



***Police/Fire Station Project  
Webster, MA  
Owner Progress Meeting Minutes  
#61***

**August 28, 2014**

Prepared by:

***CDR Maguire  
Andrew Pellegrini***

Issued:

***September 9, 2014***

***Next Meeting: September 4, 2014 @ 10:00am (Fire Station)***

Distribution:

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Ted Tetreault	Building Inspector		
Scott Charpentier	Town Engineer		

***Bold Italic names were in attendance.***

***Architect responsible for distribution to Sub-consultants***

Date	Description	Responsible	Required By	Status
<b>General Business</b>				
082814.01	Mr. Perry called the meeting to order at <i>10:12 am</i> . Attendance as indicated above.			<b>Record</b>
082814.02	The next meetings will be as follows, <b>Thursday September 4 @ 10am</b> <b>Thursday September 11 @ 10am</b> <b>Monday September 15 Ribbon Cutting Ceremony</b> <b>Wednesday September 24 E911 Cut-over</b>			<b>Record</b>
082814.03	Motion to approve the Meeting Minutes of 8/21/14 by: <i>Chief Hickey</i> Seconded by: <i>Chief Bent</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i>			<b>Record</b>
082814.04	The meeting adjourned at <i>12:22 pm</i> . Motion by: <i>Chief Hickey</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i>			<b>Record</b>
<b>Finance</b>				
082814.01	Motion to approve CO#20 in the amount of \$26,025. by: <i>Mr. Becker</i> Seconded by: <i>Mr. McAuliffe</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i>			
082814.02	Motion to approve \$477 for added American Alarm work. by: <i>Mr. Becker</i> Seconded by: <i>Chief Bent</i> Discussion: <i>None</i> Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i>			
<b>Schedule/Construction Update</b>				
082814.01	<ul style="list-style-type: none"> <li>*Rubber/Carpet Flooring is complete throughout the building.</li> <li>*Epoxy Flooring in the Detention area is complete.</li> <li>*Misc. sidewalks have been installed around the building.</li> <li>*Verizon pulled cables into the Building and has terminated fiber to their equipment in the Basement IT room. 6 lines are up and running.</li> <li>*Charter has pulled cables into the Building.</li> <li>*The "Wall" is complete.</li> <li>*The dispatch room is 95% complete (American Alarm, Mello, Motorola, and Verizon E911). Consoles have been pushed into place and Motorola is completing their scope. Motorola Training is complete.</li> </ul>			

	<p><b>*American Alarm/ Eaton Dispatch Furniture are complete with Dispatch installations.</b></p> <p><b>*Mello has started change order work next week for control wiring for the Sally Port/ Wash Bay overhead doors and Jail Cell Toilets to interconnect w/Motorola equipment to be controlled by Dispatch.</b></p> <p><b>*Millwork is complete throughout the Building except for Punch List.</b></p> <p><b>*ISI has programmed the door locks.</b></p> <p><b>*Site work is ongoing, curb and asphalt is complete.</b></p> <p><b>*Landscaping has started. Hydro seed has been placed at the front and side of the Building. Plantings and mulch have been installed at the front of the Building.</b></p> <p><b>*National Grid/ Charter have tied into the two Buildings at the bottom of Fredrick St. and all telephone/ power poles have been taken down.</b></p> <p><b>*OA has cleaned Level 2 complete and is cleaning the rest of the Building.</b></p> <p><b>*Punch-List is ongoing. O&amp;M Training sessions are being coordinated and the Generator and UPS Training is complete.</b></p>			
<b>Fire Department Design</b>				
022014.01	<p>TLA reported DD package has been forwarded to CDRM for peer review.</p> <p>3/13/14 CDRM reported they are making progress with the peer review and will issue comments soon.</p> <p>5/15/14 Rick w/TLA reported that he has received the CDRM DD Review and will be working with the Project Team to make decisions going forward.</p> <p>5-29-14 Chief Hickey stated to the Board that Windows and Doors must be replaced. Next on the list would be getting Mechanical, Electrical, Plumbing to current code. The Police side roof is worse than the Fire Side. Rick to coordinate his consultants for a meeting next Thursday June 5, 2014, 11am at the Fire Station.</p> <p>7-24-14 TLA has got the FD estimate to around \$1.6M which is within the \$1.8M of hard construction costs left in the FD Reno Budget. TBD at meeting 7-31-14 2pm whether TLA continues with completion of the construction documents.</p> <p>7-31-14 It has been determined that \$2,158,502.77 is left to date for monies to be spent of the original \$12,000,000 project budget. The Police station will be completed soon and it is projected that \$2,000,000 cash on hand will be left for Fire Dept. Renovations. Owner IT to be included with the Electrical File-Sub bid. New sump pump and new roofing on the Police side of the building are in the current scope of work.</p> <p>Motion for TLA to proceed with the construction documents with the current estimate at \$1.65M and have bid documents prepared for bidding by October 1, 2014.</p> <p>by: <i>Mr. McAuliffe</i>                  Seconded by: <i>Chief Hickey</i>                  Discussion: <i>None</i></p>			

	<p><i>Vote: All were in favor, hearing no further discussion, passed unanimously.</i></p> <p>8-7-14 TLA is preparing Construction documents to be ready for bid October 1, 2014.</p> <p>8-21-14 Same as above.</p> <p><b>8-28-14 TLA still tracking Construction Documents ready for bid on October 1, 2014. CES submitted a revised Design Narrative for Mechanical and Electrical Systems dated August 22, 2014.</b></p>	TLA		Open
050114.01	<p>As previously noted in the budget review above, the FD construction cost estimate is approx. \$2.3 million or approx. \$500k over budget. The FD reported they have submitted grant applications for the re-roofing of the station (\$350k) along with an application for a new vehicle exhaust system. It is unknown at this time when the FD will be notified if they will be awarded the grants. TLA was asked to create a list of bid alternates that could be established to bring the cost down to within budget.</p> <p>7-31-14 The following alternates were discussed: Epoxy flooring in the apparatus bay, Tank removal, new exhaust system for the apparatus bay, and roofing of the Fire Dept. side of the Building. TLA to submit a list of alternates to the Town for review.</p> <p>8-7-14 TLA preparing Alternate list to be reviewed by the Building Committee.</p> <p>8-21-14 Same as above.</p> <p><b>8-28-14 Alternate No.6 \$7,110 New Lighting in Apparatus Bay is to be part of the base bid and not an alternate. Spec Section 00061 Sanitary Waste to be taken out, Existing Toilet to be provided by the FD for construction use. Spec Section 00077 Telephone to be taken out, Phone will be provided by the FD for construction use. Spec Section 01380 Photos to be taken out, the FD does not want Professional Photos. TLA to review Spec Section 00080 Temp Heat and 00081 Temp Power and confirm if these can be taken out of the Spec. TLA to get pricing for Alternate to Pave the parking lot.</b></p>	TLA		Open
<b>Owner Items</b>				
121913.02	<p>TLA noted the dedication plaque shop drawing has been submitted and will be forwarding proposed layouts to the PSBC for review and comments. Special attention needs to be given to which boards/committees and members will be included.</p> <p>3/13/14 Comments/edits from the PSBC were reviewed with TLA. TLA will forward revised/final version for approval.</p>	TLA/PSBC	1/9/14	Open
		TLA	3/27/14	Ongoing
052914.01	<p>7-24-14 The Mason's have demolished the existing walls and built the new walls including the shower area. The epoxy flooring is on hold</p>			

	<p>because of the design changes for the Jails bench, ceiling, etc. The Building Committee has agreed to have OA proceed with the epoxy flooring to save time and any trade damage from the Handicap Jail cell change will be covered under this PCO.</p> <p>7-31-14 Jails Inc. has informed OA that the bench and ceiling material will not ship until 8-25-14. OA working with Jails Inc. to have the materials shipped and installed by a different welding contractor. The skirt has been welded to the Handicap Jail Cell toilet.</p> <p>8-7-14 OA waiting on Jails materials before work can continue on the rebuilding of the Handicap Jail Cell.</p> <p>8-21-14 Same as above.</p> <p><b>8-28-14 Jails to be onsite next week for installation of the new bench, ceiling, etc.</b></p>	OA/ TLA		Open
052914.02	<p>Tom w/ OA brought up watering concerns about the Plantings being installed after the Planting Season. Plants will require more watering if this is the case. The Town to work with OA going forward on how this will be handled.</p>	OA/ Town		Open
061914.01	<p>Mello has submitted a price to OA in the amount of 11-12K for new Jail Cell lights. Rick to contact Loren G. of CES to put him in direct contact w/ Steve from Mello to work on options, possible different lights with less than a 6-8 wk lead time, and possible LED options.</p> <p>6-26-14 TLA still has no response from CES. Andrew w/CDRM/ Dpty Chief Budrow to work with local electrician Bateman for possible LED options. Rick to work with CES to get an answer.</p> <p>7-3-14 Still no resolution on the Jail Cell lights. Mello has informed OA that Phillips is not making LED lamps for T5 fixtures at this time. CES to suggest a solution ASAP.</p> <p>7-24-14 Motion for TLA to contact the lighting manufacturer and confirm if the new fixtures can be shipped within 3 weeks. If it is not possible, OA to install the original fixtures.  <i>by: Gordon Forrester</i>  <i>Seconded by: Chief Bent</i>  <i>Discussion: None</i>  <i>Vote: All were in favor, hearing no further discussion, passed unanimously.</i></p> <p>7-31-14 TLA/ CES still have no direction for OA on the Jail Cell lights. Original fixtures will be installed per the above motion at the last meeting.</p> <p>8-7-14 CES still exploring possible options of Quick Ship fixtures.</p> <p>8-21-14 Motion to reverse the motion made on 7-24-14 (above) and install Cooper fixtures that are scheduled to ship on 9-5-14. If anything changes on 9-5-14 or there is a shipping issue, the base contract fixtures that are onsite will be installed.</p>			

	<p>by: <i>Mr. McAuliffe</i>                  Seconded by: <i>Chief Bent</i>                  Discussion: <i>None</i>                  Vote: <i>All were in favor, hearing no further discussion, passed unanimously.</i></p> <p><b>8-28-14 Waiting for lights to ship on 9-5-14.</b></p>	<b>TLA/ CES</b>		<b>Open</b>
072414.02	<p>OA has had an RFI in for sometime awaiting a response from TLA/ CES regarding the cooling of the UPS unit in the basement Electric room. TLA to see where CES is at with an answer.</p> <p>7-31-14 TLA/ CES still have no direction for OA.                  8-7-14 TLA/ CES preparing a sketch for OA to price a cooling system to be installed in the Electric room. OA/ ATC HVAC exploring other possible less expensive solutions.                  8-21-14 Same as above.  <b>8-28-14 Same as above.</b></p>	<b>TLA/ CES</b>		<b>Open</b>
<b>082814.01</b>	<b>CES investigating the Grinder for the vacuum system and why it was not in the project specification</b>	<b>TLA/ CES</b>		<b>Open</b>