

PERMANENT BUILDING COMMITTEE
Minutes – March 27, 2014

Present: Co-Chairs Michael Melnick and Elaine Jones, William Braun, and Craig Blake. Also present: Facilities Director James Kelly.

The meeting was convened in the DPW Conference Room at 7:30 p.m.

Police Headquarters Design Present: Architect Gregory Carell, Owner's Project Manager Neil Joyce.

Mr. Carell distributed diskettes of 90% plans and specifications. Progress and status were the subjects of discussion centered upon resolution of outstanding issues. The summary of review comments received by Places Associates resulting from a review meeting on March 25 were discussed, confirmed, or decided as follows:

1. The Musketahquid access drive sidewalk construction is to be performed outside the contract by the Town as entry onto SHA property is necessary.
2. Existing lighting on the SHA property access is to remain with a connection to those lights to be installed in the project.
3. The access driveway lighting will be placed on the westerly side of the drive.
4. Curbing on site will be sloped granite except where the sidewalk abuts the pavement where it will be vertical granite.
5. Sloped asphalt berm ("Cape Cod" berm) directly behind the Fire Station will be replaced with sloped granite; the existing asphalt berm to the west of the Fire Station will be replaced in kind where disturbed.
6. Asphalt pavement shall extend to the base of the retaining wall with no curbing in that location.
7. A kit canopy will be chosen with the intent to purchase under fixtures, furnishings, and equipment (FF&E); the foundation for the kit will be included in the design as an alternate.
8. There will be no sidewalk from the Fire Station accessible ramp to the utility building parking area.
9. The circular driveway ramp between the rear of the two buildings will be pitched to the outside curb and not crowned.
10. A common flag pole will be placed to the south of the proposed common signage area and the area will be planted.
11. Below-grade drainage will be designed as an alternate to the basin to be located at the front of the Fire Station. This will involve a modification of the Conservation Commission approval of the WPA Order of Conditions.
12. A change in the size of the storm receptor was approved. This will also involve an approval by the Conservation Commission. Mr. Joyce noted that the original cost estimate was too low for this item and despite the change to a smaller size, the cost will still be higher than the original estimate.
13. The Town will complete the installation of the tight tanks for the Fire Station.
14. Places will confirm the size and placement of the tight tanks on the final plan where indicated on the working drawing.
15. Bollards will be depicted on the civil plans and coordinated with other trades.

16. The roof recharge system for the utility building will be part of the base bid.
 - a. The utility building, including slab and other components will be bid as an alternate.
 - b. The base bid will provide for a level graded area without curbing along the parking edge adjacent to the utility building
 - c. Gas and electric will extend to the utility building in the base bid; water will not be extended.
 - d. The 3:1 sloped area is not intended to be maintained at the east of the utility building.
17. The enclosure for a new dumpster is to be removed from the plan as there is an existing dumpster which will be used.
18. At the easterly side of the Police Headquarters, a drain will be installed and earth will be mounded against the side of the building with the grade pitching toward the adjacent driveway. The foundation reveal is projected as 7 ¾" at minimum, 2.5 ft. at maximum. Mr. Carell noted that as a result of raising the grade, the 3' wide window will be 5ft. 8" in height. Mr. Carell described the westerly wall side sheathing extension required by raising the building.

Other items discussed included the following.

- there will be no allowance for utility charges in the contract;
- sprinkler line sizing still requires further investigation and determination;
- soffit installation above the cabinetry as requested by the Chief was approved at an estimated cost of \$4,000;
- treatment for the boiler room floor to prevent water damage from equipment failure or leaking pipes will be included in the specifications (waterproof membrane between the plywood and drain to which the flooring will be nailed);
- signage, both building and free standing will be arranged by Mr. Carell with the Chief;
- the shingle warranty is appropriate for the "or equal" brand specified.

Mr. Carell is of the opinion that there is no requirement to provide a second access from the mechanical room given the small amount of the usable habitable space of the room. A second access is not required for the electrical room because of the low amperage.

The diskette provided by Mr. Carell includes 90% mechanical specifications and drawings and code review documents. This section will be referred to Mr. Joyner for review. It was noted that the collar ties are in the mechanical drawings. Mr. Carell commented that the structural engineer agreed with Mr. Porter's comments and will check to determine whether any changes suggested were included in the present plans.

Mr. Carell's team is working on the NStar submissions which should be ready most likely within the next week. Coordination between the trades is also being reviewed.

The Committee discussed obtaining a second "check" estimate especially with the current observed market fluctuations. Mr. Carell agreed. This would also highlight any scope changes. Mr. Joyce commented that with the decisions on granite curbing and undergrounding of the detention pond, he is of the opinion that the contingency amount of the present estimate will have been exceeded. It was voted to contract with PM&C in the amount of \$6,400 for the

estimate. Mr. Carell will confer with Fogarty and request Fogarty's cost for coordination with PM&C.

An RFP for the required project Commissioning Agent drafted by Mr. Joyce is under review and will be forwarded to Mr. Joyner for comment. The Commissioning Agent (CA) is required to verify that building systems work together as designed and are functional. The CA's work in the design phase consists of a peer review of the mechanical systems. The subsequent phases include review of the constructed systems upon contract completion and during the warranty period. Trouble shooting can also be performed.

It was agreed that a general contractor prequalification process would not be undertaken.

Meeting Schedule Signs and landscape will be discussed with the Design Review Board on April 9.

The next meeting will be called by the Chairs as necessary.

There being no further business, the meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Elaine Jones.