

Hatchville Fire Station Building Committee

MEETING MINUTES:

Hatchville Fire Station Building Committee
Meeting, Falmouth, MA – Meeting #34

MEETING DATE: July 11, 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>
George Rogers	Sandwich Road Fire Station Building Committee	Member, Chair	Y
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	Y
John J. Elliott	Sandwich Road Fire Station Building Committee	Member	Y
Timothy Smith	Falmouth Fire Department (FFD)	Chief	N
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
Patrick Fitzgerald	Tower Construction	Project Manager	Y

Initiation Date:	Item:	Discussion:	Action by:
7/11/24	34-1	Committee Meeting opened by Chair George Rogers at 6:00PM.	--
7/11/24	34-2	Meeting minutes: 6/13/24 approved, with corrections, by unanimous vote.	FSBC
7/11/24	34-3	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 • Four-fold doors installation ongoing • Generator startup and load testing • PV interconnection agreement ongoing • HVAC commissioning complete • Security installation ongoing • Station alerting system started by waiting for MAK work • Landscaping planting complete, need to establish grass • MEPFP Owner training started • Closeout document submission ongoing • Certificate of Occupancy issued by Bldg Dept on 7/9/24 	Record

Initiation Date:	Item:	Discussion:	Action by:
7/11/24	34-4	<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 • Install lightning protection system • Complete all Owner training • Start PV system installation, as modified • Complete grass maintenance • Submit all closeout documents (O&M, warranties, as-built drawings) • Obtain Certificate of Substantial Completion • Obtain all A/E affidavits • Deliver remaining furniture - mattresses • Complete radio system (Owner) • Complete installation of Purvis station alerting system (Owner) • Complete installation of security system (Owner) • Complete installation of VES (Owner) • Install fiber service (Owner) 	Record
7/11/24	34-5	Schedule – Letter was previously sent to Tower as notice that the Substantial Completion date has been missed and the Owner reserves all rights under the contract. The schedule issues were: four -fold door delivery, HVAC completion and commissioning, electrical sub progress, generator installation and PV installation. Certificate of Occupancy was issued by Bldg Dept on 7/9/24, 104 days past the contract date of 3/28/24. Certificate of Substantial Completion to be issued by Context dated 7/9/24 with monetized punchlist.	Tower
7/11/24	34-6	Tower Discussion – Patrick Fitzgerald reviewed issues Tower has had with four-fold door manufacturer and electrician, as well as other issues during project, and their efforts to bring the project in on time/lesson the delay. There was a good interaction between Mr. Fitzgerald and the FSBC members.	Tower
7/11/24	34-7	Four-Fold Doors – Waiting for new rollers and activation.	Tower
7/11/24	34-8	Photo-Voltaic System –Interconnection agreement application ongoing. MAK hired Cotuit Solar for installation.	Tower
7/11/24	34-9	Public Comment – None	All

A motion was made and seconded to adjourn the meeting at 6:40PM.

The next meeting will be August 1, 2024 at 6:00PM at the Fire HQ Training Room.

A tour of the station will be held at 4:30PM

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

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