

Permanent Building Committee
Walpole Public Library – Pinnacle Room
June 12, 2018 – 6:30PM

Minutes

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

ALSO PRESENT: OPM Bryan Jarvis, Town Administrator Jim Johnson, Assistant Town Administrator Patrick Shield, Police Lt. Joe Zanghetti, Deputy Fire Chief Paul Barry, John Catlin, FF John Hamilton, WPD Architect Greg Carell, Fire Chief Tim Bailey, COA Director Kerri McManama, COA “Friends” Mark Gallivan, Rich McCarthy, Josette Burke

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 May 15, 2018.

South Street (COA) Center Project Update

Referencing a handout titled “Town of Walpole Council on Aging Executive Update” dated June 12, 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 exterior sheathing and trim was completed in May. Roofing began in May and will be complete by mid-June. The siding began in May and will be complete by mid-June. The building is expected to be weather tight by mid-June. The interior wall framing is substantially complete. Rough mechanical and plumbing work continued in May. Rough electrical work began in May following after the roof work. Rough work will continue through June. Site work will resume in June after siding and roofing is complete. Manpower continued to be very good in May.

Schedule Milestone Status

Mr. Jarvis reported that in May, the construction effort was strong and maintained momentum for making up lost time from the winter. Currently, the project is tracking to be on schedule. Per PAGE’s May Schedule update:

	Revised Baseline Schedule Milestones	Schedule Status per PAGE 4/6/18
Slab on Grade	March 2018	<i>Complete</i>
Roofing	May 2018	June 2018
Windows	May 2018	<i>Complete</i>
Building Weather Tight (with Siding)	June 2018	June 2018
Rough MEPs complete	August 2018	July 2018
Interior finishes start on 2nd floor	July 2018	July 2018

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	December 4, 2018

Budget Update

- The project is tracking to be on budget.
- The total project budget is \$7,399,456
- Total project expenditures are \$3,544,273 against the \$7.4 M budget. 47% billed
- Construction billings are \$2,832,377 against a contract of \$5.9 M. 47% billed.
- Five (5) Change Orders have been approved to date for a net increase of \$60,793 to the construction contract.
- Approved Change Order amount of \$60,793 represents 1% of the construction cost.
- Construction Contingency spent to date: \$60,793 out of \$298,702. 21% expended.
- Pending Change Orders currently under review or estimated (as of 5/31/18) total \$121,041

Referencing a handout titled "South Street Center Budget 6.12.18," Town Administrator Jim Johnson provided an overview of YTD revenues generated and funds raised for the South Street Center project. Currently the amount raised include a surplus of \$93.00. There was some discussion about the budget and in particular the maple wainscoating being recommended on the PCO Log.

Referencing a document titled "Monthly Vendor Invoice Package and Budget Update" dated 5/31/2018, the following invoices for work completed in May were presented to the Committee for review:

Vendor/ Contractor	Amount
Compass Project Management	\$8,950.10
Catlin + Petrovick Architects	\$9,330.41
Page Building Construction Company	\$713,824.30
TOTAL	\$732,104.81

On a motion by Mr. Conroy, second by Mr. Jack Fisher, the Committee voted (5-0) to approve the invoices in the amount of \$732,104.82.

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Council on Aging Project" dated 6/12/2018, Mr. Jarvis discussed additions to the log since the last meeting. Particularly up for consideration was PCO#2 – the moveable partition in the multipurpose room; PCO #9 - an upgrade to stained wainscoating, from painted in lobby/public spaces; and PCO #23 – change cork floor to carpet at billiards.

On a motion by Mr. Conroy, second by Mr. Goba, the Committee voted (5-1) to approve the pending amount of \$68,536.68.

After the discussion about the PCO Log, there was continued discussion about the rail trail, which the town has been working to improve in-house. There was added discussion about the bricks, which has been a source for fundraising from the Friends Group. There was also discussion about the exterior lights and making sure they matched the exterior lights for the Police Station.

Police Station Project Update

Referencing a handout titled "Town of Walpole Police Headquarters Executive Update" dated June 12, 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 punchlist work is near completion. Review, approval, and issuance of all closeout documentation is near completion, Conservation Certificate of Compliance is in process. Contractors are responding to warranty service calls as needed.

Schedule Update

The building was completed on schedule. Final completion is pending the completion of the punchlist.

Budget Update

Mr. Jarvis provided an update to the budget, as of 5/31/2018.

- The project is tracking to be under budget.
- Total project expenditures are \$9,504,533 against the \$10.4M budget. 91% Billed.
- Construction billings are \$6,455,237 against a contract for \$6,656,105. 97% Billed.
- Eleven (11) Change Orders are approved to date for a net add of \$52,904 to the project. 0.8% construction cost.
- Approved Change Order amount of \$52,904 represents 6.8% of the construction contingency spent.
- Pending Change Orders currently under review or estimated (as of 5/31/18) total approximately \$6,281.

Referencing a document titled "Monthly Vendor Invoice Package and Budget Update" dated 5/31/2018, the following invoices for work completed in May were presented to the Committee for review:

Vendor/ Contractor	Amount
Compass Project Management	\$12,035.00
The Carell Group	\$14,577.00
M. O'Connor Contracting	\$70,935.25
After Hours Drain Service	\$750.00
Anderson Electrical Contractors	\$310.00
The Artcraft Company	\$500.00
The Artcraft Company	(\$500.00)
Casey	\$541.37
Comm-Tract	\$17,102.00
Donnegan	\$3,459.64
Equature DSS	\$4,625.00
Grainger	\$410.10
Grainger	\$1,412.90
Norfolk Power Equipment	\$2,925.00
Positive Promotions	\$173.95

Positive Promotions	(\$173.95)
SHI	\$336.00
Town of Walpole Police	\$475.12
WB Mason	\$425.17
	\$130,319.55

On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (6-0) to approve the invoices in the amount of \$130,319.55.

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Police Headquarters Project" dated 6/12/2018, 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 the Pending Change Orders in the amount of \$6,281.00 to add tamper and fow switches to the FP system and extend parking spaces in the administrative spots.

Referencing a handout titled "Police Station/Gleason Court Fence" dated 6/12/2018, Mr. Shield requested a fence that the Town had committed to installing between the Police Station and the private residences on Gleason Court. On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (6-0) to approve the fence.

Mr. Johnson also made the Committee aware of a forthcoming request by the Police and School Departments for public safety upgrades to the Police Station that will tie into the schools.

Central Fire Station Project Update

At the start of the discussion about the Central Fire Station, Mr. Conroy had asked about whether the epoxy "pimples" had been addressed. Mr. Jarvis mentioned that he would look into this.

Referencing a handout titled "Town of Walpole Police Headquarters Executive Update" dated June 12, 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 Fire Department moved into the building on May 31st. The Temporary Operations structures have been vacated. The 'dormitory' trailers have been removed from the site. The tent will begin to be dismantled this week. The Punchlist for the Administrative building is complete. The Back punch is still pending. The Punchlist work is ongoing in the Apparatus Bay and support spaces, exterior, and site.

Schedule Update

Mr. Jarvis also provided an update to the Schedule Milestone Status.

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

Budget Update

Mr. Jarvis provided an update to the budget, as of 5/31/2018:

- The project is tracking to be on budget.
- Total Project Expenditures are \$12,445,265 against the \$14.2M budget. 88% Billed.
- Construction Billings are \$9,645,779 against a contract for \$10,298,180. 94% billed.
- Approved Change Orders (through CO#13) total \$486,180, which represents 4.95% of the construction contract.
- Approved Change Order amount of \$486,180 has used 55% of the construction contingency
- Pending Change Orders currently submitted total: \$141,421.

Referencing a document titled "Monthly Vendor Invoice Package and Budget Update" dated 5/31/2018, the following invoices for work completed in March were presented to the Committee for review:

Vendor/ Contractor	Amount
Compass Project Management	\$29,813.00
Compass Project Management	\$379.50
Compass Project Management	\$3,232.96
Schwartz/Silver Architects	\$13,000.00
G&R Construction	\$660,428.43
After Hours Drain Service	\$850.00
After Hours Drain Service	\$1,450.00
City of Framingham DPW	\$648.00
Advantage APP	\$3,313.00
Advantage APP	\$8,769.00
Advantage APP	\$2,539.00
Fastenal	\$711.56
Fastenal	\$69.52
Grainger	\$10.60
Grainger	\$95.40
Grainger	\$31.00
Jordan's Furniture	\$1,188.00
Likarr	\$244.32

Likarr	\$6,056.69
Likarr	\$78.20
Northshore Wholesale Marketplace	\$8,676.22
Poirier	\$79.00
Poirier	\$8,699.00
Rocky's	\$38.46
Rocky's	\$17.96
Rocky's	\$51.25
Rocky's	\$13.65
Siteone	\$624.23
Tim Bailey	\$65.00
Turner Steel Co.	\$100.18
Turner Steel Co.	\$93.49
WB Mason	\$2,046.07
WB Mason	\$372.35
GovConnection	\$2,311.80
GovConnection	\$577.95
GovConnection	(\$577.95)
GovConnection	(\$577.95)
GovConnection	\$68.85
GovConnection	\$577.95
GovConnection	\$719.40
All-Comm	\$22,000.00
All-Comm	\$38,292.46
Bei Holdings	\$5,396.38
Motorola	\$100,576.61
Columbia Gas of Massachusetts	\$2,073.05
	\$925,223.59

On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (6-0) to approve the invoices in the amount of \$925,223.59.

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Central Fire Station Project" dated 6/12/2018, Mr. Jarvis reviewed new additions to the log, including those items in green ready for approval by the PBC, which included PCO #9 – Fuel Island Circuit Mod; PCO #96 – Add inline fans to gear dryer vents; PCO #111 – Upgrade counters to solid surfaces; PCO #118 – Millwork Changes; PCO #125 – Add outlet at copy room for shredder; PCO #127 – Eliminate smaller front trench drain; PCO #130 – Add floor box to Chief's Desk Area; PCO #136 – Add door/carpet to first floor corridor; PCO #137 – Relocate the traffic control box; added opticom; PCO #140 – E-Stop on the Fuel Dispenser; PCO #144 – Replace two door closers; PCO #151 – Change wiring to coffee maker; PCO #153 – Ground Antennae to Main

Bus; PCO #157 – Added door closer at lobby. There was some discussion about PCO #141 – App bay lights options. The App Bay Light Options were tabled for this meeting.

On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (6-0) to approve the PCOs in the amount of \$41,502.90.

Referencing a handout titled “Town of Walpole – Central Fire Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 6/12/2018, Mr. Jarvis presented FFE items for consideration by the Committee.

On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (6-0) to approve the requested FFE items in the amount of \$168,016. On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (6-0) to approve a transfer from contingency in the amount of \$208,903.

Review of Meeting Schedule

The next meeting of the Permanent Building Committee will be on July 10, 2018 at 6:30PM at Town Hall.

The meeting adjourned at 9:00 PM.

Respectfully submitted,

Patrick Shield
Assistant Town Administrator

Referenced Materials

- PBC Agenda
- Compass Handout – Working Agenda
- PBC Minutes of 5/15/2018
- “Town of Walpole Council on Aging Executive Update” dated 6/12/2018
- “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 6/12/2018
- “Monthly Vendor Invoice Package and Budget Update – Council on Aging” dated 6/12/2018
- “South Street Center Budget” – dated 6/12/2018
- “Town of Walpole Police Headquarters Executive Update” dated 6/12/ 2018
- “Pending Change Order (PCO) Log – Walpole Police Headquarters Project” dated 6/12/2018
- “Town of Walpole – Police Headquarters Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 6/12/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Police Station” dated 6/12/2018
- “Police Station / Gleason Court Fence” – dated 6/12/2018
- “Town of Walpole Central Fire Rescue Executive Update” dated 6/12/2018
- “Pending Change Order (PCO) Log – Walpole Central Fire Station Project” dated 6/12/2018
- “Town of Walpole – Central Fire Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 6/12/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Fire Station” dated 6/12/2018