

Hatchville Fire Station Building Committee

MEETING MINUTES:

Hatchville Fire Station Building Committee
 Meeting, Falmouth, MA – Meeting #31

MEETING DATE: April 25, 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	Y
Boyd DeMello	Sandwich Road Fire Station Building Committee	Member, Fire Inspector	Y
Patrick Callahan	Sandwich Road Fire Station Building Committee	Member	Y
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

Initiation Date:	Item:	Discussion:	Action by:
4/25/24	31-1	Committee Meeting opened by Co-Chair Chris Simmler at 6:00PM.	--
4/25/24	31-2	Meeting minutes: 3/21/24 approved by unanimous vote less 1 abstention.	FSBC
4/25/24	31-3	Meeting minutes: 4/2/24 approved by unanimous vote.	FSBC
4/25/24	31-4	VTX reviewed project progress since the last FSBC meeting including photos: <ul style="list-style-type: none"> • Entry canopy metal roofing reworked • Wood doors/hardware • Glazing started • Ceiling nearly complete • Floor finishes complete • Epoxy flooring complete • Interior paint punchlist • Exterior paint ongoing (weather and temperature dependent) • Appliances delivered • Building specialties installed • Ongoing Plumbing, fire protection, HVAC, and electric rough-ins and finishes • Sitework: granite curbing, loam, landscaping, fencing • Station alerting and security started (Owner contracts) • Tower is approx. 85% complete through March 2024 (Req #12) 	Record

Initiation Date:	Item:	Discussion:	Action by:
4/25/24	31-5	<p>VTX reviewed Tower's short-term look-ahead schedule to include:</p> <ul style="list-style-type: none"> • Gutters and downspouts • Four-fold door install – TBD • Complete ACT ceiling tiles • Install appliances • Complete exterior paint • Complete plumbing, fire protection, HVAC, electrical/technology finishes • HVAC commissioning • Install lightning protection system on roof • Install generator – delivery by end of April • Start PV system (TBD) • Complete sitework • Complete landscaping plantings and grass • Punchlist • Install extractor • Complete Purvis station alerting system (Owner) • Complete security system (Owner) • Install fiber service (Owner) 	Record
4/25/24	31-6	<p>Schedule – Letter issued to Tower as notice that the Substantial Completion date has been missed and the Owner reserves all rights under the contract. Current schedule issues: kitchen casework replacement, building lettering repositioning, four -fold door delivery, HVAC completion and commissioning, electrical sub progress, generator installation and PV installation.</p>	VTX
4/25/24	31-7	<p>Kitchen casework – On 4/15, laminate discovered to have peeled from all cabinet doors, island sides, lower shelves, and other locations in the kitchen. Casework summarily rejected and full replacement required. Inspection ongoing.</p>	Tower
4/25/24	31-8	<p>Building Lettering Signage – Lettering installation is offset, and two letters are not plumb. Tower directed to correct the layout per the contract drawing dimensions.</p>	Tower
4/25/24	31-9	<p>Four-Fold Doors – Manufacturer (JUS) delays continue. Doors currently in for painting, then glazing installation, then shipping. Installer is ready to install. BDA and TAB impacted by this delay. FSBC discussed Tower traveling to NC to confirm doors or calling another vendor. What is Tower's Plan B? FSBC wants a date. FSBC suggested VTX or CTX call JUS with Tower permission. Next FSBC meeting to have Tower attend.</p>	Tower
4/25/24	31-10	<p>VTX reviewed approved Change Orders 1- 7. Change Order #8 draft has started.</p>	VTX
4/25/24	31-11	<p>VTX reviewed the status of the construction contingency and soft cost contingency with a total of \$283,602 remaining at this time.</p>	VTX
4/25/24	31-12	<p>Photo-Voltaic System – PV system decision issued to Tower per 4/9/24 FSBC PV meeting. No progress yet.</p>	Tower
4/25/24	31-13	<p>Public Comment – William Dowling asked about the benefit of a time extension to a “drop dead” date to starts LDs.</p>	All

Initiation Date:	Item:	Discussion:	Action by:
------------------	-------	-------------	------------

A motion was made and seconded to adjourn the meeting at 7:42PM.

The next meeting will be May 9, 2024 with a Tower rep, at 6:00PM at the Fire HQ Training Room.

Future meeting dates are: TBD. Outlook invite or notification to be sent to all Committee members and attendees.