

Permanent Building Committee
Walpole Public Library – Pinnacle Room
July 17, 2018 – 6:30PM

Minutes

PRESENT: Jack Conroy, David Lynch, Jeffrey Fisher, Michael Keefe, Jack Fisher

ALSO PRESENT: OPM Bryan Jarvis, Assistant Town Administrator Patrick Shield, Police Lt. Joe Zanghetti, Fire Chief Tim Bailey, COA Director Kerri McManama, Building Maintenance Superintendent Donald Anderson, School Business Administrator Michael Friscia, Tony DiGiantommaso

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

On a motion by Mr. Conroy, second by Mr. Lynch, the Committee voted (5-0) to approve the minutes of the PBC meeting held on June 12, 2018.

South Street (COA) Center Project Update

Referencing a handout titled “Town of Walpole Council on Aging Executive Update” dated July 17, 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 roofing was substantially complete in June. The siding was completed and exterior painting started in June. The building is now weather tight. Rough mechanical and plumbing work passed inspection in June. Rough electrical work was completed and passed inspection in the attic and on the second floor. The first floor rough electrical will be completed in July. Stair #2 framing and concrete treads were completed in June. Stair #1 will be installed in July. Site work resumed. Light pole bases and conduit were installed. Gas service line and tap at the street were installed.

Schedule Milestone Status

Mr. Jarvis reported that in June, the construction effort was strong and continued to make up for lost time from the winter. 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
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	November 27, 2018

Budget Update

- The project is tracking to be on budget.
- The total project budget is \$7,500,156. The budget was increased by \$100,700 in June as a result of fundraising efforts. The additional funds were added to project contingency to pay for Owner requested changes*
- Total project expenditures are \$4,072,794 against the \$7.5M budget. 54% Billed
- Construction billings are \$3,336,139 against a contract of \$5.9M. 44% 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 6/30/18) total \$60,289

Mr. Jarvis and Mr. Shield provided an update to the Permanent Building Committee on a forthcoming 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. A more formal proposal will be presented at a future PBC meeting.

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	\$15,427.10
Catlin + Petrovick Architects	\$9,330.41
Page Building Construction Company	\$503,763.27
TOTAL	\$528,520.78

On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (5-0) to approve the invoices in the amount of \$528,520.78. Mr. Jarvis provided the Committee with an overall budget update for the project.

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Council on Aging Project" dated 7/17/2018, Mr. Jarvis discussed additions to the log since the last meeting. Particularly up for consideration was PCO#39 – Additional Survey of the Back Rail Trail; and PCO#42 – Added Condensate Piping. On a motion by Mr. Conroy, second by Mr. Goba, the Committee voted (5-0) to approve the pending amount of \$4,929.38

Police Station Project Update

Referencing a handout titled "Town of Walpole Police Headquarters Executive Update" dated July 17, 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 complete except for cell toilet valve work and final landscape items. Attic stock was turned over to the Police Department. Closeout documentation is complete except for the final Soils Management Plan cut-full analysis. Variance application for front walk has been filed. The decision is pending. Electrical Incentive Rebate Program payment was received.

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 6/30/2018.

- The project is tracking to be under budget.
- Total project expenditures are \$9,662,056 against the \$10.4M budget. 93% Billed
- Construction billings are \$6,618,546 against a contract for \$6,662,386. 99% Billed
- Twelve (12) Change Orders are approved to date for a net add of \$59,186 to the project. 0.9% construction cost.
- Approved Change Order amount of \$59,186 represents 7% of the construction contingency spent.
- No more change orders are anticipated.

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	\$ 9,579.70
M. O'Connor Contracting, Inc.	\$ 163,309.00
Eversource	\$ 11,154.50
Lan-Tel	\$ 5,604.20
Lyon Group Holdings, LLC	\$ 1,794.08
MASSCOR Industries	\$ 173.64
Perma-Line Corp	\$ 673.25
WB Mason	\$ 413.24
	\$ 192,701.61

On a motion by Mr. Conroy, second by Mr. Jeff Keefe, the Committee voted (5-0) to approve the invoices in the amount of \$192,701.61.

Per the notice provided to the PBC at the June 12, 2018 meeting, Mr. Friscia presented a request on behalf of the Police Department and the School Department for communications upgrades linking the schools and the new police station. The request consisted of two-way radios that link directly from the schools to dispatch and panic buttons that would alert the Police Department in the event of an emergency.

On a motion by Mr. Conroy, second by Mr. Keefe, the Committee voted (5-0) to approve the requests for the two-way radios in the amount of \$90,755.08 and the panic buttons in the amount of \$12,900.51.

Mr. Jeffrey Fisher had made a suggestion that the Town consider installing panic buttons at each of the buildings that are open to the public.

Central Fire Station Project Update

Referencing a handout titled “Town of Walpole Police Headquarters Executive Update” dated July 17, 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 temporary operations structures and utilities have been removed. The fuel island has been installed. Punch-list work is ongoing. Additional scope work is ongoing. Blackburn Way and lawn restoration is on hold pending sidewalk modifications.

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 6/30/2018:

- The project is tracking to be on budget.
- Total Project Expenditures are \$13,164,716 against the \$14.2M budget. 94% Billed.
- Construction Billings are \$9,979,704 against a contract for \$10,357,216. 96% 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: \$164,992.

Referencing a handout provided by Duraflex, Mr. Jarvis provided an update on the epoxy floor. Per the memorandum, the “pimples” on the epoxy floor are a result of “outgassing” which are “only cosmetic in nature and will not affect the performance or warranty of the flooring system.”

There was also some discussion about installing a step outside the front door.

Referencing a document titled “Monthly Vendor Invoice Package and Budget Update” dated 6/30/2018, the following invoices for work completed in March were presented to the Committee for review:

Vendor Name / Contractor	Total Invoice
Compass Project Management	\$32,262.70
Schwartz/Silver Architects	\$6,000.00
G&R Construction	\$368,254.44
Anderson Electrical Contractors	\$708.30
FW Russel & Sons	\$675.00
Anderson Electrical Contractors	\$4,120.00
Anderson Electrical Contractors	\$2,465.00
Verizon	\$1,169.31
Joe Warren & Sons	\$131.25
North-Eastern Tree Services	\$2,800.00
Rocky's	\$6.73
Rocky's	\$6.74
Seven Hayes Inc.	\$1,191.50
Air Cleaning Specialists	\$59,000.00
Reimb. To Allen Hover	\$69.51
Reimb. To Allen Hover	\$108.95
Reimb. To Erik Baiely	\$445.87
Grainger	\$19.80
LIKARR	\$230.19
LIKARR	\$257.67
LIKARR	\$193.75
LIKARR	\$1,657.60
LIKARR	\$3,190.00
MassCor Correctional Industries	\$18,566.54
Northeast Rescue Systems	\$5,567.00
Northshore Wholesale Marketplace	\$853.03
Rocky's	\$29.84
Rocky's	\$8.87
Rocky's	\$35.07
Rocky's	\$54.81
Rocky's	\$17.61
RT Hollis	\$4,200.00
Siteone	\$99.95
Reimb. To Thomas Morandi	\$2,039.90
TR Systems	\$6,695.00
WB Mason	\$511.65
WB Mason	\$271.98
WB Mason	\$2,333.95

Trophies & Awards	\$388.35
WB Mason	\$707.04
WB Mason	\$8.27
WB Mason	\$1,581.72
WB Mason	\$44.63
WB Mason	\$256.03
Working Fire Furniture & Mattress Co	\$12,925.00
Earth Networks	7665
Connection	\$229.07
Gov Connection	\$391.57
Onix	\$4,800.00
Unitel	\$12,800.00
All-Comm	\$23,612.50
All-Comm	\$564.00
All-Comm	\$1,674.87
Dugmore Duncan	\$70,550.15
Dugmore Duncan	\$55,280.00
	\$719,727.71

On a motion by Mr. Conroy, second by Mr. Jack Fisher, the Committee voted (5-0) to approve the invoices in the amount of \$719,727.71

Referencing a handout titled "Pending Change Order (PCO) Log – Walpole Central Fire Station Project" dated 7/17/2018, Mr. Jarvis reviewed new additions to the log, including those items in green ready for approval by the PBC, which included PCO#67 – Fuel Dispenser Basis of Design, PCO#134 – Diverter at Hose reels at de-strat fans; PCO #154 – traffic controller and wiring to the app bay; PCO #155 – low voltage T&M by O'Brien; PCO#159 – Added fobs to traffic signals for return sequence; PCO#161 MEP Demo at Temp Ops; PCO #162 – Manual Crash Bar at Front Entry; PCO #163 – Replace Pot Filler.

On a motion by Mr. Conroy, second by Mr. Jeff Fisher, the Committee voted (5-0) to approve the PCOs in the amount of \$6,363.93.

There was also some discussion about some of the other items on the PCO Log, particularly with respect to the budget. Some of the items on the PCO log were authorized, while other items were tabled until a future date if/when funds become available. The Committee took individual votes on each of these items:

- PCO #105 – Light Fixture Changes – Tabled - (5-0-0)
- PCO #131 – Tel/Data Mods at App Bays for more phones – Approved (5-0-0)
- PCO #135 – Add Tempered Water at Hose Reels – Approved (5-0-0)
- PCO #160 – Add Rubber Treads/Landing to Mezz Stairs – Tabled (5-0-0)
- PCO #165 – Redo Curb Radius Layout at West Apron – Approved (5-0-0)
- PCO #166 – Bollards at Gas Meter – Approved (5-0-0)

Referencing a handout titled “Town of Walpole – Central Fire Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 7/17/2018, Mr. Jarvis presented FFE items for consideration by the Committee.

Review of Meeting Schedule

The next meeting of the Permanent Building Committee is To Be Determined.

The meeting adjourned at 9:15 PM.

Respectfully submitted,

Patrick Shield
Assistant Town Administrator

Referenced Materials

- PBC Agenda
- Compass Handout – Working Agenda
- PBC Minutes of 6/12/2018
- “Town of Walpole Council on Aging Executive Update” dated 7/17/2018
- “Pending Change Order (PCO) Log – Walpole Council on Aging Project” dated 7/17/2018
- “Monthly Vendor Invoice Package and Budget Update – Council on Aging” dated 6/30/2018
- “Town of Walpole Police Headquarters Executive Update” dated 7/17/ 2018
- “Pending Change Order (PCO) Log – Walpole Police Headquarters Project” dated 6/30/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Police Station” dated 6/30/2018
- All-Comm Technologies Quote for Panic Buttons
- All-Comm Technologies Quote for Two-Way Radios
- Handout from the School Department re: Two-Way Radios and Panic Buttons
- “Town of Walpole Central Fire Rescue Executive Update” dated 7/17/2018
- “Pending Change Order (PCO) Log – Walpole Central Fire Station Project” dated 7/17/2018
- “Town of Walpole – Central Fire Project - FFE, Technology, Communications, Security, and A/V Budget Worksheet” dated 7/17/2018
- “Budget Projections” – dated 7/17/2018
- “Monthly Vendor Invoice Package and Budget Update – Walpole Fire Station” dated 7/17/2018
- Dur-a-flex Memo, dated 7/11/2018