On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (4-0) to authorize these changes.

Referencing a handout titled "Total Project Budget Status Projection" dated 8/21/2018, Mr. Jarvis provided an updated budget status report to the PBC.

Review of Meeting Schedule

The next meeting of the Permanent Building Committee is Tuesday September 11, 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 7/17/2018
- "Town of Walpole Council on Aging Executive Update" dated 8/21/2018
- "Pending Change Order (PCO) Log – Walpole Council on Aging Project" dated 8/21/2018
- "Monthly Vendor Invoice Package and Budget Update – Council on Aging" dated 7/31/2018
- "Monthly Vendor Invoice Package and Budget Update – Walpole Police Station" dated 7/31/2018
- "Town of Walpole Central Fire Rescue Executive Update" dated 8/21/2018
- "Pending Change Order (PCO) Log – Walpole Central Fire Station Project" dated 8/21/2018
- "Town of Walpole – Central Fire Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet" dated 8/21/2018

- “Total Project Budget Status Projections” – dated 8/21/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Fire Station” dated 7/31/2018