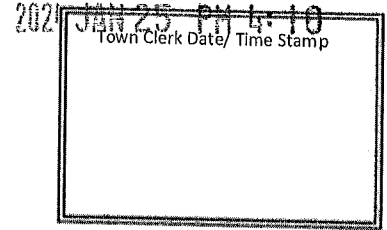




MINUTES

TOWN OF NORTON

RECEIVED
NORTON TOWN CLERK



Board/ Committee: Permanent Building Committee

Meeting Date: December 18, 2023 Time: 6:00 PM

Meeting Location: Norton Council on Aging / Zoom

Committee Members: James Slattery, Brain Bechet, Mark Gershman, Kevin O'Neil

Town / Liaison Members: Beth Rossi (COA), Bob Brisco (COA Rep)

OPM / Architect: Steve Kirby (OPM), Bob Peixoto (DBVW), Ed Cifune (DBVW)

Public: P. Wiggins, J. Brisco

Meeting called to order at: 6:00 PM and adjourned at: 7:00 PM

Meeting Motions / Actions and Summary of Discussions:

A. Meeting Minutes

Committee approved the November 27, 2023 meeting minutes.

B. Mail / Correspondence

J. Slattery (Chair) received emails from some concerned citizens regarding the DPW building as well as from various Town Departments regarding their list of potential projects. Committee stated that all requests from various Departments follow the required protocol where all capitol requests are submitted to the Town Manager and the Chair of the Selectboard, with a copy to the Chair of the Permanent Building Committee for information only. The Town will decide which projects are maintenance related, or actual capital projects that require the Committee to be involved. J. Slattery noted he will inform the Selectboard of the list of potential projects received from various Departments.

In light of the above Department requests, the Committee discussed the need to assess all Town owned buildings to determine any capital needs. M. Gershman stated that this is already a duty of the Committee and suggested the Committee review the Town's Bylaws.

C. Chair Report

Committee reviewed and discussed the plaque for the Senior & Community Center. DBVW will revise the plaque accordingly for approval at the Committee's January 2024 meeting.

D. OPM Community / Senior Support Center Update

S. Kirby (OPM) provided a presentation on the status of the Senior & Community Center project (see attached).

Other Issues:

Mold Remediation

No additional issues were observed, waiting for the final report from GZA.

Seaver Team

Seaver has had several changes in management personnel, though Vertex has been reassured from Seaver's senior leaders the project will be properly managed and staffed.

Schedule

S. Kirby noted that they are still waiting for a schedule update from Seaver and that the project is approximately 44% complete. The building work appears on schedule though the site work is lagging.

FF&E

S. Kirby noted the final cost of the furniture, fixtures and equipment is \$313,875.56, which is slightly below the not to exceed cost of \$314,382.70 approved by the Committee.

MassDOT Permits

MassDOT utility permit was received for the installation of the water and gas services. Seaver installed a new hydrant supplied by the Town. The gas company was delayed due to the weather but will be on-site this week to make the connection to the main in the roadway.

Change Orders:

S. Kirby (OPM) noted there are no changes to the approved Change Orders (see attached) and the remaining construction contingency remains at \$1,007,854.33.

E. Town Hall Project

S. Kirby (OPM) provided an update on the Town Hall project (see attached).

S. Kirby noted that some trees were lost due to the storm, all of which were from adjacent properties that fell onto the Town Hall site. No clean-up has been performed pending a decision on who is the responsible party. S. Kirby also noted that the contractor installed the asphalt binder layer at their risk to improve the site working conditions. Any issues with the binder later discovered will be fixed at the contractor's cost.

The FF&E Subcommittee continues to meet and should have a cost in the coming weeks.

Change Orders:

S. Kirby (OPM) noted that Proposed Change Order #5 is pending, and the remaining construction contingency is currently \$788,096.92.

F. Other Business

Community Center Delays

It was noted that the requested time extensions submitted by Seaver related to the removal of unsuitable materials and the delay in receiving MassDOT permits were both denied by Vertex.

Existing Town Hall

J. Slattery noted that there is an existing drainage structure at the rear of the existing Town Hall that has water continuously running through it. The Town has investigated various possible sources but cannot find the source of the water (no sewage is present). J. Slattery appealed to the public at large if anyone knows

the history of the site, and possible source of the water, to please contact the Town Manager.

Committee Membership

J. Slattery (Chair) noted that the Committee is still looking for a 5th member and anyone interested should contact M. Yunits (Town Manager).

<u>Next Meeting(s)</u>	<u>Time</u>	<u>Location</u>
January 22, 2024	6:00 PM	Council on Aging

Minutes respectfully submitted by:

Mark Gershman, PBC Clerk

Signed by Chairperson:

James M. Slattery

Minutes Approved by Committee on:

1/22/2024

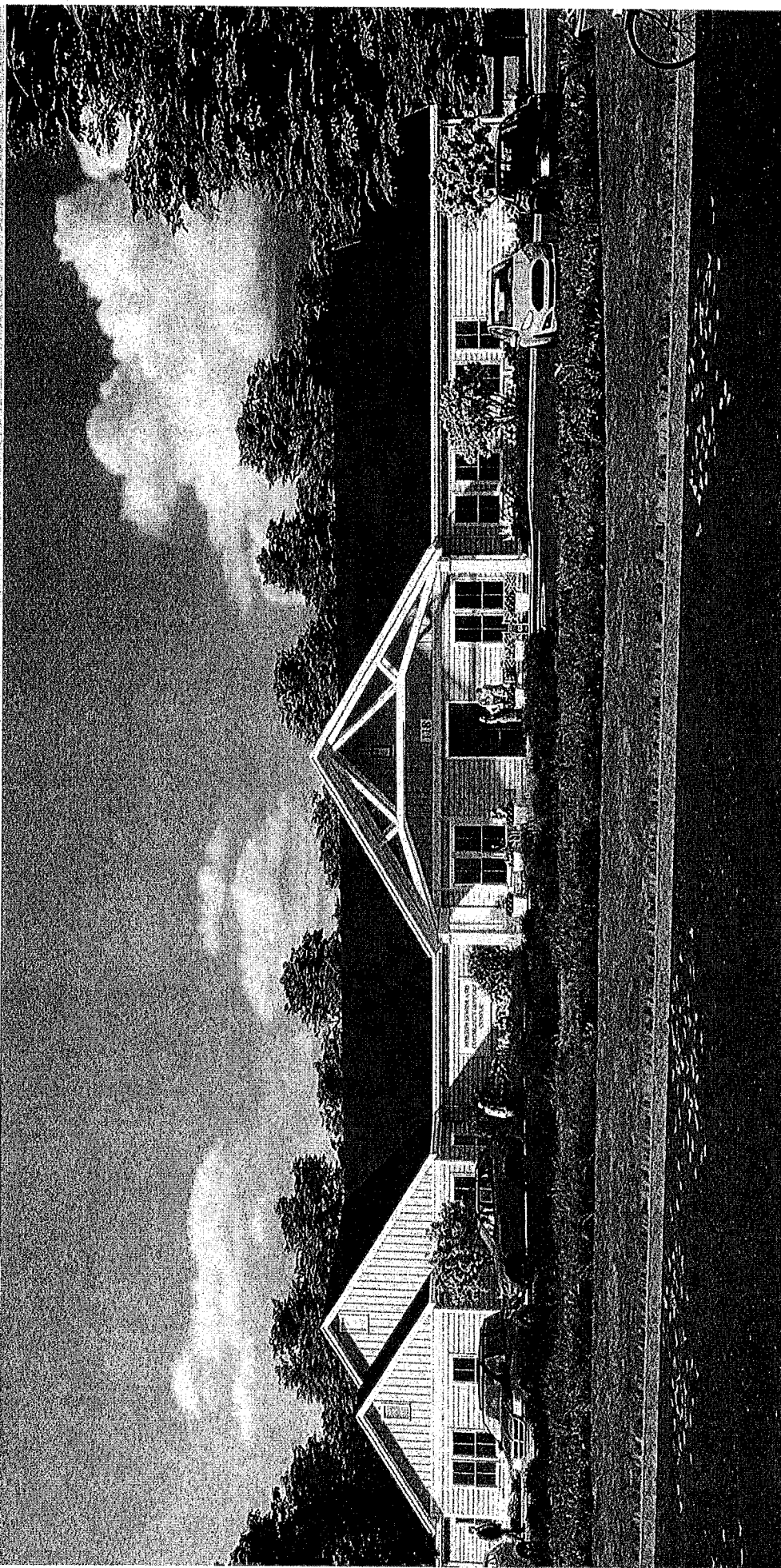


**Town of Norton
Senior/Community Support Center
and Town Hall Projects
Permanent Building Committee Meeting**

In-person and Zoom
December 18, 2023

VERTEX

SENIOR / COMMUNITY SUPPORT CENTER





SENIOR CENTER CONSTRUCTION PROGRESS – SEAVER CONSTRUCTION

Progress since last PBC meeting on 11/27/23:

- Continued interior framing punchlist
- Continued siding and trim installation (minimal). Delayed waiting for materials.
- Continued Plumbing, HVAC, Fire Protection and Electrical rough-ins
- Continued exterior sealants
- Installed water services (DW and FP)
- Installed gas service
- Rough site grading
- Installed coiling door at kitchen
- Seaver is approx. 44% complete through November 2023

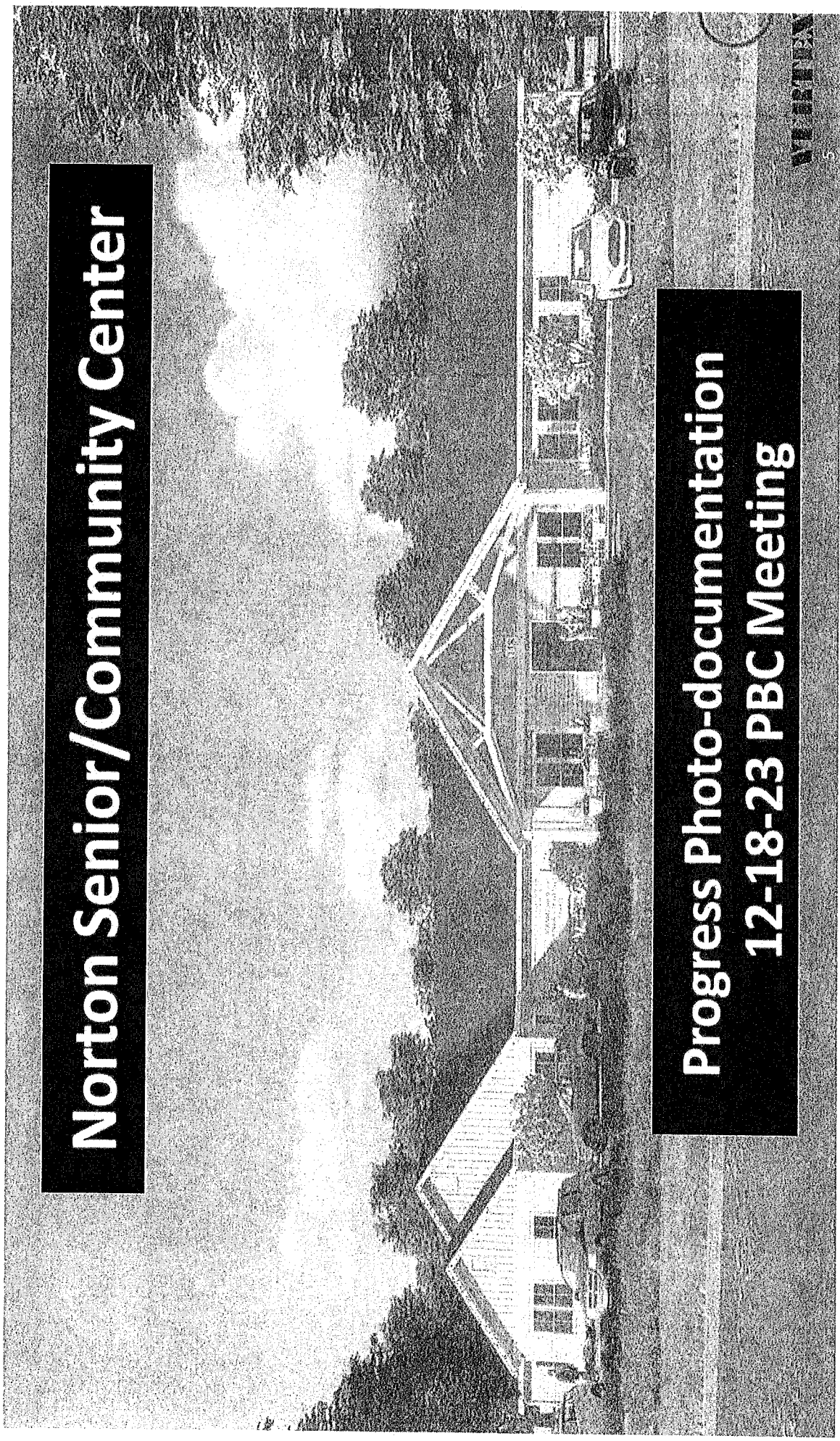


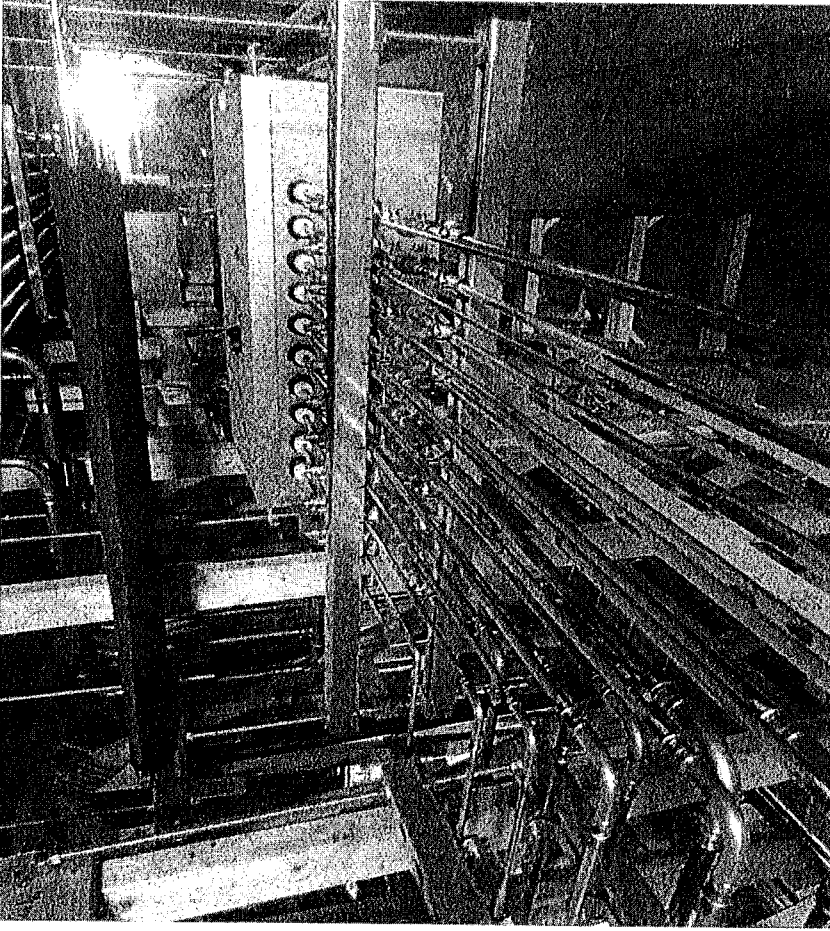
SENIOR CENTER CONSTRUCTION PROGRESS

Construction Progress Photo-documentation – 12/18/23

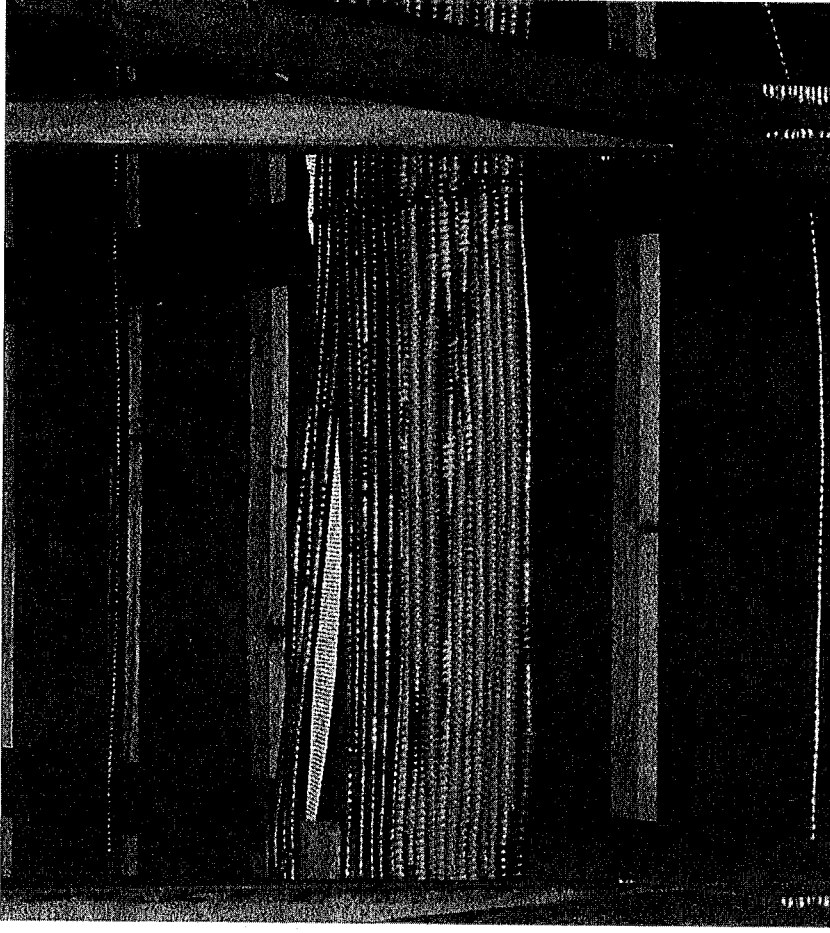
Norton Senior/Community Center

Progress Photo-documentation
12-18-23 PBC Meeting





12/12/23 - VRF piping in attic



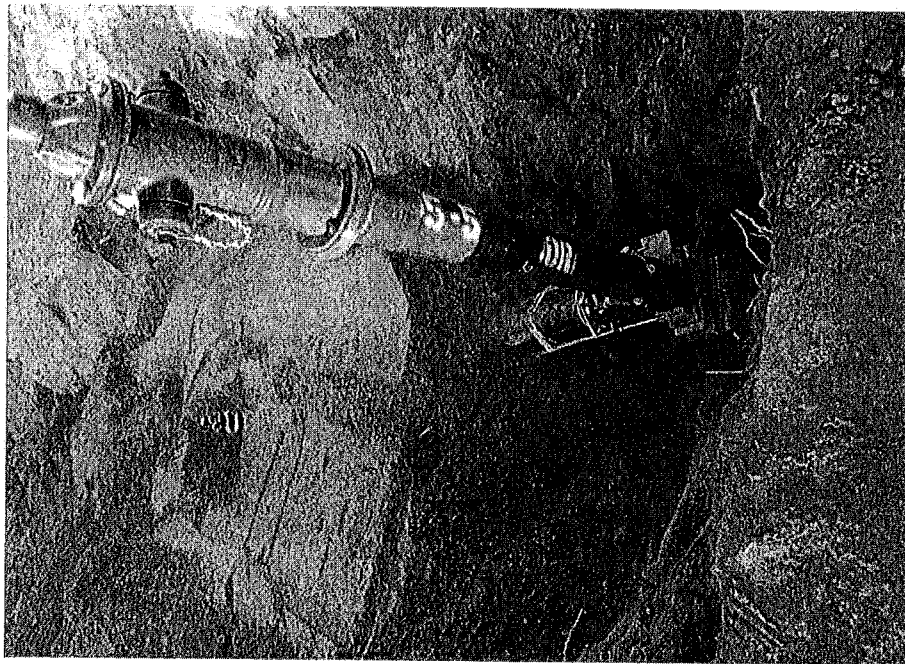
12/12/23 - Electrical wiring in attic/truss space



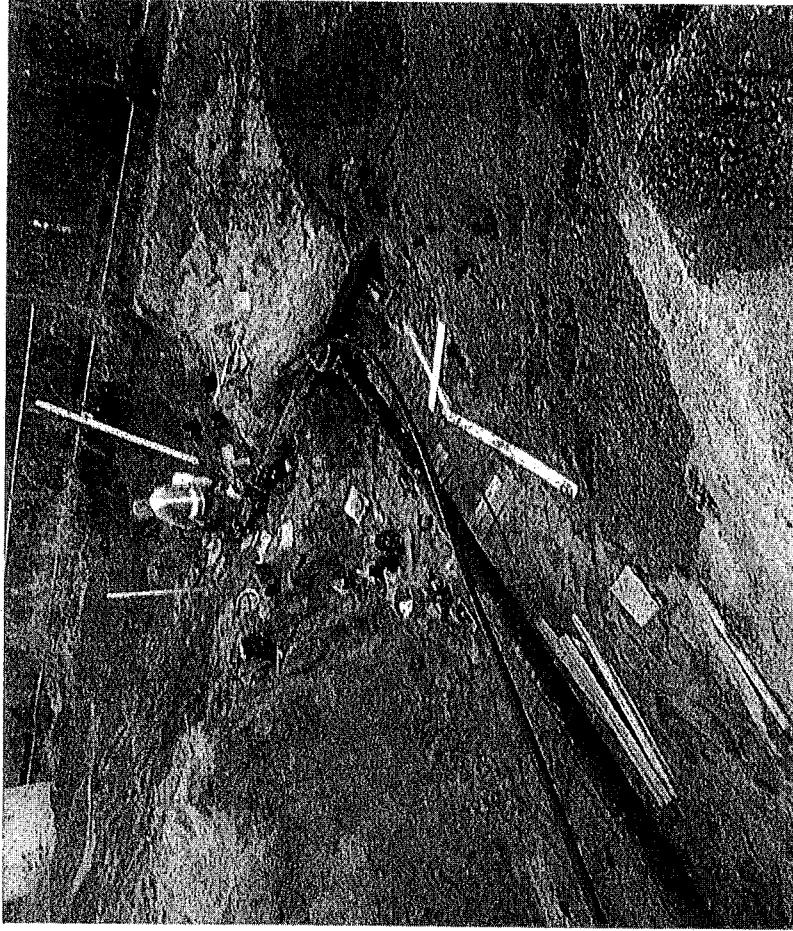
12/12/23 – Ductwork in attic



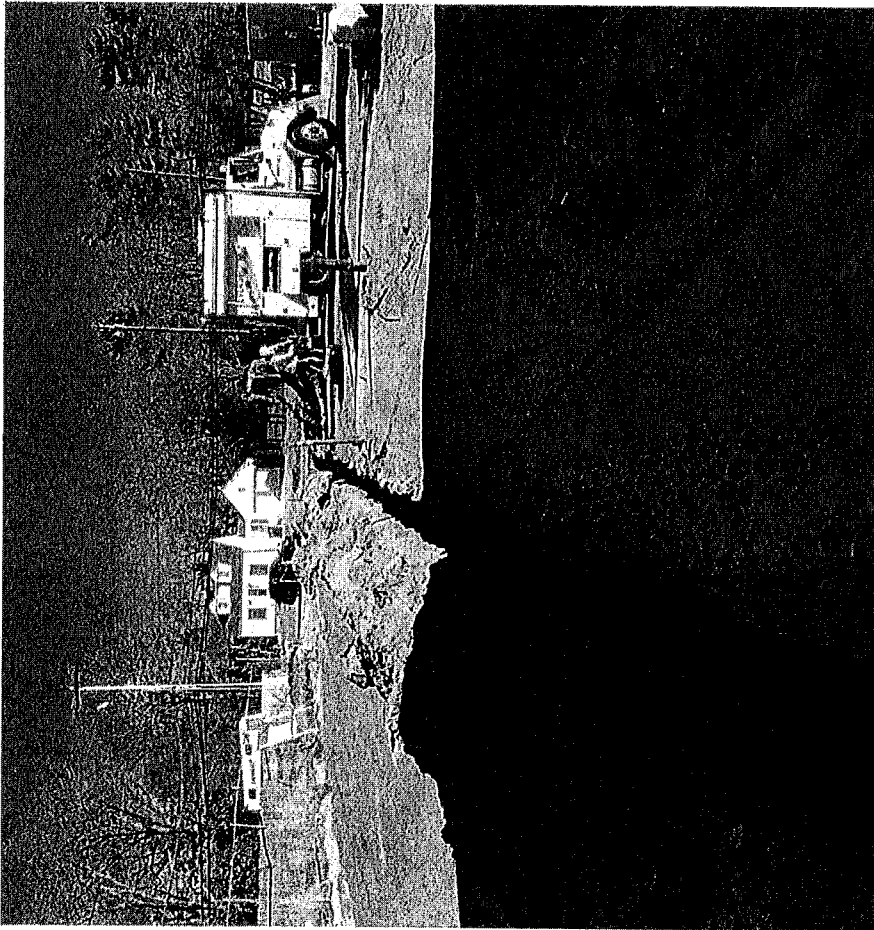
12/8/23 – Water service tap at main line in street



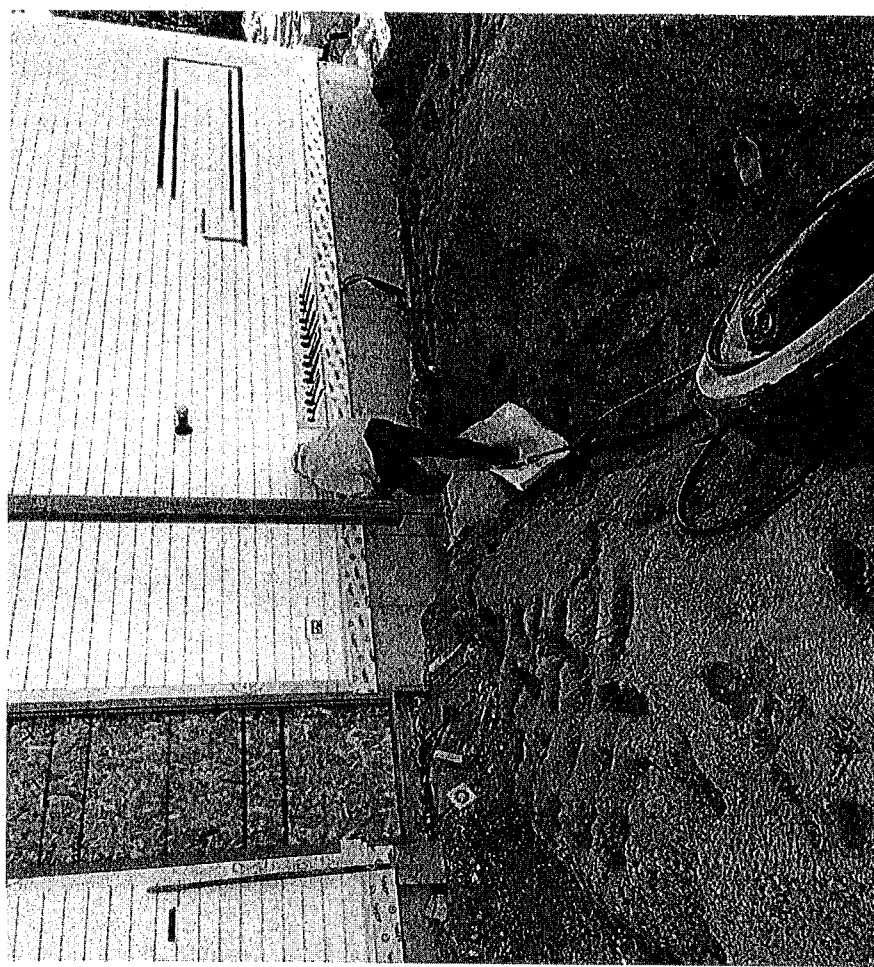
12/12/23 - Water service and hydrant install



12/12/23 - 8" water service install



12/14/23 – Eversource Gas gas service install



12/14/23 – Eversource Gas gas service install



SENIOR CENTER CONSTRUCTION PROGRESS

Schedule look-ahead:

- Continue exterior sealants
- Complete siding and trim installation
- Continue framing punchlist
- Continue concrete punchlist
- Continue MEPFP rough-ins
- Building insulation
- Pour concrete for front entry walks, side service entry area, and exterior pads.
- Continue septic system - field piping and internal controls
- UG site utilities – including power and telcom ductbank continuation, site lighting, drainage
- Prep for binder (weather permitting)



SENIOR CENTER – OTHER ISSUES

Other issues:

- **Mold Remediation**
 - Haz Mat Consultant, GZA Environmental, performed site inspection on 12/4/23 and reported no issues observed. Waiting for final written report.
- **Seaver Team**
 - Current PM/site superintendent to remain until end of project.
 - New Senior Project Manager has been assigned.
 - The last three SPMs and original site super are no longer with Seaver.
- **Schedule**
 - No change. Corrected baseline schedule received.
 - Substantial Completion 4/21/23; Final Completion 5/21/23
 - Waiting for schedule update.
 - Two schedule delay letters (unsuitable soil and MA DOT) received and rejected.



SENIOR CENTER – OTHER ISSUES

Other issues:

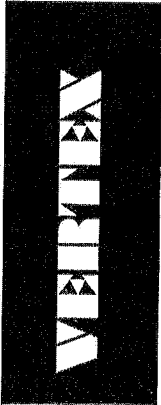
- **Furniture, Fixtures Equipment**
 - Furniture types and quantities chosen – WB Mason
 - Approval received for NTE amount of \$314,382.70. Carried budget of \$205,000
 - Final cost = \$313,875.56
- **IT by Owner**
 - Initial IT meeting (IT, AV, Telephone, Fiber, Security) held 11/28. Ongoing.
- **MA DOT Permitting**
 - Water utility permit – received
 - Electric – ongoing with MA DOT and National Grid
 - Telecom - ongoing with MA DOT and Verizon
 - Gas permit – received



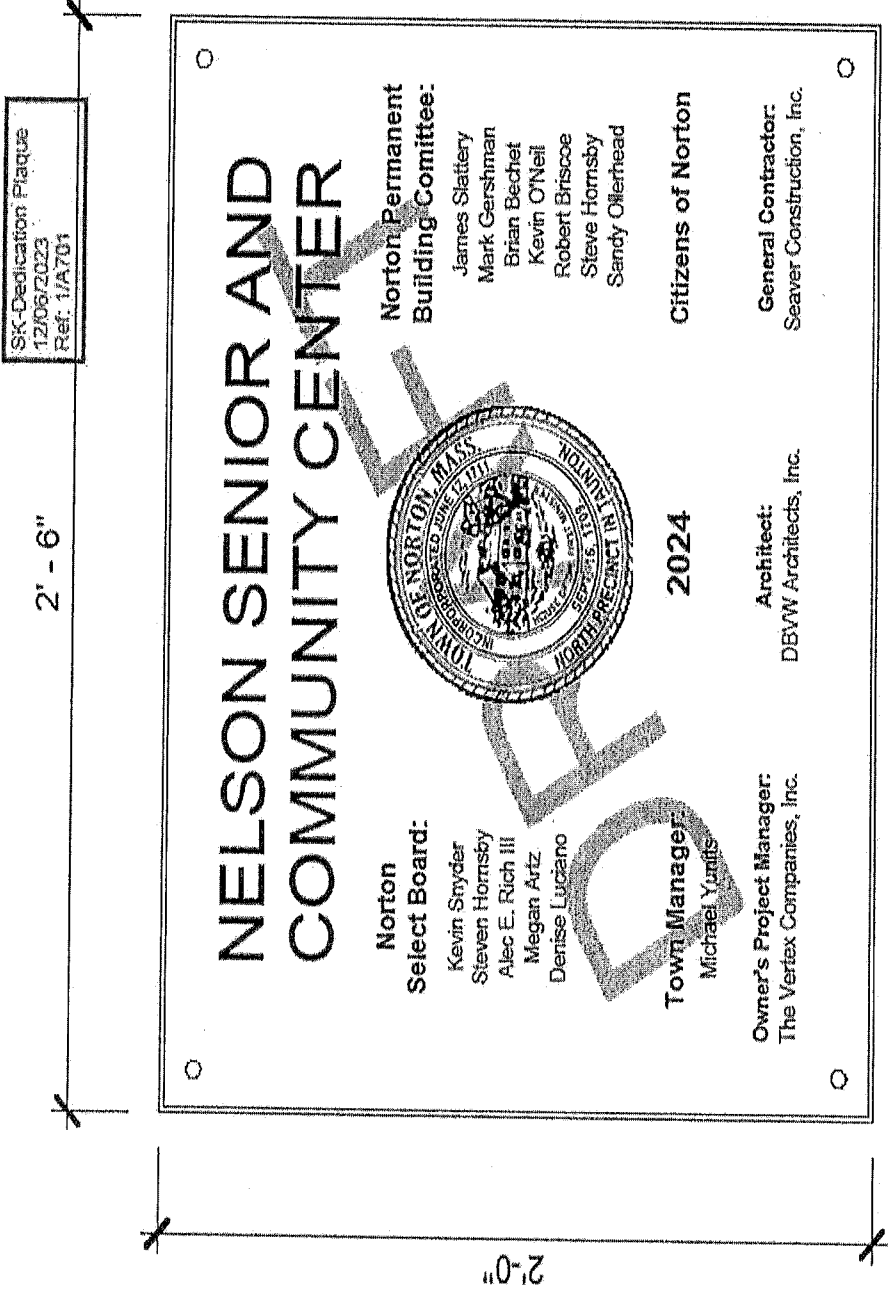
SENIOR CENTER – OTHER ISSUES

Other issues:

- **Dedication Plaque**
 - Draft issued for review by DBVW



SENIOR CENTER – OTHER ISSUES





SENIOR CENTER - CHANGE ORDERS

Change Orders

Change Order #1 - \$6,002.70

Change Order #2 - \$86,682.04

Change Order #3 - \$68,786.18

Change Order #4 - TBD

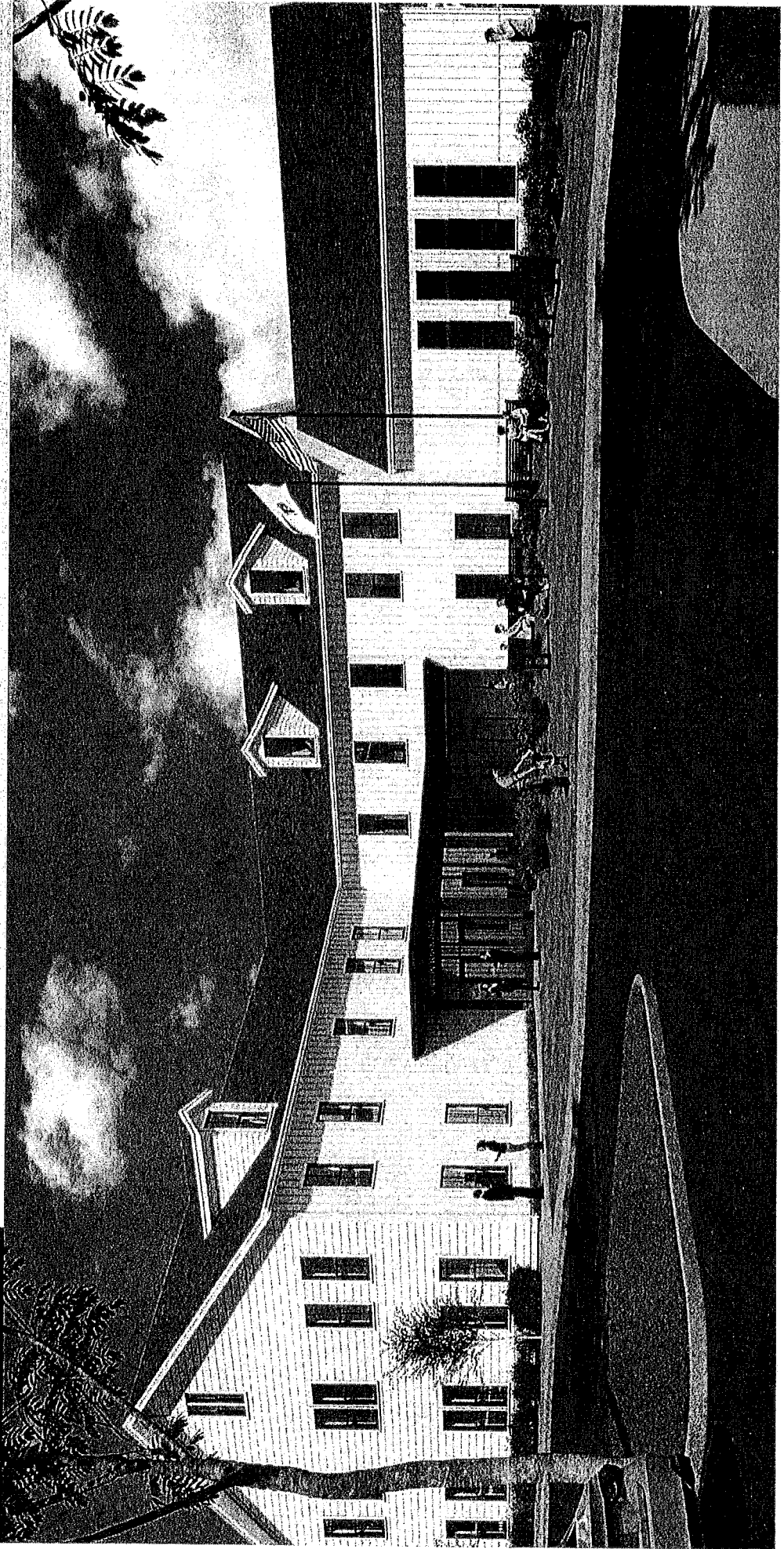
Total to Date = \$161,470.92

Construction contingency = \$1,102,534

Construction Contingency remaining = \$1,007,854.33(excludes brick change order)

VERTYX

NORTON TOWN HALL

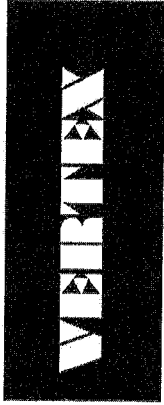




TOWN HALL CONSTRUCTION PROGRESS

Progress since last PBC meeting on 10/30/23:

- Framing of 2nd floor walls, roof trusses, and plywood sheathing
- Poured elevator shaft roof concrete
- Site lighting bases and conduit
- Spread and compacted pavement gravel
- Installed binder course for parking and drives
- Started septic field installation
- MOCC is approx. 20.76% complete through November 2023



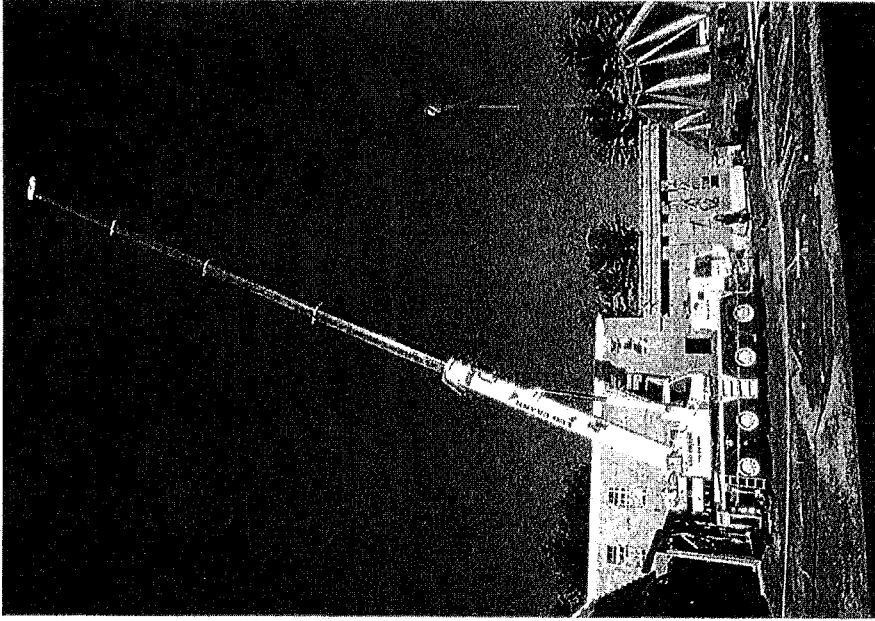
TOWN HALL CONSTRUCTION PROGRESS

Construction Progress Photo-documentation – 12/18/23

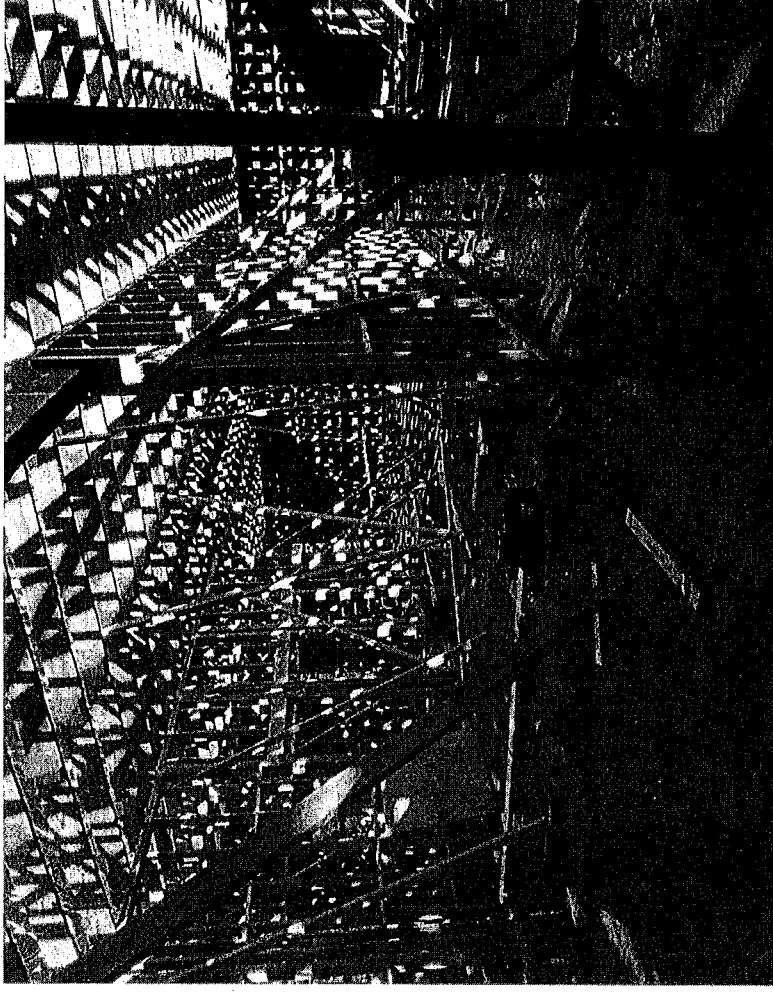


Norton Town Hall

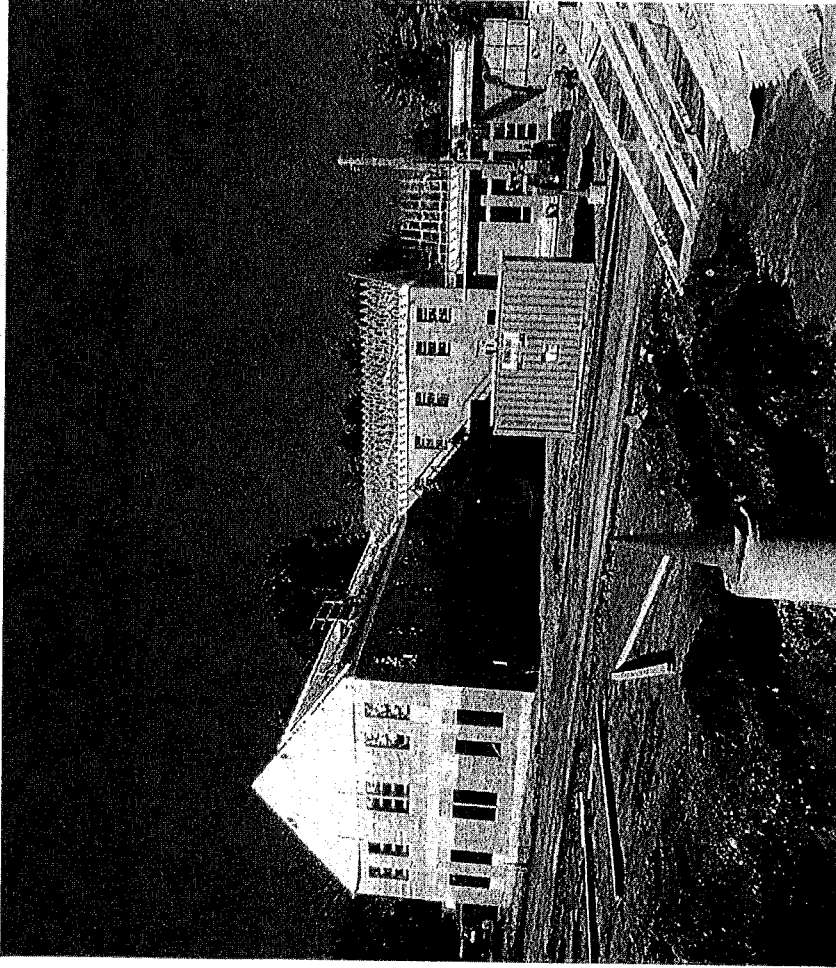
Progress Photo-documentation
12-18-23 PBC Meeting



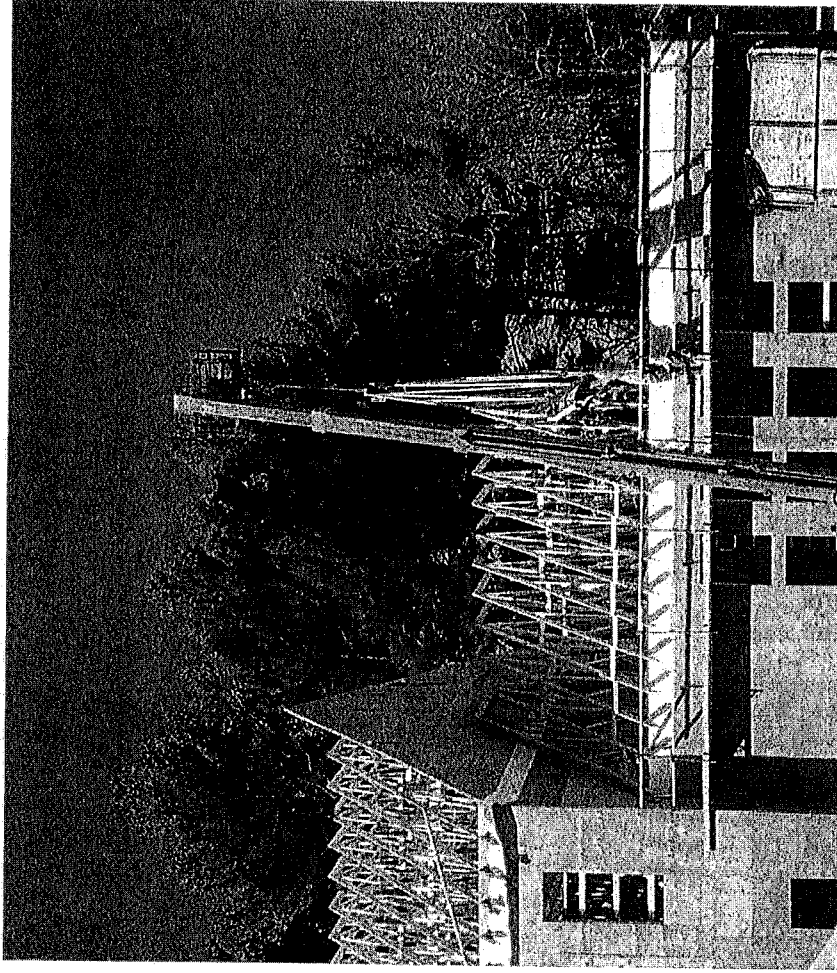
12/8/23 – Roof truss install with crane



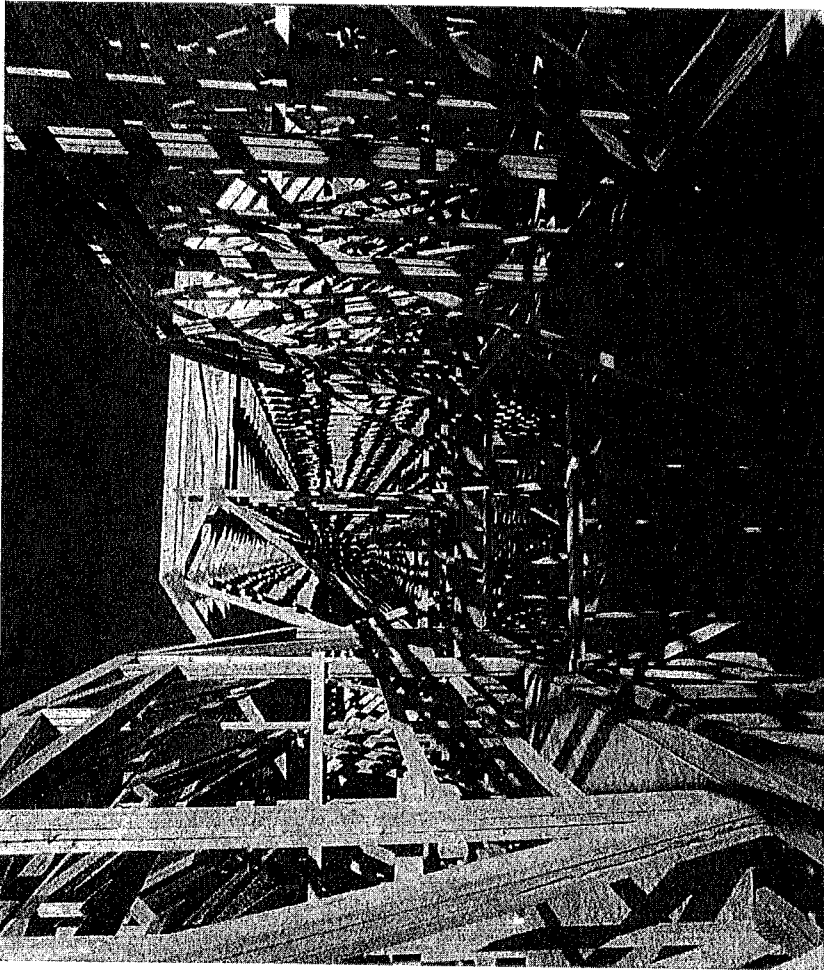
12/12/23 – Framing at 2nd floor



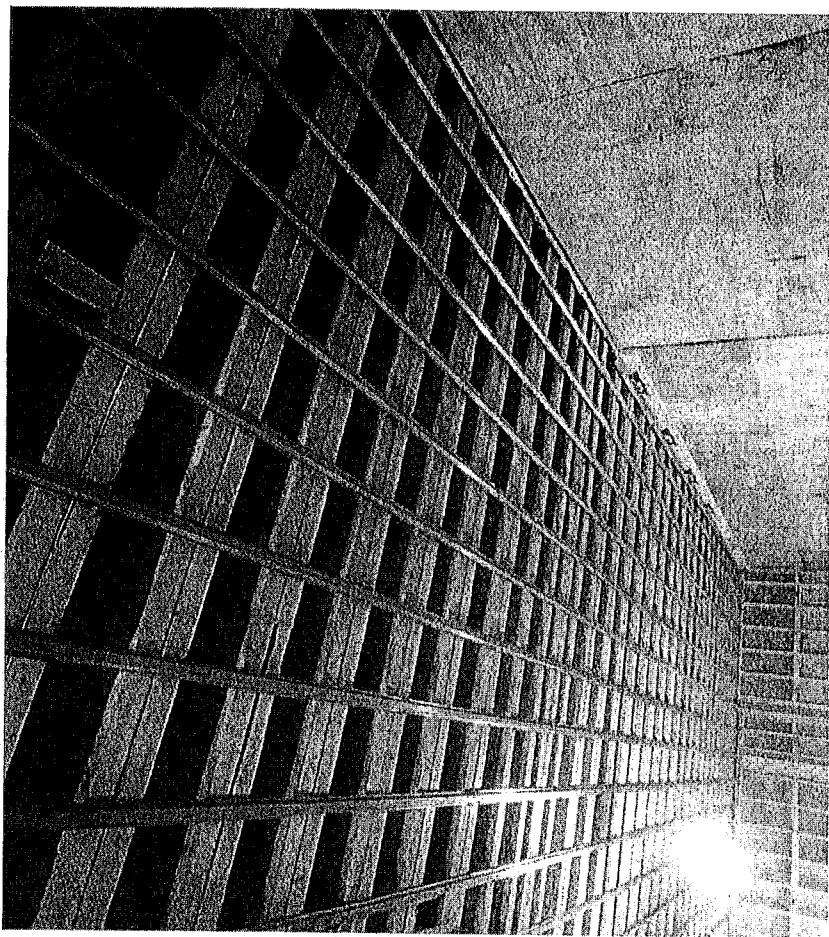
12/12/23 = Front elevation



12/12/23 – Roof truss installation



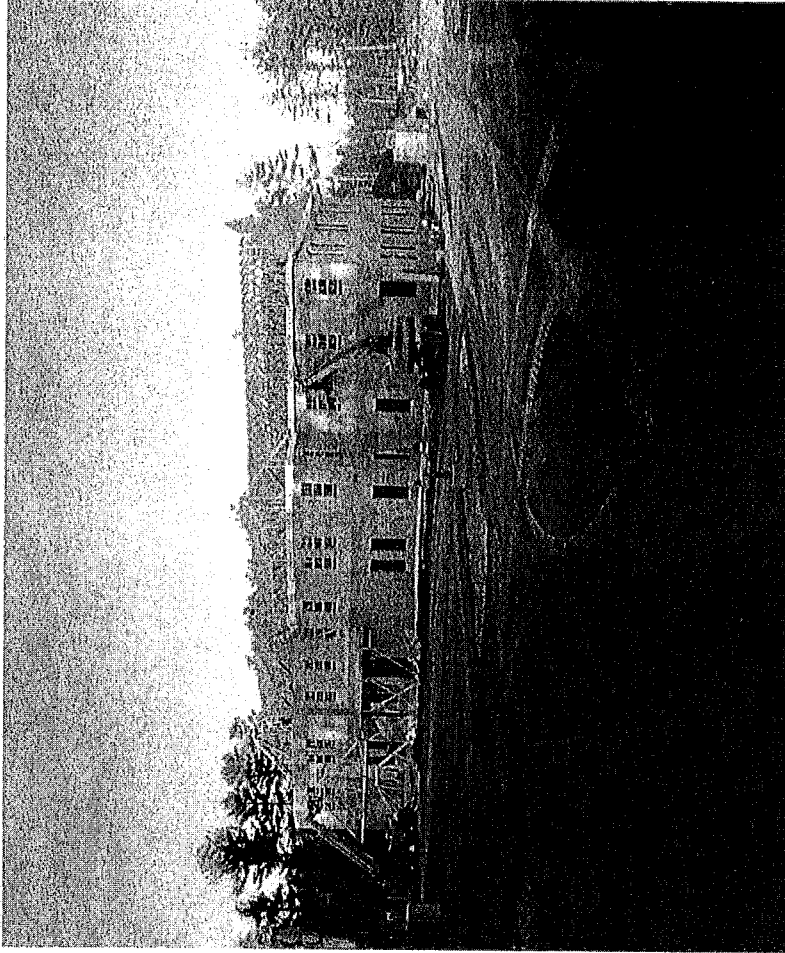
12/12/23 – Roof truss framing at attic level



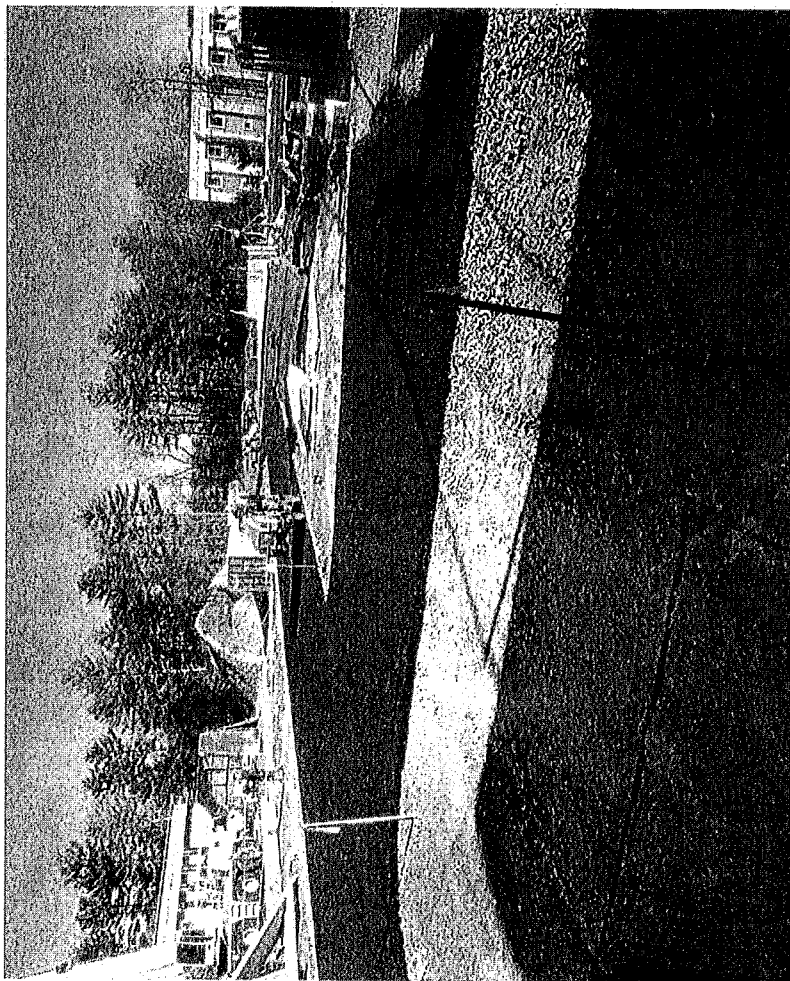
12/12/23 – Furring installed under 2nd floor joists



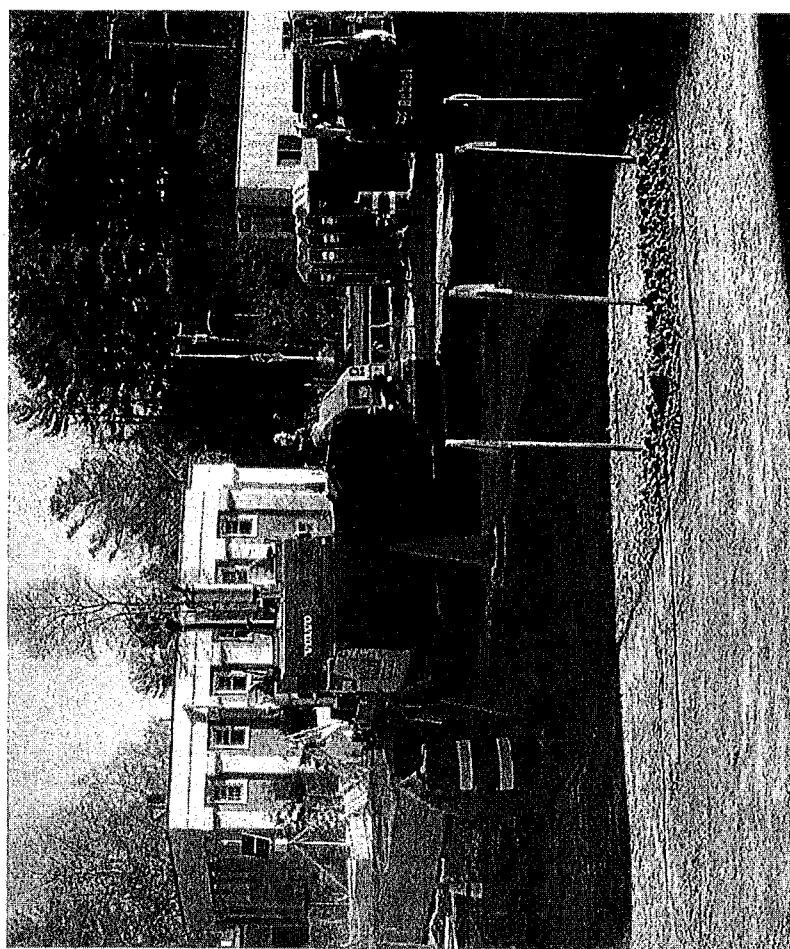
12/12/23 - East elevation wood framing



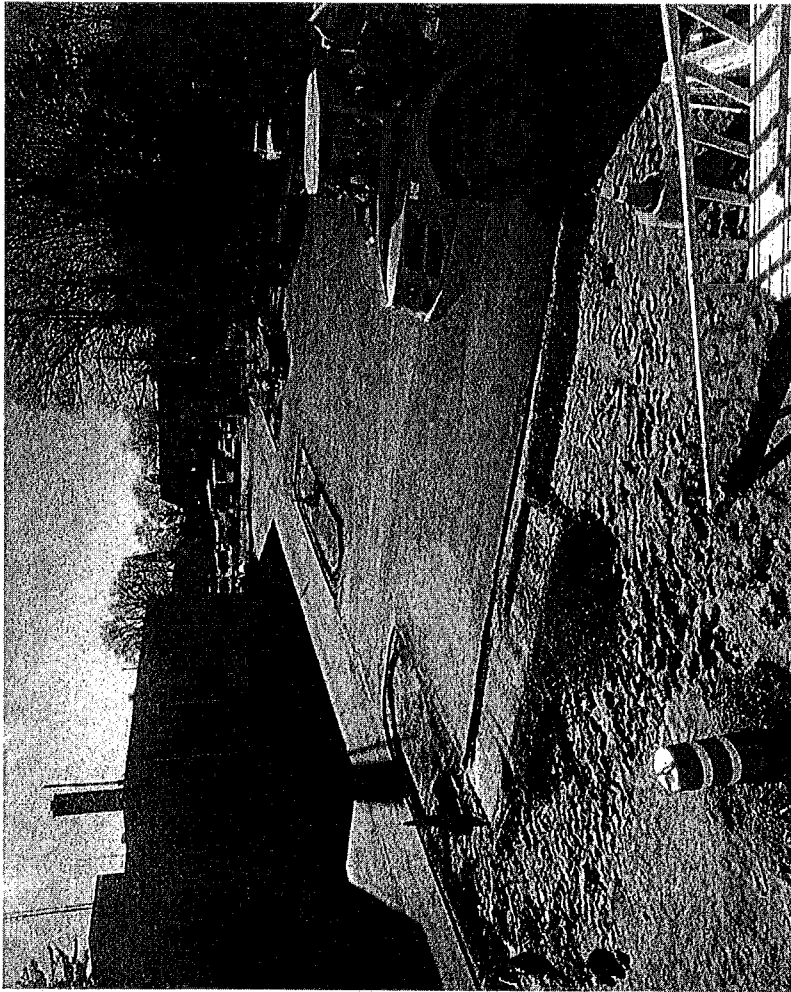
12/12/23 - West elevation wood framing



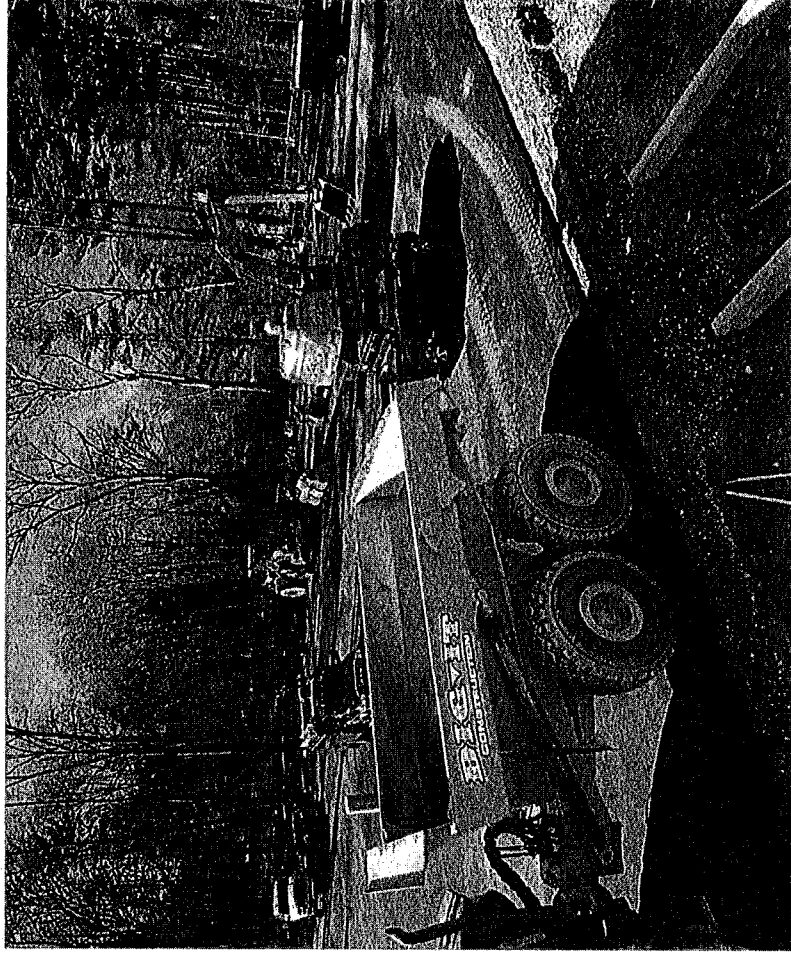
12/8/23 — Installation of asphalt binder course



12/8/23 — Installation of asphalt binder course



12/12/23 - West parking lot pavement



12/12/23 - West parking lot pavement



TOWN HALL CONSTRUCTION PROGRESS

Schedule look-ahead:

- Continue framing of 2nd floor interior walls and roof sheathing
- Framing and concrete punchlist
- Install roofing system
- Install windows
- Upon weathertight, start MEPFPs
- Continue septic system



TOWN HALL – OTHER ISSUES

Other issues:

- **Furniture, Fixtures & Equipment**
 - FF&E design and selection meetings ongoing
- **Schedule**
 - On schedule per current schedule update.
- **IT by Owner**
 - Initial IT meeting (IT, AV, Telephone, Fiber, Security) held 11/28. Ongoing.



TOWN HALL - CHANGE ORDERS

Change Orders

Change Order #1 – (\$129,410.00)
Change Order #2 – \$125,798.61
Change Order #3 - \$51,850.72
Change Order #4 - \$13,303.75
Change Order #5 - TBD

Total to date = \$61,543.08

Construction contingency = \$849,640.00

Construction Contingency Remaining = \$788,096.92