

Hatchville Fire Station Building Committee

MEETING MINUTES:

Hatchville Fire Station Building Committee
Meeting, Falmouth, MA – Meeting #33

MEETING DATE: June 13, 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	Y
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	Y
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:
6/13/24	33-1	Committee Meeting opened by Co-Chair George Rogers at 5:59PM.	--
6/13/24	33-2	Co Chair Chris Simmler resigned from FSBC due to professional opportunities.	--
6/13/24	33-3	Meeting minutes: 4/25/24 and 5/9/24 approved by unanimous vote.	FSBC
6/13/24	33-4	VTX reviewed project progress since the last FSBC meeting including photos: <ul style="list-style-type: none"> • Interior and exterior punchlist issued with work ongoing • Kitchen casework repairs complete • Building lettering rework complete • Four-fold doors delivered on 6/7, installation started, parts backordered • Generator wired and gas piped; needs startup and load testing • PV change order settled with Tower/MAK, PV material delivered 6/12 • Security installation ongoing • Furniture delivered and installed by WB Mason. Other furniture due. • Station alerting system started by waiting for MAK work • Top course paving and striping complete • Fence and signage complete • Landscaping planting complete, need to establish grass • MEPFP Owner training started • Closeout document submission ongoing 	Record

Initiation Date:	Item:	Discussion:	Action by:
6/13/24	33-5	<p>VTX reviewed Tower's short-term look-ahead schedule to include:</p> <ul style="list-style-type: none"> • Complete punchlist • Complete four-fold doors installation • Complete HVAC commissioning • Install lightning protection system • Start and load test generator • Complete plumbing, fire protection, HVAC, electrical/technology training • Start PV system installation • Complete grass establishment and maintenance • Complete closeout documents • Obtain Certificate of Substantial Completion • Obtain all AHJ and A/E inspections and affidavits • Obtain C of O or TCO • Deliver remaining furniture • Complete radio system (Owner) • Complete Purvis station alerting system (Owner) • Complete security system (Owner) • Complete VES (Owner) • Install fiber service (Owner) 	Record
6/13/24	33-6	<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: four -fold door delivery, HVAC completion and commissioning, electrical sub progress, generator installation and PV installation.</p>	VTX
6/13/24	33-7	<p>Kitchen casework – Replacement completed.</p>	Tower
6/13/24	33-8	<p>Building Lettering Signage – Lettering reinstallation complete</p>	Tower
6/13/24	33-9	<p>Four-Fold Doors – Manufacturer (JUS) delivered doors on 6/7/24. All doors currently hung in openings. Remaining backordered parts due 6/17/24.</p>	Tower
6/13/24	33-10	<p>VTX reviewed approved Change Orders 1 - 8.</p>	VTX
6/13/24	33-11	<p>VTX reviewed the status of the construction contingency and soft cost contingency with a total of \$232,946 remaining at this time.</p>	VTX
6/13/24	33-12	<p>Photo-Voltaic System – PV system settled with Tower and MAK. PV material delivered 6/12/24. Interconnection agreement application ongoing. MAK hired Cotuit Solar for installation.</p>	Tower
6/13/24	33-13	<p>Public Comment – William Dowling noted he was a 'happy taxpayer'.</p>	All

A motion was made and seconded to adjourn the meeting at 6:44PM.

The next meeting will be July 11, 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.