



approved 5/24/16

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

May 16, 2016

Prepared by:

CDR Maguire Inc.
Andrew Pellegrini

Issued:

May 23, 2016

Next Meeting: May 24, 2016 at 4:00 PM
@ Norfolk Town Hall

Distribution:

Name	Company	Email
<i>George Cronin</i>	Committee Chairman	NINORC1@comcast.net
<i>Jack Hathaway</i>	Town of Norfolk TA	jhathaway@norfolk.ma.us
Jim Lehan	Town of Norfolk Selectmen Chair	jlehan@norfolk.ma.us
<i>Chuck Stone</i>	Norfolk Police Chief	cstone@norfolk.ma.us
<i>Jon Carroll</i>	Norfolk Deputy Police Chief	jcarroll@norfolk.ma.us
<i>Coleman Bushnell</i>	Norfolk Fire Chief	cbushnell@norfolk.ma.us
Pete Petrushik	Norfolk Deputy Fire Chief	ppetrushik@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>Sue</i>	Town of Norfolk	
<i>Brian Humes</i>	Jacunski Humes Architects	bhumes@Jharchitects.net
<i>Dan Wall</i>	RDK Engineers	dwall@rdkengineers.com
<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				
051616.00	Mr. Cronin called the meeting to order at 4:12 PM	Information		Record
051616.01	Motion to approve the meeting minutes of April 25, 2016. By: Mr. Hathaway seconded by: Chief Stone Vote: All were in favor, hearing no further discussion, the motion passed unanimously.	Information		Record
051616.02	The next meeting will be as follows, at 4:00 pm Tuesday May 24, 2016 @ Norfolk Town Hall	Information		Record
051616.03	Motion to adjourn the meeting at 6:01 PM by Mr. Cronin; hearing no discussion the motion passed unanimously.	Information		Record
Budget				
	N/A at this time.			
Schedule				
042516.01	Jacunski Humes is pushing to be complete with Design Development by the end of May 2016. 5-16-16 Brian Humes presented new Lay-out plans dated May 12, 2016. The latest plan included a larger Mechanical space, 4 Jail Cells, etc. Andrew P. and the Police Chiefs to review these plans and report back to Brian Humes with any lay out changes.	AP/ Chief/ Dpt. Chief		Open
Design Items				
051616.01	The Electrical Inspector was in attendance at the meeting. Mr. Bain wanted to confirm that Critical Operation Power System Requirements are clear in the Design of the Metacomet Regional and Police Electrical systems. Things like MI Cable, etc. will need to be clear on the Construction Documents prior to bidding. A recent Police facility in Medfield, MA experienced these issues and could be a source of lessons learned as the Norfolk Police Electrical Design moves forward.	RDK		Open
042516.01	There were extensive discussions of Building HVAC options. Dan with RDK presented a VRV system with a Chiller and two Air Handler Units. The Air Handler Unit locations are being coordinated. There is a possibility that they may go in the Sally Port on a Mezzanine. Mechanical space is lacking with the current plan layout. The Mechanical Room at the back left corner of the Building will most likely have to be bigger. There is a possibility that an Air Handler could be installed in the "Shell Space" on the 2 nd Floor of the Building. There were discussions of heat pump systems and geothermal options. Dan with RDK to research the different options and present a comparative analysis at the next meeting on 5-9-16.			

	<p>5-16-16 RDK presented (4) HVAC Options: 1) 2-Pipe Variable Air Volume 2) Water Sourced Heat Pump 3) Variable Refrigerant Flow 4) 2 or 4 Pipe Chilled Beam</p> <p>Dan w/ RDK explained the 4 systems. After much discussion, RDK recommends Option 3 all things considered. The Building Committee would like RDK to investigate the Long Term Maintenance Costs of Options 3 and 4. Dan to work with Mr. Bullock on Town energy rates.</p>	<i>RDK</i>	<i>5-24-16</i>	<i>Open</i>
<i>042516.02</i>	<p>There were discussions regarding possible Solar Panels on the Roof. Jacunski Humes to discuss with the Structural Engineer, whether the current Roof is engineered for the load and up-lift of Solar Panels. If it is not engineered for Solar Panels, what are the options to engineer a Roof for Solar Panels. Jacunski Humes to report back at the next meeting on 5-9-16.</p> <p>5-16-16 Brian discussed the roof structure with his Structural Engineer and the new roof will be engineered with new structural members. This will allow the Building Committee to install Solar Panels on the Roof if desired.</p>			<i>Closed</i>
<i>022216.02</i>	<p>Mr. Hathaway and Andrew P. are working on the Jacunski Humes Architectural Contract.</p> <p>4-25-16 The Jacunski Humes Architectural contract was signed by the Board of Selectman on 4-7-16. The contract still needs to be signed by the Town Accountant and Procurement Officer.</p> <p>5-16-16 Jack has a copy of the Jacunski Humes Contract in his office for Brian Humes.</p>			<i>Closed</i>
<i>022216.03</i>	<p>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.</p>	<i>JHA</i>		<i>Open</i>
<i>Permitting & Utilities</i>				
<i>012516.01</i>	<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</p>			

	<p>work. Talks to continue as plans develop.</p> <p>4-25-16 DPW discussions are on hold until site plans are developed by Jacunski Humes. The Town would like a road from the Water Tank Access Rd. directly to the Sally Port Garage Entrance.</p> <p>5-16-16 Jacunski Humes is requesting more survey information for the 14 Sharon Ave. Property. Bob and the Building Department to investigate if there are as-builts or any other Survey documents on file. If there is no paperwork on file, a new survey request will need to be initiated by the Building Committee.</p>	<i>AP/ Jack/ Bob</i>		<i>Open</i>
<i>051616.01</i>	<p>IT Director Michael Yang discussed Fiber from the Town Hall to the new Police Station. Mike to get a quote for this work. The plan would be to run this Fiber with the Metacomet State 911 Regional project which includes running Fiber from the existing Norfolk Public Safety Building to the new Police Station. The Regional Fiber work start is pending a Budget Modification with State 911.</p>	<i>Mike</i>		<i>Open</i>
<i>Construction Update</i>				
	N/A at this Time.			