

Permanent Building Committee
Walpole Town Hall – Room 112
October 9, 2019 – 6:30PM

Minutes

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

ALSO PRESENT: OPM Bryan Jarvis, Assistant Town Administrator Patrick Shield, COA Director Kerri McManama, Fire Chief Tim Bailey, Building Superintendent Don Anderson, COA Board Member Josette Burke

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

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 September 11, 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 permanent power was connected and activated at the end of September. Installation of site sidewalks has started and will be complete by mid-October. Site crews finished preparing all areas for landscaping. Landscaping and plantings have started and are to be completed by the end of October. Exterior metal doors and hardware were installed. Drywall installation is complete. Flooring was completed in the bathrooms. RFP paneling was installed in the bathrooms. Bathroom vanities have been set and templated for countertops. Millwork and painting is ongoing throughout the building. Kitchen equipment was delivered; MEP connections are pending. Tel/Data rack and cable terminations were complete. Fiber installation is expected by 10/12/18. Finish MEP has started. MEP Commissioning is targeted starting in late October.

Schedule Milestone Status

Mr. Jarvis reported that PAGE’s September update indicates that construction is on schedule for completion by 11/27/18. Furniture deliver 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 September Schedule Update:

	Revised Baseline Schedule Milestones	Schedule Status per PAGE 8/17/18
Finish site work and landscaping	September 2018	October 2018
Finish MEPs Complete	November 2018	November 2018
Interior Finishes Complete	November 2018	November 2018
Project Complete	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 \$5,599,245 against the \$7.65M budget. 73% billed.
- Construction billings are \$4,576,657 against a contract of \$6M. 76% 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 9/30/18) total \$125,865.

Referencing a document titled “Monthly Vendor Invoice Package and Budget Update” dated 9/30/2018, the following invoices for work completed in June were presented to the Committee for review:

Vendor/ Contractor	Amount
Compass Project Management	\$16,967.00
Catlin + Petrovick Architects	\$9,330.41
Page Building Construction Company	\$522,494.89
TOTAL	\$549,213.43

On a motion by Mr. Conroy, second by Mr. Lynch, the Committee voted (6-0) to approve the invoices in the amount of \$549,213.43. Mr. Jarvis provided the Committee with an overall budget update for the project.

Referencing a handout titled “Amendement to Designer Services Contract – Amendment No. 2 – Landscape Design Modifications,” Mr. Jarvis requested favorable approval on an amendment to the contract to Catlin + Petrovick Architects in the amount of \$6,500 for additional services related to the re-design and construction of the landscaping and patio for the project.

On a motion by Mr. Conroy, second by Mr. Goba, the Committee voted (5-0-1) to approve the amendment for \$6,500.00.

Referencing a handout titled “FFE, Technology, Security, and A/V Budget Worksheet” dated 10/9/2018, Mr. Jarvis discussed items for consideration by the PBC. On a motion by Mr. Conroy, second by Mr. Jack Fisher, the Committee voted (6-0) to authorize the expenditure of \$24,500.00 for fitness equipment.

Central Fire Station Project Update

Referencing a handout titled “Town of Walpole Central Fire Station Executive Update” dated October 9, 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 punch-list work and change work are nearing completion. Lighting control fix completed 10/4/2018. The Town has started granite curbing, sidewalk work, and landscaping at

Blackburn Hall. Additional FF&E orders were delivered September 27th. Lighting control fix, addressing random light activations, were completed on October 4, 2018. Red-light fixtures for bunks have been received by Losordo. Install and programming is pending. Warranty Service Request work is ongoing as needed.

Budget Update

Mr. Jarvis provided an update to the budget, as of 9/30/2018:

- The project is tracking to be on budget.
- Total Project Expenditures are \$13,888,270 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 9/30/2018, the following invoices for work completed in August were presented to the Committee for review:

Vendor Name / Contractor	Total Invoice
Eversource	\$11,000.00
Falvey Finishing Co, Inc.	\$125.00
Norfolk County Glass Inc.	\$680.69
Stertil-Koni, USA	\$1,695.48
Stone & Berg Company	\$355.00
TSI	\$10,790.00
Walker Specialties	\$485.00
Walker Specialties	\$325.00
WB Mason	\$12,805.66
WB Mason	\$5,968.64
WB Mason	\$155.02
WB Mason	\$7,222.50
Connection (AKA GOVCONNECT)	\$138.73
Connection (AKA GOVCONNECT)	\$187.26
TOTAL	\$51,933.98

On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (6-0) to approve the invoices in the amount of \$51,933.98.

Referencing a handout titled “Town of Walpole – Central Fire Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 10/02/2018, Mr. Jarvis presented FFE items for consideration by the Committee.

On a motion by Mr. Controy, second by Mr. Fisher, the Committee voted (6-0-0) to authorize the expenditure of \$5,230.00 for Fobs, added electric strikes to doors, and software for CAD system.

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

On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (6-0-0) to transfer \$25,177.00 from contingency.

Referencing a document titled "DCAMM Contractor Evaluation Log," Mr. Jarvis took the time to review the DCAMM Evaluation for the General Contractor and subcontractors for the Fire Station Project. There was some discussion. The Committee agreed that, per practice with other building projects that the Town has undertaken, that the Town Administrator should be the one to sign off on the evaluation. Mr. Anderson concurred that the Town Administrator signs off on all other project evaluations.

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	\$6,185.50
Advanced Signing	\$12,889.00
AllComm	\$3,262.26
AllComm	\$2,376.60
TSI	\$3,285.00
TOTAL	\$27,998.36

On a motion by Mr. Conroy, second by Mr. Goba the Committee voted (6-0) to approve the invoices in the amount of \$27,998.36.

Referencing a document titled "DCAMM Contractor Evaluation Log," the Committee similarly reviewed the DCAMM Evaluation for the Police Station General Contractor and subcontractors.

Review of Meeting Schedule

The next meeting of the Permanent Building Committee is Tuesday November 13, 2018.

The meeting adjourned at 7:30 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 10/09/2018
- “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 10/09/2018
- “Monthly Vendor Invoice Package and Budget Update – Council on Aging” dated 9/30/2018
- “Town of Walpole COA – FFE, Technology, Security, A/V Budget Worksheet” dated 10/9/18
- “Amendment to Designer Services Contract” dated 9/20/2018
- “Town of Walpole Central Fire Rescue Executive Update” dated 10/09/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Fire Station” dated 9/30/2018
- “Town of Walpole WFD – FFE, Technology, Security, A/V Budget Worksheet” dated 10/9/18
- “DCAMM Contractor Evaluation Log” – Fire Station
- “Monthly Vendor Invoice Package and Budget Update – Walpole Police Station” dated 9/30/2018
- “DCAMM Contractor Evaluation Log” – Police Station