



**CDR** | MAGUIRE

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

**June 14, 2016**

Prepared by:

***CDR Maguire Inc.  
Andrew Pellegrini***

Issued:

***June 29, 2016***

**Next Meeting: To Be Determined at 4:00 PM  
@ Norfolk Town Hall**

Distribution:

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Dan Wall	RDK Engineers	dwall@rdkengineers.com
<b><i>Andrew Pellegrini</i></b>	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***

<b>Date</b>	<b>Description</b>	<b>Responsible</b>	<b>Required By</b>	<b>Status</b>
<b>Owner Issues</b>				
061416.00	<i>Mr. Cronin called the meeting to order at 4:07 PM</i>	<i>Information</i>		<i>Record</i>
061416.01	<i>Motion to approve the meeting minutes of May 24, 2016. By: Chief Bushnell seconded by: Mr. Guidice Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
061416.02	<i>The next meeting will be as follows, at 4:00 pm To Be Determined @ Norfolk Town Hall</i>	<i>Information</i>		<i>Record</i>
061416.03	<i>Motion to adjourn the meeting at 5:04 PM by Mr. Cronin; hearing no discussion the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
<b>Budget</b>				
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>  <b>6-14-16 Brian sent the current plan to the Estimator. The Estimator has a back-log of 4-6 weeks. Brian has discussed that he will be proceeding with the Police Design at JHA's risk and will make modifications, if necessary when the DD Estimate comes back from the Estimator.</b>	<i>JHA</i>		<i>Open</i>
061416.01	<i>Motion to approve Not to Exceed \$5,000 for Andrew P. to procure a Survey at 14 Sharon Ave. By: Chief Bushnell seconded by: Mr. Hathaway Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>	<i>Andrew P.</i>	<i>ASAP</i>	<i>Open</i>
<b>Schedule</b>				
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,			

	<p>new Lieutenants Office, etc. The Second Floor plan moved the Regional Communications Equipment Room to the left side of the Dispatch Area. Norfolk Police to have an IT Room at one end of the Space.</p> <p><b>6-14-16 Brian Humes presented plans A-1.0 &amp; A-1.1 both dated 6-13-16. The Facilities Director Matt has Storage concerns. JHA, Andrew P., and the Police Chiefs will work outside of this meeting to add a Storage Room near the Elevator on the 2<sup>nd</sup> fl.</b></p>	<i>JHA/ AP/ Chief/ Dpt. Chief</i>		<i>Open</i>
<b>Design Items</b>				
<i>051616.01</i>	<p>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.</p>	<i>RDK</i>		<i>Open</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>
<b>Permitting &amp; Utilities</b>				
<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 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>			

	<b>6-14-16 There are no As-Builts or final survey documents on file at the Town Hall for 14 Sharon Ave. Andrew P. to procure a Surveyor per the above motion 061416.01 under Budget.</b>			<i>Closed</i>
<b>051616.01</b>	<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> <p><b>6-14-16 Comm-Tract Bid No. Norfolk TH-PS-V.01 dated May 19, 2016 in the amount of \$62,400 to Install a Fiber line from the Town Hall to the new Police Station at 14 Sharon Ave. No action at this time. Committee members to review outside of this meeting and report back.</b></p>	<i>Committee</i>		<i>Open</i>
<b><i>Construction Update</i></b>				
	<b>N/A at this Time.</b>			