

Permanent Building Committee  
Walpole Town Hall – Room 112  
March 28, 2017

Minutes

PRESENT: Jack Conroy, Cam Daley, Jack Fisher, David Wildnauer, Ted Case, Bernie Goba

ALSO PRESENT: Bryan Jarvis, Thomas Gregory, Chief Bailey, Deputy Chief Barry, Lt. Zanghetti, Don Anderson, Meg Carell, Greg Carell, Patrick Shield

Mr. Conroy convened the meeting at 6:30 PM.

Mr. Case and Mr. Wildnauer announced that they will not be seeking another term on the Permanent Building Committee. The terms for both members expire on April 1, 2017. Mr. Case departed the meeting. Members of the Committee discussed the matter and emphasized the need for the Board of Selectmen to appoint new members to fill the two (2) vacancies to avoid possible issues with a quorum.

Approval of Minutes

On a motion by Mr. Daley, second by Mr. Conroy, the Committee voted (5-0) to approve the minutes of the February 14, 2017 Permanent Building Committee meeting.

Fire Station Update

Mr. Jarvis referenced a one-page summary to provide updates on all building projects. Submittals are going very well for the fire station project. The temp ops has received a certificate of occupancy on March 20<sup>th</sup> and the planned cutover date remains tomorrow, March 29<sup>th</sup>. The fuel island will be shut down on April 1<sup>st</sup>. Abatement is scheduled to begin on April 3<sup>rd</sup>. Ground-breaking ceremony is scheduled for April 13<sup>th</sup> at 5:30 PM. Mr. Gregory explained that he drafted a letter for Mr. Johnson to distribute via email to the abutters and other business owners in the central business district. Mr. Gregory also explained that the Architectural Access Board has approved of the Town's request to restrict public access of the new building to the first floor only. The necessary documents will be recorded at the Norfolk County Registry of Deeds.

Change order #1 (already approved by the PBC) in the amount of \$5,725 was presented to Mr. Conroy for his signature.

Referencing an updated Pending Change Order (PCO) Log dated 3/28/17, Mr. Jarvis explained that \$31,804.87 is the new initial cost to add the stair at the west mezzanine, a cost which includes a credit for the original ship's ladder. Change order #2 involves the addition of the fire alarm devices for the new building per WFD permit review (no charge), an additional cost of \$2,219.17 to change to the temp ops gas heater, a credit of \$22,480.07 to modify/reduce the size of the infiltration basin and relocate the existing PHQ sewer, an additional cost of \$574.22 to add a circuit breaker for the temp ops trailer heat trace, and a credit of \$2,132.95 to change the sewer line from ductile iron to SDR. The total change order is a net credit to the Town in the amount of \$25,819.63. On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (5-0) to approve of Change Order #2.

Mr. Jarvis next identified the following new change order requests which are currently under review: add wall tile to all bathroom walls; add rubber flooring to the work-out mezzanine; add steel plates for the hose reels; and, add temp ops electrical items. Preliminary cost estimates have been added at this time as placeholders until further review takes place.

#### Police Station Update

Mr. Jarvis explained that M. O'Connor is beginning to mobilize on the South Street site. Submittals are going very well and major packages are being approved and released. A pre-construction meeting is scheduled to take place tomorrow, March 29<sup>th</sup>, and site trailers are expected to arrive on April 6<sup>th</sup>. Foundation work is expected to commence in May. Mr. Conroy inquired whether the monitoring wells will be in the way of construction. Mr. Jarvis replied that they will not be in the way. When asked by Mr. Conroy, Mr. Jarvis explained that a new topo survey performed on the COA side shows more capacity to fill soil being cut from the police station side.

Referencing an updated Pending Change Order (PCO) Log, Mr. Jarvis explained that the following items are currently under review: fencing along Gleason Court; modifications per WFD plan review; increase to door glazing thickness at doors 129 and 149; added outlets per request from WPD; and door hardware changes. Preliminary cost estimates have been added at this time as placeholders until further review takes place.

Referencing a handout titled "Testing and Laboratory Services" dated March 23, 2017, Mr. Jarvis provided an overview of the results of the testing services procurement performed by Compass. The low bidder is Briggs Engineering at \$20,910 with a 10% mark-up by Compass. Mr. Jarvis explained that \$30,000 was carried in the budget for this work. On a motion by Mr. Fisher, second by Mr. Daley, the Committee voted (5-0) to approve of the award to Briggs Engineering for \$20,910 with a 10% mark-up for Compass.

#### South Street (COA) Center Update

Mr. Jarvis explained that the CDBG grant application was submitted to DHCD on March 8<sup>th</sup>; the Town will learn in July, possibly sooner, whether it is awarded the grant. 100% construction documents were received by Catlin + Petrovick on March 14<sup>th</sup>, and third-party review (architectural, MEP, building envelope) as well as final Town review are ongoing. Bid documents will be available on May 2<sup>nd</sup> and bids will be due by June 6<sup>th</sup>. Contractor pre-qualification is currently underway. Mr. Fisher asked about the timing of the bid opening and whether it will be an issue to award a bid without first getting a possible supplemental funding appropriation by Town Meeting in the fall. Mr. Jarvis explained that we are able to hold bids for a total of 30 business days before awarding a contract. Mr. Fisher asked Mr. Johnson to provide an overview for a "plan B" should the Town be faced with insufficient project funding after 30 business days from bid opening (July 19<sup>th</sup>).

#### Review of Meeting Schedule

The next meeting will take place on April 11, 2017 at 6:30 PM in Room 112 (Town Hall).

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Thomas Gregory  
Assistant Town Administrator

Referenced Materials

PBC Agenda

PBC Minutes of February 14, 2016

Compass handout "Project Update – 3/28/17 Permanent Building Committee"

Compass handout "Pending Change Order (PCO) Log – Fire Station" dated 3/28/17

Compass handout "Pending Change Order (PCO) Log – Police Station" dated 3/28/17

Compass handout "Testing and Laboratory Service" dated 3/23/17