

# Hatchville Fire Station Building Committee

**MEETING MINUTES:**

Hatchville Fire Station Building Committee  
 Meeting, Falmouth, MA – Meeting #29

**MEETING DATE:** March 21, 2024

**MEETING TIME:** 6:00PM

**MEETING PLACE:**

Falmouth Fire HQ Training Room (in-person)

**ISSUED BY:** Steven Kirby, Vertex

**PROJECT:**

Sandwich Road/Hatchville Fire Station, Falmouth, MA

**ATTENDEES:**

<u>NAME</u>	<u>COMPANY</u>	<u>TITLE</u>	<u>PRESENT</u>
Chris Simmler	Sandwich Road Fire Station Building Committee	Member, Co-Chair	Y
George Rogers	Sandwich Road Fire Station Building Committee	Member, Co-Chair	N
Boyd DeMello	Sandwich Road Fire Station Building Committee	Member, Fire Inspector	Y
Patrick Callahan	Sandwich Road Fire Station Building Committee	Member	N
Peggy Nickerson	Sandwich Road Fire Station Building Committee	Member	Y
Christian Valle	Sandwich Road Fire Station Building Committee	Member	N
John J. Elliott	Sandwich Road Fire Station Building Committee	Member	Y
Timothy Smith	Falmouth Fire Department (FFD)	Chief	Y
Michael Renshaw	Town of Falmouth (TOF)	Town Manager	N
Melanie Bush	Town of Falmouth	Asst to the Treasurer/Fin Director	Y
Greg Endicott	Town of Falmouth	Facilities Manager	Y
Steven Kirby	The Vertex Companies LLC (VTX)	Owner's Project Manager	Y
Ellen Light	Context Architecture (CTX)	Project Architect	Y
Jeff Shaw	Context Architecture	Principal in Charge	N

<b>Initiation Date:</b>	<b>Item:</b>	<b>Discussion:</b>	<b>Action by:</b>
3/21/24	29-1	Committee Meeting opened by Co-Chair Chris Simmler at 6:01PM.	--
3/21/24	29-2	Meeting minutes from 2/15/24: Approved by unanimous vote.	FSBC
3/21/24	29-3	VTX reviewed project progress since the last FSBC meeting including photos: <ul style="list-style-type: none"> <li>• Siding and trim completed</li> <li>• Entry canopy metal roofing installed (needs rework)</li> <li>• OH door install completed</li> <li>• Wood doors/hardware</li> <li>• Floor finishes – all rooms except corridor</li> <li>• Epoxy flooring started</li> <li>• Continued interior paint - Admin</li> <li>• Painted App Bay ceiling and walls</li> <li>• Exterior paint started (weather and temperature dependent)</li> <li>• Ongoing Plumbing, fire protection, HVAC, and electric rough-ins and finishes</li> <li>• Completed switchgear wiring and connected to permanent power by ES</li> <li>• Demob OPM trailer and relocated GC field office trailer</li> <li>• Sitework and grading/drainage at detention basins</li> <li>• VES system was installed</li> <li>• Temp winter conditions ongoing</li> <li>• Tower is approx. 82% complete through February 2024 (Req #11)</li> </ul>	Record

Initiation Date:	Item:	Discussion:	Action by:
3/21/24	29-4	<p>VTX reviewed Tower's short-term look-ahead schedule to include:</p> <ul style="list-style-type: none"> <li>• Gutters and downspouts</li> <li>• Four-fold door install – delivery 4/15</li> <li>• Complete ACT ceiling tiles</li> <li>• Install glazing</li> <li>• Install appliances</li> <li>• Complete floor finishes and epoxy floor</li> <li>• Complete interior paint</li> <li>• Complete exterior paint</li> <li>• Complete plumbing, fire protection, HVAC, electrical/technology finishes</li> <li>• HVC commissioning</li> <li>• Install lightning protection system on roof</li> <li>• Install generator – delivery 3/26</li> <li>• Start PV system (TBD – MA DPU hold)</li> <li>• Complete sitework</li> <li>• Install landscaping plantings and grass</li> <li>• Install Purvis station alerting system (Owner)</li> <li>• Install security system (Owner)</li> <li>• Install fiber service (Owner)</li> </ul>	Record
3/21/24	29-5	<p>Schedule – Tower's latest schedule update dated 2/7/24 shows Substantial Completion and Certificate of Occupancy remaining at 3/27/24 to match the contract date. Based on progress to date, Tower will not make the 3/27/24 date. Tower is having issues with several main subcontractors and is actively trying to get them on track. FSBC members and project team have acknowledged Tower's efforts to maintain schedule. Additional CA service for Context will be starting. Will follow-up at next FSBC meeting.</p>	TCC VTX CTX
3/21/24	29-6	<p>VTX reviewed approved Change Orders. No new change order issued this month. Change Order #7 will be issued in April.</p>	VTX
3/21/24	29-7	<p>VTX reviewed the status of the construction contingency and soft cost contingency with a total of \$284,569 remaining at this time. Any unspent funds may be transferred to another capital project if approved at Town Meeting.</p>	VTX
3/21/24	29-8	<p>The Waterproofing/Dampproofing/Caulking Filed Subcontractor, Acme Waterproofing, is disputing sealant work owned under Section 070001 W/D/C and has submitted a notice of protest. Vertex is tracking any protested work on T&amp;M as long as notice is provided, and daily labor and material slips are received from Acme and agreed to for labor hours and material quantity only.</p>	VTX
3/21/24	29-9	<p>FF&amp;E – Furniture, Fixtures and Equipment are being procured by Town mainly through State OSD Bid List. Purchase orders have been issued for vehicle exhaust system, station alerting system, fiber service, security, telephone, IT network, AV, and partial furniture. Quotes have been requested for the security system. Items remaining include kitchenware and miscellaneous items.</p>	CTX VTX TOF
3/21/24	29-10	<p>Public Records Requests have been received from the carpenters union for carpenter related subcontractor certified payrolls; and a VES contractor for VES documents associated with Air Cleaning Specialists (the low quote on the VES system).</p>	VTX

Initiation Date:	Item:	Discussion:	Action by:
3/21/24	29-11	<p>Photo-Voltaic System – MA DPU has placed a on hold on the installation of all PV systems &gt;25KW on the entire Cape Cod due to infrastructure issues and needed upgrades. This hold is included in Docket #22-55 on the Mass.gov website. MA DPU has not provided an end date for the hold, but input gathered from knowledgeable sources indicate years. The system designed for the Fire Station is 55.9KW. The Project Team (CTX, VTX, Town, GGD) had reviewed options including 1.) Redesign the system to 25KW, 2.) Wait until the hold is released, and 3.) Redesign into two phases of 25KW this year and 25KW next year. Option 1 was discussed with the Committee as being the most practical, efficient and fiscally responsible. GGD will redesign the system with a narrative and new one line diagram, CTX will issue a Proposal Request to Tower, Tower and MAK Electric will price the adds and credits and submit a PCO for review by CTX/VTX/GGD and final approval. Upon approval, MAK will forward the PV application to Eversource for approval to allow for the start of the install. Upon discussion, Committee agreed to recommend Option 1 to the Town Manager. CTX and VTX will proceed with Option 1 to expedite the next steps.</p> <p><b>Update:</b> A credit PCO submitted on the revised PV system to 25KW, received on 3/20/24, is &lt;5% of the total value of the PV system per the contractors Schedule of Values. The new proposed recommendation is the install the entire system, but only connect the 25KW portion. This needs to be vetted with the design engineer for feasibility. FSBC members are willing to have an interim meeting on or about 4/11 to rescind the previous vote to install only the 25KW system, if needed.</p>	VTX CTX
3/21/24	29-12	BC decided to schedule the next monthly FSBC meeting for 4/25/24 vs. 4/18/24 due to student April vacation. Interim FSBC meeting on 4/11 may be scheduled to review PV system issue only.	All
3/21/24	29-13	Dedication plaque was reviewed one last time. No comments from the FSBC. Vertex noted to add "LLC" at the end of the Vertex firm name. CTX to forward to Tower.	CTX
3/21/24	29-14	Public Comment - None	All

**A motion was made and seconded to adjourn the meeting at 7:10PM.**

**The next meeting will be April 25, 2024, at 6:00PM at the Fire HQ Training Room.**

**Future meeting dates are: 5/16/24; 6/20/24; 7/18/24, 8/15/24. Outlook invite to be sent to all Committee members and attendees.**