



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

May 24, 2016
Prepared by:

CDR Maguire Inc.
Andrew Pellegrini

Issued:
June 2, 2016
Next Meeting: June 14, 2016 at 4:00 PM
@ Norfolk Town Hall

Distribution:

Name	Company	Email
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<i>Brian Humes</i>	Jacunski Humes Architects	bhumes@jharchitects.net
Dan Wall	RDK Engineers	dwall@rdkengineers.com
<i>Andrew Pellegrini</i>	CDR Maguire	Andrew.pellegrini@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				
052416.00	<i>Mr. Cronin called the meeting to order at 4:12 PM</i>	<i>Information</i>		<i>Record</i>
052416.01	<i>Motion to approve the meeting minutes of May 16, 2016. By: Mr. Hathaway seconded by: Mr. Guidice Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
052416.02	The next meeting will be as follows, at 4:00 pm <i>Tuesday June 14, 2016 @ Norfolk Town Hall</i>	<i>Information</i>		<i>Record</i>
052416.03	<i>Motion to adjourn the meeting at 5:35 PM by Mr. Cronin; hearing no discussion the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
Budget				
052416.01	<i>Motion to approve the current layout plans dated May 24, 2016 for a Design Development Estimate. By: Mr. Lehan seconded by: Mr. Hathaway Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>	<i>JHA</i>		<i>Open</i>
052416.02	The following Invoices were approved: Jacunski Humes Invoice#16130 in the amount of \$24,900 for 30% completion of the Design Development Phase. CDR Maguire OPM Services: Invoice 7: \$600 Invoice 8: \$1,600 Invoice 9: \$2,877.52 Invoice 10: \$2,100 Invoice 11: \$1,438.76			<i>Record</i>
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. 5-24-16 Brian Humes presented the following plans dated May 24, 2016 A1.0, A1.1, A3.0, A3.1, A3.2 & A4.3. The current plan shows (5) Jail Cells, new Patrol/ Report Writing Room, new Sergeants office, new General Office, new Lieutenants Office, etc. The Second Floor plan moved the Regional Communications Equipment Room to the left side of	<i>AP/ Chief/ Dpt. Chief</i>		<i>Open</i>

	the Dispatch Area. Norfolk Police to have an IT Room at one end of the Space.			
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. 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 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. <i>5-24-16 Brian Humes presented on behalf of RDK a (2) Page HVAC Analysis of Options 3 & 4. The Chilled Beam was based on a 2 Pipe System and not a 4 Pipe System. Brian also presented the Mitsubishi Electric HVAC Analysis dated 5-18-16. The Mitsubishi Analysis shows Option 3 the VRF system being the lowest Life Cycle cost. This report could be skewed, because it is Mitsubishi's Product, however with the ability to put Solar Panels on the Roof and minimal space about ceilings on the 1st fl. this system seems to be a good option for the Committee. RDK recommends Option 3 the Variable Refrigerant Flow HVAC system.</i> <i>Motion to proceed with Option 3 the Variable Refrigerant Flow HVAC System Design. RDK to proceed</i>			Closed

	<p><i>with the VRF System Design.</i> <i>By: Mr. Hathaway</i> <i>seconded by: Mr. Lehan</i> <i>Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i></p>			
022216.03	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.	JHA		Open
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>			
	<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> <p>5-24-16 Andrew P. and Bob to do further investigation with the Planning Board and Board of Health to see what documents, if any, are on file.</p>	AP/ Bob		Open
051616.01	<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> <p>5-24-16 Mike is in the process of getting a Fiber Proposal and will forward to Andrew P. when it is submitted.</p>	Mike/ AP		Open
Construction Update				
	N/A at this Time.			