

**Permanent Building Committee**  
Walpole Town Hall – Room 112  
April 10, 2018 – 6:30PM

**Minutes**

PRESENT: John Conroy, Bernie Goba, John R. Fisher, Cameron Daly, Michael Keefe, David Lynch

ALSO PRESENT: OPM Bryan Jarvis, Assistant Town Administrator Patrick Shield, Building Superintendent Don Anderson, COA Representative Josette Burke, COA Director Kerri McManama, COA VP of Construction Tony DiGiantommaso, Police Lt. Joe Zanghetti, SchwarzSilver Principal Jon Traficonte, Deputy Fire Chief Paul Barry

Mr. Conroy called the meeting to order at 6:34 PM.

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (5-0) to approve the minutes of the PBC meeting held on March 20, 2018.

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

Referencing a handout titled “Town of Walpole Council on Aging Executive Update” dated April 10, 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 second floor slab on grade was placed on March 1, with the exterior wall framing beginning on March 2<sup>nd</sup> and continuing through March. The roof truss framing and exterior sheathing started in March and will be complete by mid-April. Roofing, exterior trim, siding and window installation will begin in late-April. Under slab utilities continued on the first floor and slab on grade placement will occur in April. Mr. Jarvis reported that manpower was very good through the month of March.

**Schedule Milestone Status**

Mr. Jarvis reported that the construction effort lost a few days during March due to periods of heavy snow. Currently, the projecting is tracking slightly behind schedule. Per PAGE’s March Schedule update;

	<b>Revised Baseline Schedule Milestones</b>	<b>Schedule Status per PAGE 4/6/18</b>
Begin Structural Steel	December 2017	January 2018
Complete Steel Structure	January 2018	February 2018
Slab on Deck	January 2018	February 2018
Slab on Grade	March 2018	April 2018
Roofing	May 2018	May 2018
Windows	May 2018	May 2018
Building Weather Tight (w	June 2018	July 2018

Rough MEPs Complete	August 2018	July 2018
Interior finishes start on 2	July 2018	August 2018
Finish Site Work and Land	September 2018	October 2018
Finish MEPs Complete	November 2018	November 2018
Interior Finishes complete	November 2018	December 2018
Project Complete	December 3, 2018	December 12, 2018

#### **Budget Update**

- The project is tracking to be on budget
- The total project budget is \$7,399,456
- Total project expenditures are \$2,378,997 against the \$7.4M budget. 32% billed.
- Construction billings are \$1,708,268 against a contract of \$5.9M. 28% billed.
- Three (3) Change Orders have been approved to date for a net increase of \$47,655 to the construction contract
- Approved Change Order amount of \$47,655 represents 0.8% of construction cost
- Construction Contingency spent to date: \$47,655 out of \$298,702. 15% expended.
- Pending Change Orders currently under review or estimated (as of 3/31/18) total \$69,210

Referencing a document titled “Monthly Vendor Invoice Package and Budget Update” dated 3/31/2018, the following invoices for work completed in March were presented to the Committee for review:

<b>Vendor/ Contractor</b>	<b>Amount</b>
Compass Project Management	\$18,488.30
Catlin + Petrovick Architects	\$9,330.41
Page Building Construction Company	\$468,917.20
<b>TOTAL</b>	<b>\$496,735.91</b>

On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (6-0) to approve the invoices in the amount of \$496,735.91

Referencing a handout titled “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 4/10/2018, Mr. Jarvis discussed additions to the log since the last meeting.

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (6-0) to approve PCO #7 for the Office #3 Flooring; PCO #17 to delete the heater from the stage; PCO #18 to add P-7 sink; PCO #19 to add gas line to the fire place; PCO #22 to add ductwork at MPR/Corridor; and PCO #27 for framing detail changes per SER review; all in the amount of \$9,469.15 to go on Change Order #4.

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

Referencing a handout titled “Town of Walpole Police Headquarters Executive Update” dated April 10, 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 curtainwall testing is still pending. Exterior metal panels and trim are 95% complete. The installation of the Apparatus Bay overhead door is also complete. Structural supports for protective bollards are installed. Passed all above ceiling inspections. The watch room has also been installed. Final finishes and hardware installation is ongoing. Millwork installation is 95% complete. Server room has been turned over to the Town. Generator delivery estimated for the week of April 9<sup>th</sup>. Testing and balancing of systems is ongoing. Radio/Communication system equipment delivery and work schedule coordination is ongoing. Owner's vendor supplied equipment starting to arrive onsite. The exterior grading has begun.

### Schedule Update

Mr. Jarvis also provided an update to the Schedule Milestone Status. Completing the Interior Finishes and Finishing MEPs and Owner Systems are On Schedule, and MEP start-up and Commissioning, Inspections, Final Cleaning, and the Punchlist are all ahead of schedule.

	Baseline Schedule Milestones	Schedule Status
Complete Interior Finishes	March 2018	On Schedule
Finish MEPs; Owner Systems	April 2018	On Schedule
MEP Start-up and Commissioning	May 2018	Ahead of Schedule
Inspections; final cleaning; punchlist	May 2018	Ahead of Schedule
New Station Complete - WFD Move-in	June 2018	Ahead of Schedule
Disassemble Temp Ops/Restore Blackburn	July 2018	On Schedule
Project Complete	July 20, 2018	On Schedule

### Budget Update

Mr. Jarvis provided an update to the budget, as of 3/31/2018:

- The project is tracking to be on budget.
- Total Project expenditures are \$10,905,660 against the \$14.2M budget. 77% Billed.
- Construction Billings are \$8,480,743 against a contract for \$9,812,000. 86% Billed.
- Approved Change Orders (through CO# 12) total \$450,042 which represents 4.5% of the construction contract.
- Approved Change Order amount of \$450,042 has used 41% of the construction contingency.
- Pending Change Orders currently submitted total: \$103,000

Referencing a document titled "Monthly Vendor Invoice Package and Budget Update" dated 3/31/2018, the following invoices for work completed in March were presented to the Committee for review:

Vendor/ Contractor	Amount
Compass Project Management	\$40,303.90
Schwartz/Silver Architects	\$12,000.00
G&R Construction	\$363,351.11
CLEVELAND ENERGY	\$3,259.68

CommTANK	\$4,219.25
DUGMORE DUNCAN	\$47,337.45
CONNECTION	38,325.94
Johnson Electrical Supply	\$27.34
LW Bills CO	\$94,512.00
Stone & Berg Co	\$304.97
<b>TOTAL</b>	<b>\$603,641.64</b>

On a motion by Mr. Conroy, second by Mr. Goba, the Committee voted (6-0) to approve the invoices in the amount of \$603,641.64.

Referencing a handout titled “Pending Change Order (PCO) Log – Walpole Central Fire Station Project” dated 4/10/2018, Mr. Jarvis reviewed new additions to the log, including those items in green ready for approval by the PBC.

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (5-1) to approve the PCOs in the amount of \$19,180.71 to be included for Change Order #13.

Referencing a handout titled “Town of Walpole – Central Fire Project Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 4/10/2018, Mr. Jarvis provided an update to the Fire Department FFE.

### **Police Station Project Update**

Referencing a handout titled “Town of Walpole Police Headquarters Executive Update” dated April 10, 2018, Mr. Jarvis provided a brief project update for the Police Station Construction Project, highlighting updates to construction, the schedule, and the budget.

#### **Project Update**

Mr. Jarvis reported that the building was substantially completed on April 2, 2018. The Police Department successfully transitioned to the new building April 3-6<sup>th</sup>. MOCC is currently addressing punchlist items within the building. Finish site work including the final paving; striping; and landscaping will be ongoing in April.

#### **Schedule Update**

Mr. Jarvis provided an update to the schedule. The building was completed on schedule. The project is scheduled to achieve final completion by May 11, 2018. A Ribbon Cutting ceremony is being planned for Saturday, May 12, 2018.

#### **Budget Update**

Mr. Jarvis provided an update to the budget, as of 3/31/2018.

- The project is tracking to be under budget.
- Total Project expenditures are \$8,561,023 against the \$10.4M budget. 82% Billed.
- Construction Billings are \$6,089,983 against a contract for \$6,603,000. 92% Billed.
- Nine (9) Change Orders are approved to date for a net add of (\$4,703) to the project.

- Pending Change Orders currently under review or estimated (as of 3/31/18) total approximately \$75,092

Referencing a document titled “Monthly Vendor Invoice Package and Budget Update” dated 3/31/2018, the following invoices for work completed in March were presented to the Committee for review:

<b>Vendor/ Contractor</b>	<b>Amount</b>
Compass Project Management	\$29,201.00
The Carell Group	\$14,571.00
M. O'Connor Contracting	\$148,986.50
All-Comm Technologies	\$8,246.00
Blinds to Go	\$5,732.41
Brownells	\$1,954.14
Casey	\$854.64
Columbia Gas	\$64.42
Unitel	\$18,860.20
Donnegan	\$31,534.75
Grainger	\$3,013.28
LW Bills	\$12,242.50
MassCOr	\$124.80
Shawn Costello	\$490.00
SHI	\$874.00
Savage Range Systems	\$2,328.00
Town of Walpole CC	\$2,510.73
Town of Walpole Police Department	\$475.12
WB Mason	\$128,719.02
<b>Total</b>	<b>\$410,782.51</b>

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (6-0) to approve the invoices in the amount of \$410,782.51.

Referencing a handout titled “Pending Change Order (PCO) Log – Walpole Police Headquarters Project” dated 4/10/2018, Mr. Jarvis presented an updated regarding proposed changes to the work.

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (6-0) to approve PCOs #80, 81, 83, 85, 86, 87, and 89 in the amount of \$8,193.00.

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (5-0) to transfer from contingency in the amount of \$61,138.00.

Referencing a handout titled “Town of Walpole – Police Headquarters Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 4/10/2018, there was discussion about the FFE items.

### **Review of Meeting Schedule**

The Permanent Building Committee will not have a formal meeting on April 24th. Instead the Permanent Building Committee will be taking a walking tour of the Police Station (6:30PM) and Fire Station (~7:15PM).

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 3/20/2018
- “Town of Walpole Council on Aging Executive Update” dated 4/10/2018
- “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 4/10/2018
- “Town of Walpole Central Fire Rescue Executive Update” dated 4/10/2018
- “Monthly Vendor Invoice Package and Budget Update – Council on Aging” dated 3/31/2018
- “Pending Change Order (PCO) Log – Walpole Central Fire Station Project” dated 4/10/2018
- “Town of Walpole – Central Fire Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 4/10/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Fire Station” dated 3/31/2018
- “Town of Walpole Police Headquarters Executive Update” dated 4/10/ 2018
- “Pending Change Order (PCO) Log – Walpole Police Headquarters Project” dated 4/10/2018
- “Town of Walpole – Police Headquarters Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 4/10/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Police Station” dated 3/31/2018