



Police & Fire Station Project
Norfolk, MA
Police & Fire Building Committee
Minutes
of
Building Committee Meeting

February 22, 2016

Prepared by:

CDR Maguire Inc.
Andrew Pellegrini

Issued:

February 25, 2016

Next Meeting: March 28, 2016 at 4:00 PM
@ Norfolk Town Hall

Distribution:

Name	Company	Email
<i>George Cronin</i>	Committee Chairman	NINORCI@comcast.net
<i>Jack Hathaway</i>	Town of Norfolk TA	jhathaway@norfolk.ma.us
<i>Jim Lehan</i>	Town of Norfolk Selectmen Chair	lehan@norfolk.ma.us
<i>Chuck Stone</i>	Norfolk Police Chief	stone@norfolk.ma.us
<i>Jon Carroll</i>	Norfolk Deputy Police Chief	carroll@norfolk.ma.us
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Pete Petruichik	Norfolk Deputy Fire Chief	petruichik@norfolk.ma.us
Ray Goff	Town of Norfolk Planner	rgoff@norfolk.ma.us
<i>Mike Guidice</i>	Town of Norfolk Resident	guidicemp@cdmsmith.com
<i>Robert Bullock</i>	Town Building Commissioner	bbullock@norfolk.ma.us
<i>Brian Humes</i>	Jacunski Humes Architects	bhumes@Jharchitects.net
<i>Andrew Pellegrini</i>	CDR Maguire	Andrew.pellegrini@cdrmaguire.com
Chris Lawson	CDR Maguire	chris.lawson@cdrmaguire.com

Bold Italic names were in attendance.

Gen. Cont. Construction is responsible for distribution to Sub-contractors

Architect responsible for distribution to Sub-consultants

Date	Description	Responsible	Required By	Status
Owner Issues				
022216.00	<i>Mr. Cronin called the meeting to order at 4:08 PM</i>	<i>Information</i>		<i>Record</i>
022216.01	<i>Motion to approve the meeting minutes of January 25, 2016. By: Mr. Hathaway seconded by: Chief Bushnell Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
022216.02	The next meeting will be as follows, at 4:00 pm <i>March 28, 2016 @ Norfolk Town Hall</i>	<i>Information</i>		<i>Record</i>
022216.03	<i>Motion to adjourn the meeting at 5:02 PM by Mr. Cronin; hearing no discussion the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
Budget				
012516.01	Brian Humes presented a Project Budget dated 1-12-16. Police Budget: \$7,510,630 Fire Budget: \$5,063,130 Brian informed the Committee that the \$3 Million in Renovations at the Fire Dept. were not included in the above numbers as previously discussed prior to the vote on 1-19-16. Mr. Lehan made it clear that in addition to the additions at the Fire Station, a complete new Roof and HVAC System Through-out the Facility at a minimum needed to be included in the Project Scope. Andrew P. w/ CDRM to prepare the Overall Project Budget and report back at the next meeting. 2-22-16 Jacunski Humes & CDR Maguire presented overall Budgets with hard construction costs of \$5,528,620 for the Police Building and \$4,800,000 for the Fire Renovation. This Budget will be used going forward.			<i>Closed</i>
Schedule				
012516.01	Brian Humes discussed that Design should be ready for Bid in the Summer of 2016 and General Contract award in the Fall of 2016. Andrew P. w/ CDRM to prepare a rough overall Schedule for the Project at the next meeting. 2-22-16 Andrew P. with CDR Maguire presented a schedule with the following critical dates: September 2016 Start Police Construction November 2017 Police Construction Complete July 2017 Start Fire Construction July 2018 Fire Construction Complete This schedule will be used to track the Project going forward.		<i>Closed</i>	

Design Items				
022216.01	<p><i>Motion for Jacunski Humes Architects to proceed into the Design Development Phase for the Police Station Design.</i></p> <p><i>By: Chief Bushnell</i></p> <p><i>seconded by: Mr. Lehan</i></p> <p><i>Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i></p>			<i>Record</i>
022216.02	<p><i>Mr. Hathaway and Andrew P. are working on the Jacunski Humes Architectural Contract</i></p>	<i>Jack/ AP</i>	<i>3-28-16</i>	<i>Open</i>
022216.03	<p><i>Mr. Bullock discussed moving the new Apparatus Bay at the Fire Station back off the Road 10 or more feet. JHA to address during the Fire Renovation Design.</i></p>	<i>JHA</i>		<i>Open</i>
Permitting & Utilities				
012516.01	<p>It was discussed that the Norfolk DPW could potentially do site work at the new Police Site and for the additions at the Fire Station. Andrew P. and Jack to discuss with the DPW and report back at the next meeting.</p> <p>2-22-16 There were brief discussions with the DPW Director Bob and Andrew P. The DPW is willing to help with site work to the best of thier Resources and abilities. Andrew P. discussed calling Dig Safe to have the Police Site Marked out. Mr. Guidice recommended waiting as a Dig Safe permit is void in 30 days. The DPW will need civil plans to work off, so it is still a bit early to start actual work. Talks to continue as plans develop.</p>	<i>AP/ Jack</i>		<i>Open</i>
Construction Update				
	N/A at this Time.			