



MINUTES

TOWN OF NORTON

RECEIVED
NORTON TOWN CLERK

2024 MAR 27 PM 1:03

Town Clerk Date/ Time Stamp

Board/ Committee: Permanent Building Committee

Meeting Date: February 26, 2024 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: Steve Hornsby, Sandy Ollerhead, Beth Rossi (COA), Bob Briscoe (COA Rep), Ruth Schneider (COA), Gloria Barker (Food Pantry)

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

Public: J. Brisco

Meeting called to order at: 6:00 PM and adjourned at: 6:55 PM

Meeting Motions / Actions and Summary of Discussions:

A. Meeting Minutes

Committee approved the January 22, 2023 meeting minutes.

B. Mail / Correspondence

N/A

C. Chair Report

J. Slattery (Chair) has signed payment applications since the last Committee meeting.

COA has chosen "redwood" for the color of the rubber bricks in a running bond pattern. E. Cifune (DBVW) indicated the rubber brick submittal has already been released with these selections.

J. Slattery noted that former Committee member Robert Mederios passed away and requested that Robert Mederios and Dinah O'Brien be added to the commemorative plaques for both buildings (Community Center and new Town Hall). **Committee approved the two names being added.**

J. Slattery noted that NGrid's application to the Selectboard was incorrect and that they missed being on the agenda for several meetings. Selectboard eventually approved NGrid's two utility poles at their February 15, 2024 meeting, one pole on the Community Center site and the other on the opposite side of Route 140. NGrid is scheduled to install the poles the week of March 11, 2024. Once the utility poles are installed the underground conduits, required inspections, transformer and overhead wires need to be installed. Verizon is responsible to set their own utility pole under a licensing agreement with the Town, which has already been signed. It was noted that though Seaver Construction is not ready for permanent

power to the site, the goal is to have all the requirement components (poles, conduit, transformer, overhead wires) installed and ready for Seaver when needed.

J. Slattery thanked Representative Howett for his assistance in getting NGrid to submit their application to the Selectboard. S. Hornsby in turn thanked J., Slattery for all his work pushing the utility pole issue with NGrid and the Selectboard.

D. OPM Community / Senior Support Center Update

S. Kirby (OPM) provided a presentation on the status of the Senior & Community Center project (see attached). S. Kirby noted that the new team from Seaver is making strides in addressing past issues.

S. Kirby noted that Seaver's schedule does not reflect actual completion dates and that there is concern Seaver will not achieve the project milestones shown on their schedule – Substantial Completion by April 21, 2024 and Final Completion by May 21, 2024. DVBW sent a letter to Seaver dated February 20, 2024 (attached) requesting a Recovery Schedule and acceleration of the project. To date no response from Seaver has been received. A notice that liquidated damages may be assessed is possible if Seaver does not respond.

Change Orders:

S. Kirby noted Chage Order #4 was issued in the amount of \$3,417.11 which includes:

PCO #6R	Switchgear	(\$6.27) credit
PCO #12R	HVAC Revisions	\$473.03
PCO #13	Added Light Fixtures	\$3,385.95
Water Use Back Charges		(\$358.74 and \$76.86) credit

S. Kirby noted Potential Chage Order (PCO) #11R, for the MassDOT required sidewalks along Route 140, was submitted by Seaver in the amount of \$135,509.16. The Town is looking to see if its Roadway Contractor can perform the work cheaper and more expediently due to the concerns over Seaver being able to meet the project schedule.

S. Kirby noted there are several PCOs outstanding (see attached) and that the remaining construction contingency is \$772,188.87 (worst case – i.e. all outstanding PCOs are approved).

E. Town Hall Project

S. Kirby (OPM) provided an update on the Town Hall project (see attached). FF&E Subcommittee is meeting with the Town on February 27, 2024, to review the final pricing.

Change Orders:

S. Kirby (OPM) noted that Change Order #6 was issued in the amount of \$31,207.68 which includes:

PCO #21R	Fiber / Coax Revisions	\$8,047.60
PCO #29	EV Charging Station	\$22,303.20
PCO #30	Vectorization of Town Seal	\$856.88

Remaining construction contingency is \$718,100.95 (worst case – i.e. all outstanding PCOs are approved).

Project remains on schedule:

Substantial Completion in August 2024

Final Completion in November 2024

F. Other Business

1. Committee member K. O'Neil inquired if other Departments have submitted capitol budget requests, as discussed at a Committee previous meeting, that may come under the purview of the Committee. J. Slattery was not aware of any such requests.
2. J. Slattery noted that he informs the Selectboard of the open positions within the Committee and that the School Department is also aware, but no candidates have come, or are put, forward.
3. J. Slattery noted that he meets with the School Department and COA Men's Breakfast group and informs all that there are open positions within the Committee and within many other Town Committees.

<u>Next Meeting(s)</u>	<u>Time</u>	<u>Location</u>
March 25, 2024	6:00 PM	Council on Aging
March 26, 2024	3:30 PM	New Town Hall (walk through)

Minutes respectfully submitted by:

Mark Gershman, PBC Clerk

Signed by Chairperson:

Jane M. Slattery

Minutes Approved by Committee on:

3/25/2024



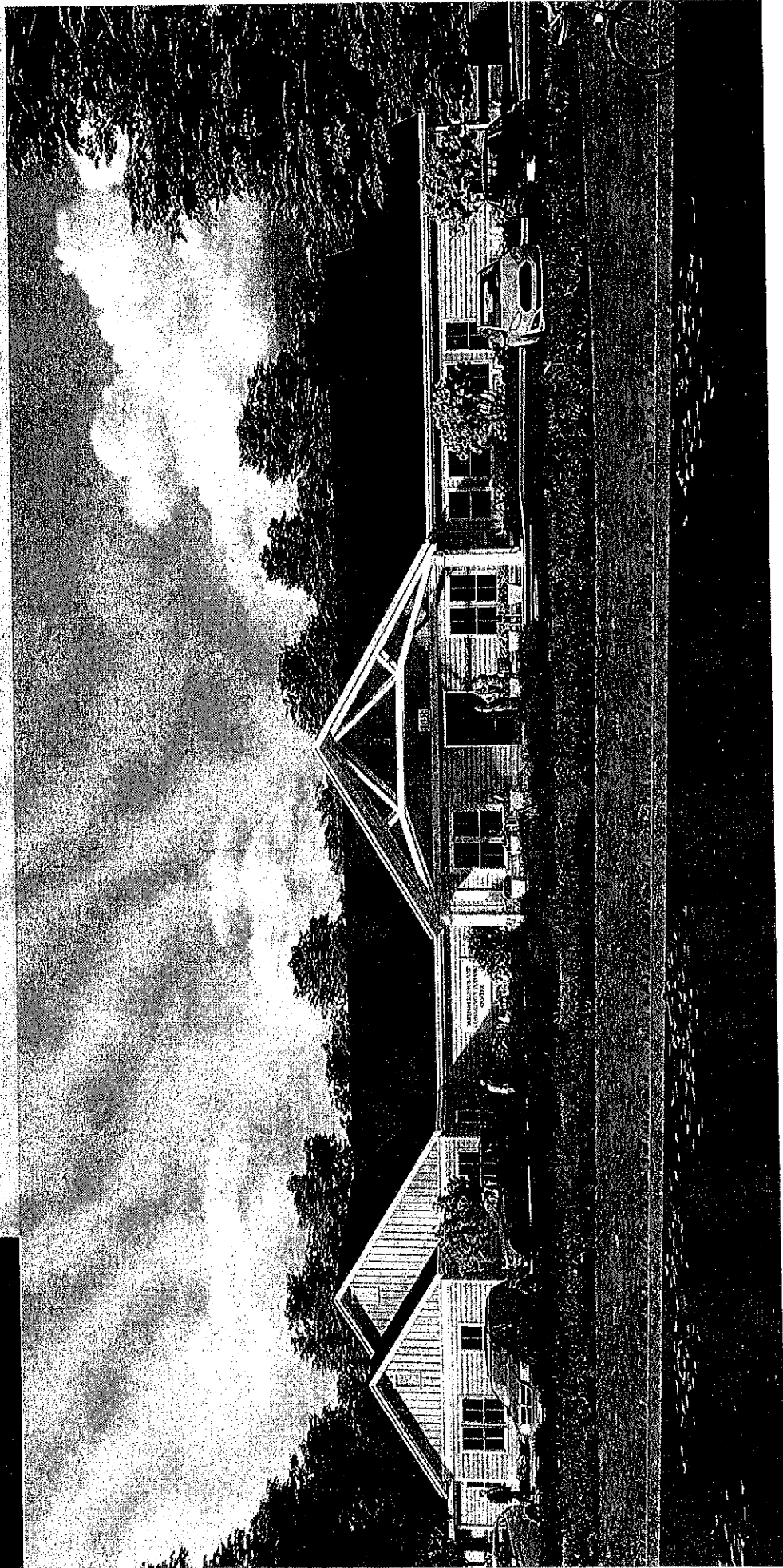
**Town of Norton
Senior/Community Support Center
and Town Hall Projects
Permanent Building Committee Meeting**

In-person and Zoom

February 26, 2023

VERTEX

SENIOR / COMMUNITY SUPPORT CENTER





SENIOR CENTER CONSTRUCTION PROGRESS – SEAVER CONSTRUCTION

Progress since last PBC meeting on 1/22/24:

- Interior framing punchlist complete
- Restarted siding
- Continued Plumbing, HVAC, Fire Protection and Electrical rough-ins
- Continued spray foam insulation
- Installed batt and acoustic insulation
- Started sheetrock and taping
- Started door frame installation
- Rough grading for parking lot and bollards
- Continued septic structures and piping.
- Septic ^{PLAN} filed base approved
- Extended power and telecom ductbanks
- Seaver is approx. 57% complete through January 2024
- National Grid received Selectboard pole approval on 2/15/24



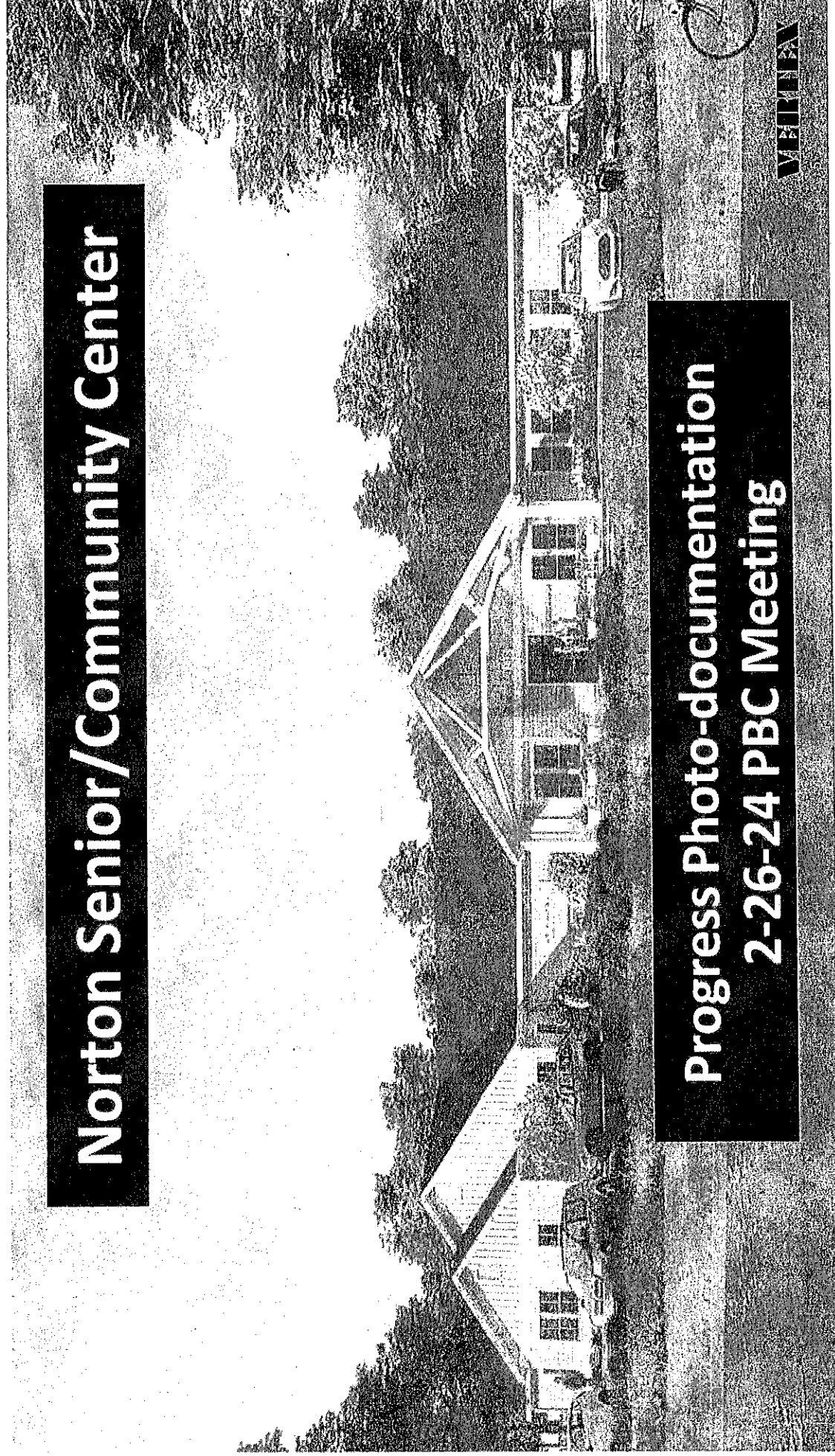
SENIOR CENTER CONSTRUCTION PROGRESS

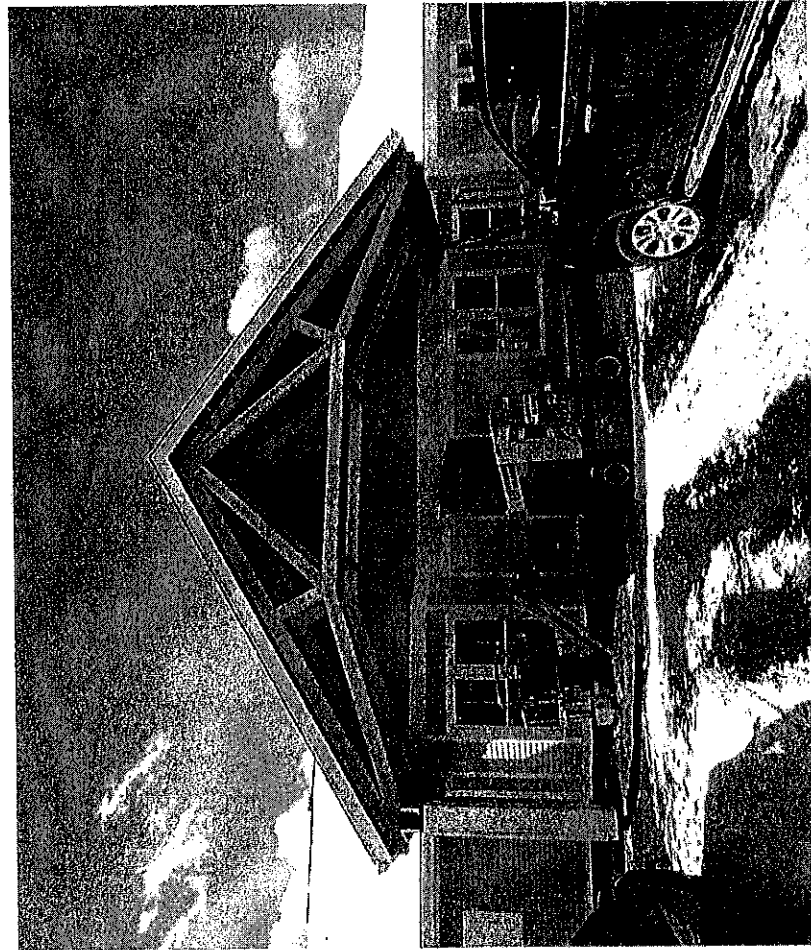
Construction Progress Photo-documentation – 2/26/24

Norton Senior/Community Center

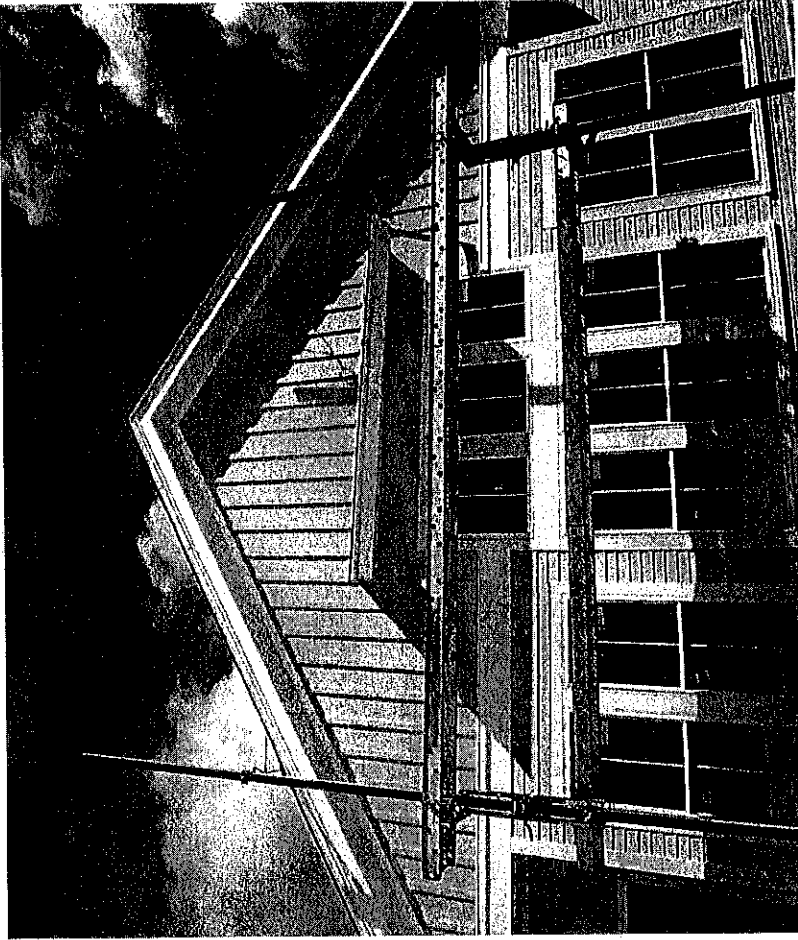
Progress Photo-documentation
2-26-24 PBC Meeting

VERITY

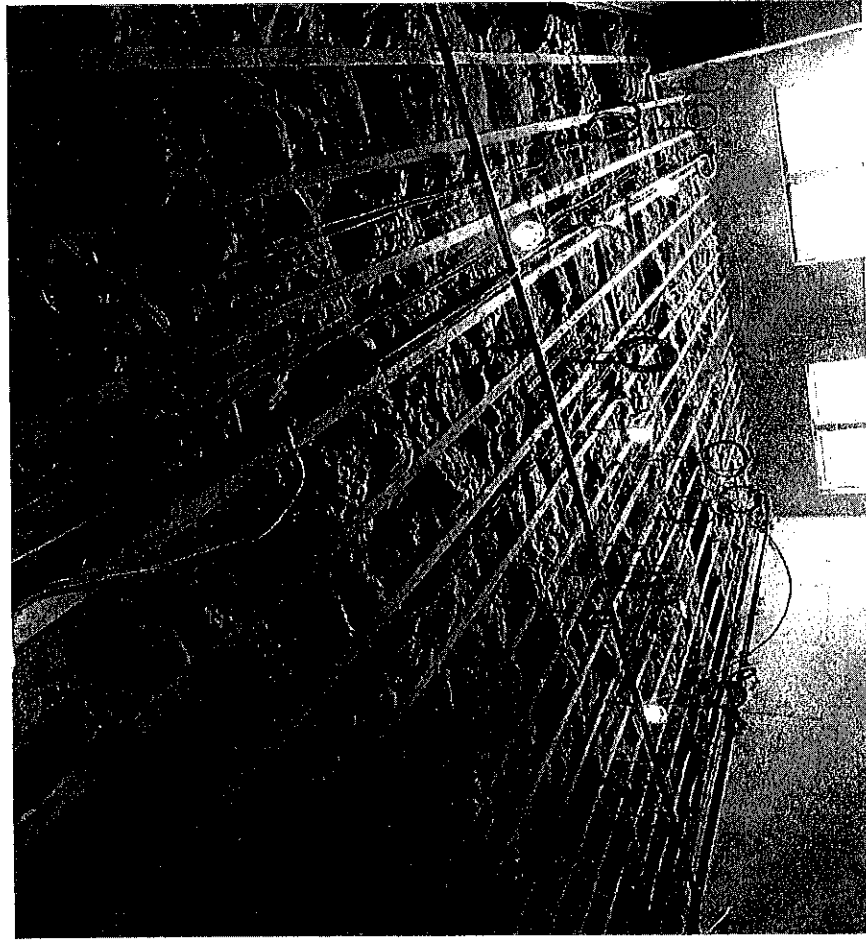




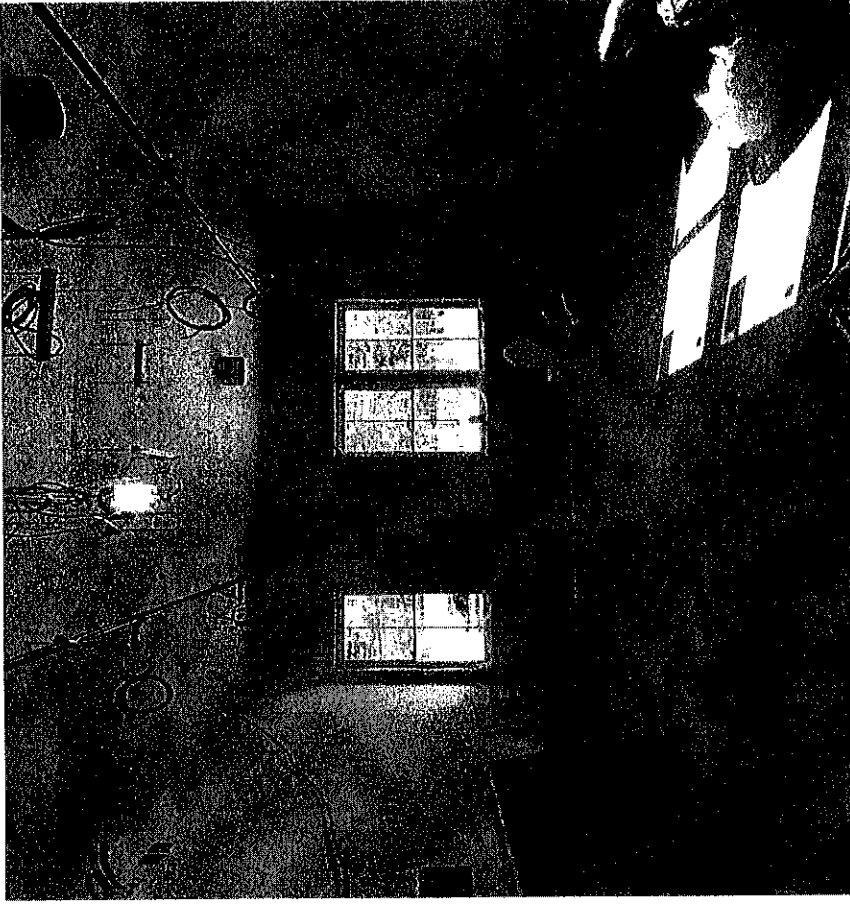
2/16/24 – Front entry with completed batten siding



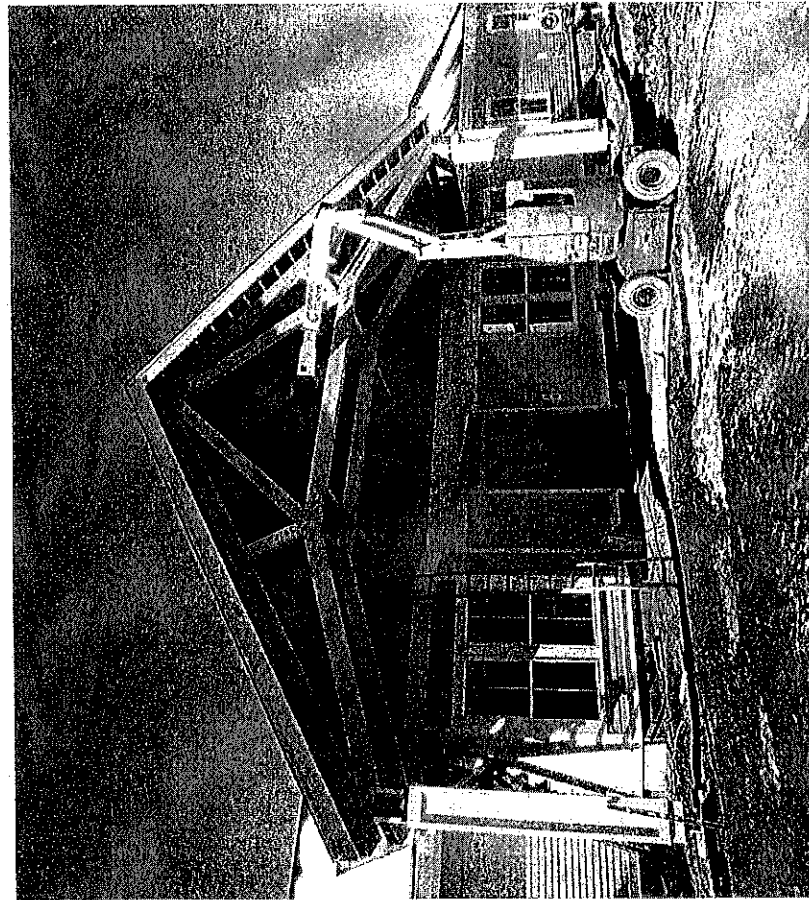
2/16/24 – Siding completed at Multi-purpose Room



2/16/24 - Batt insulation in ceiling



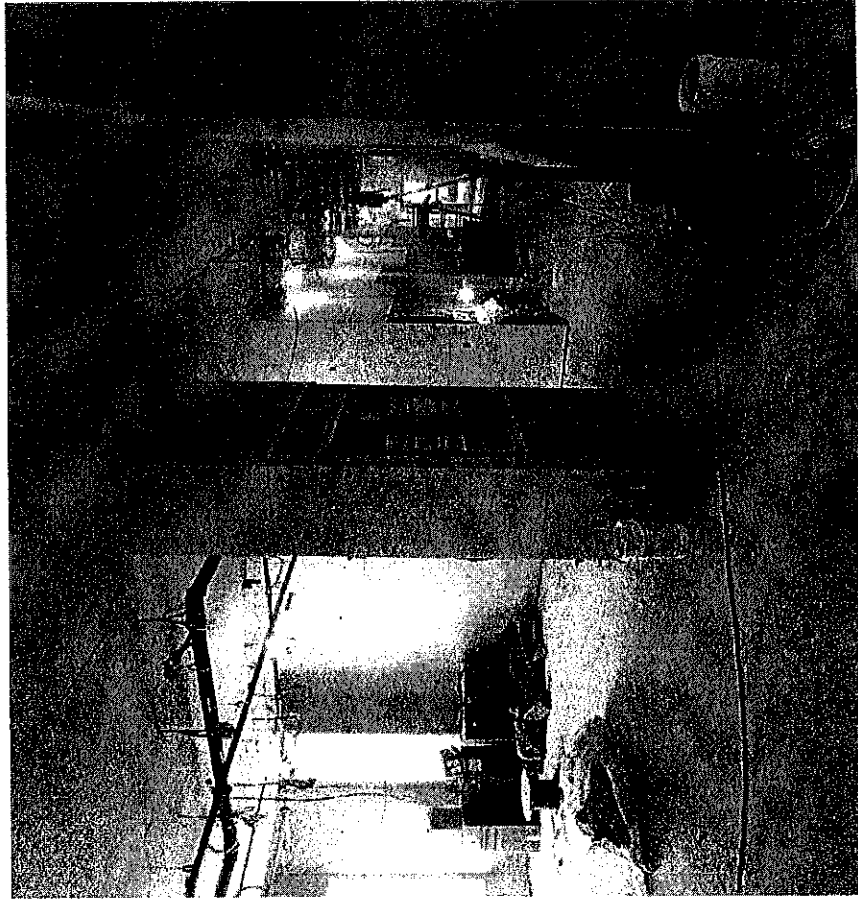
2/16/24 - Sheetrock in Wellness Room 135



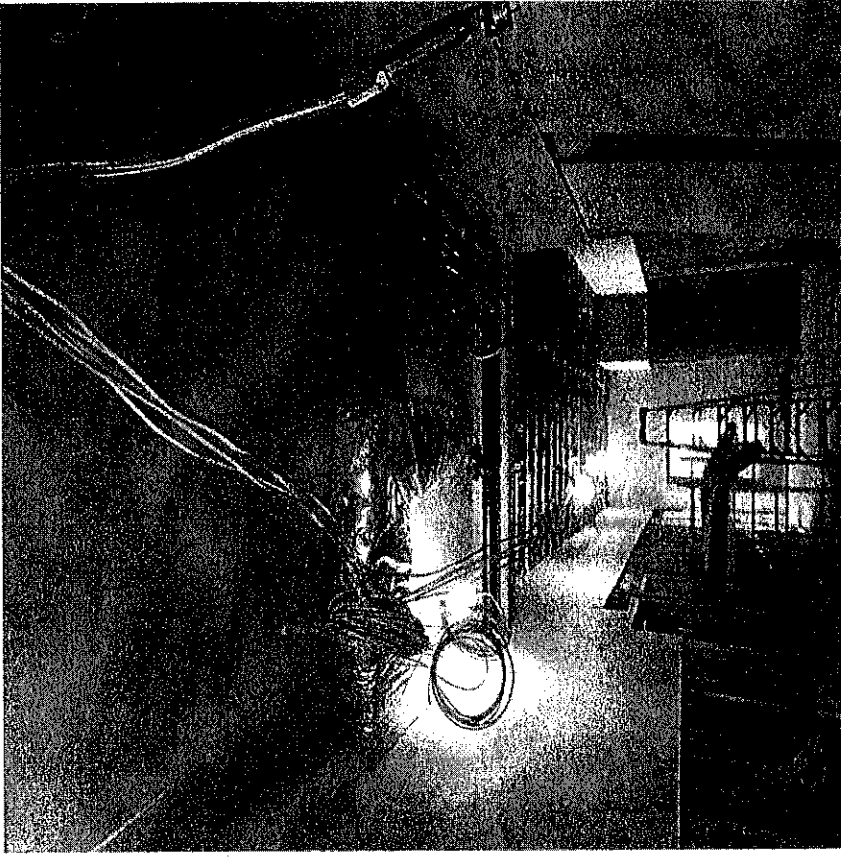
2/20/24 - Siding and trim work at front entry



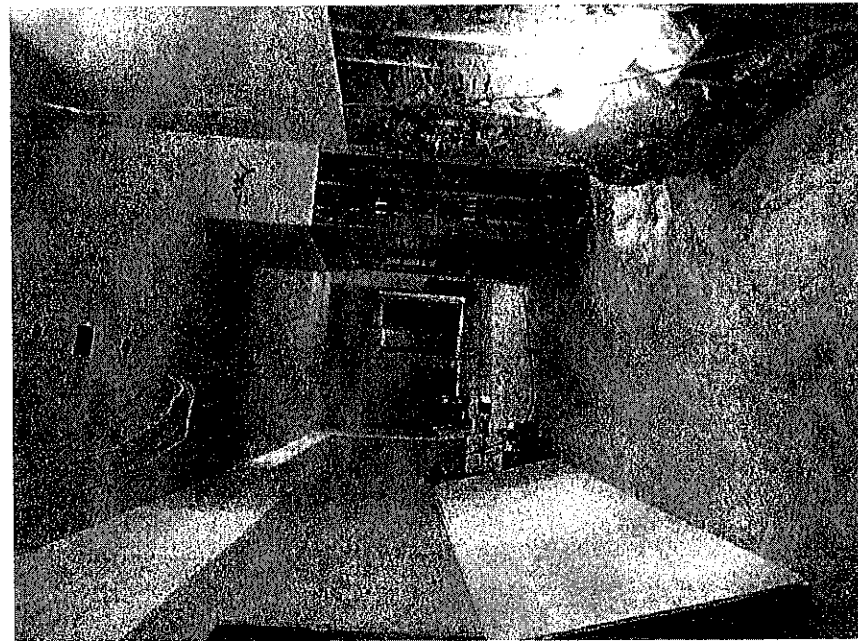
2/20/24 - Installation of spray foam insulation in Multi-purpose Room



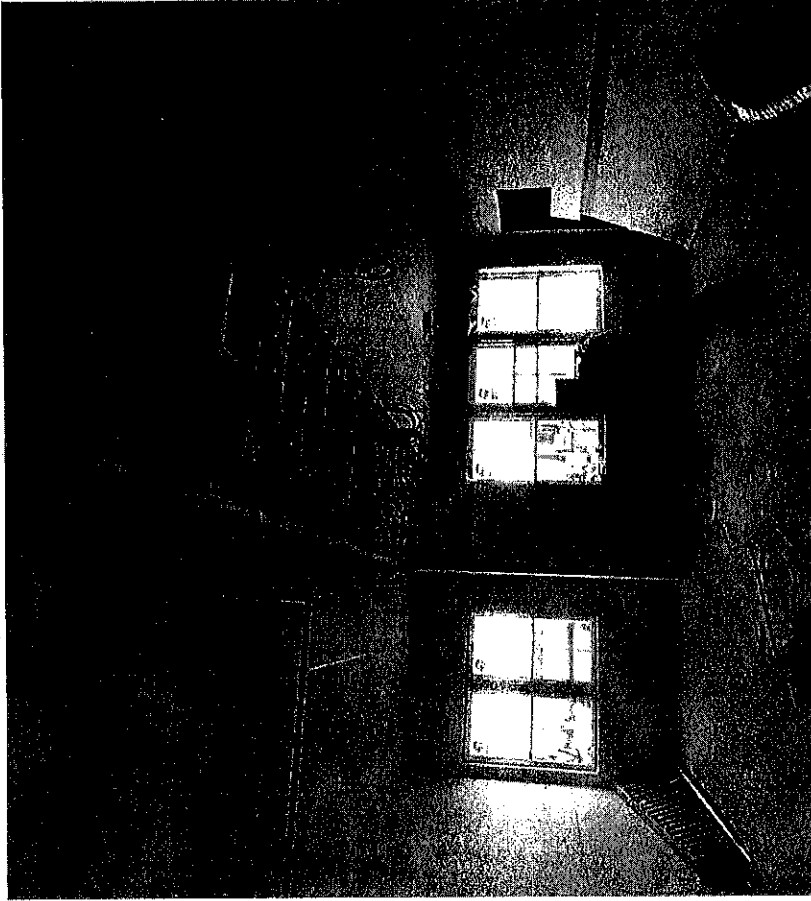
2/20/24 - Sheetrock installation at lobby/cafe



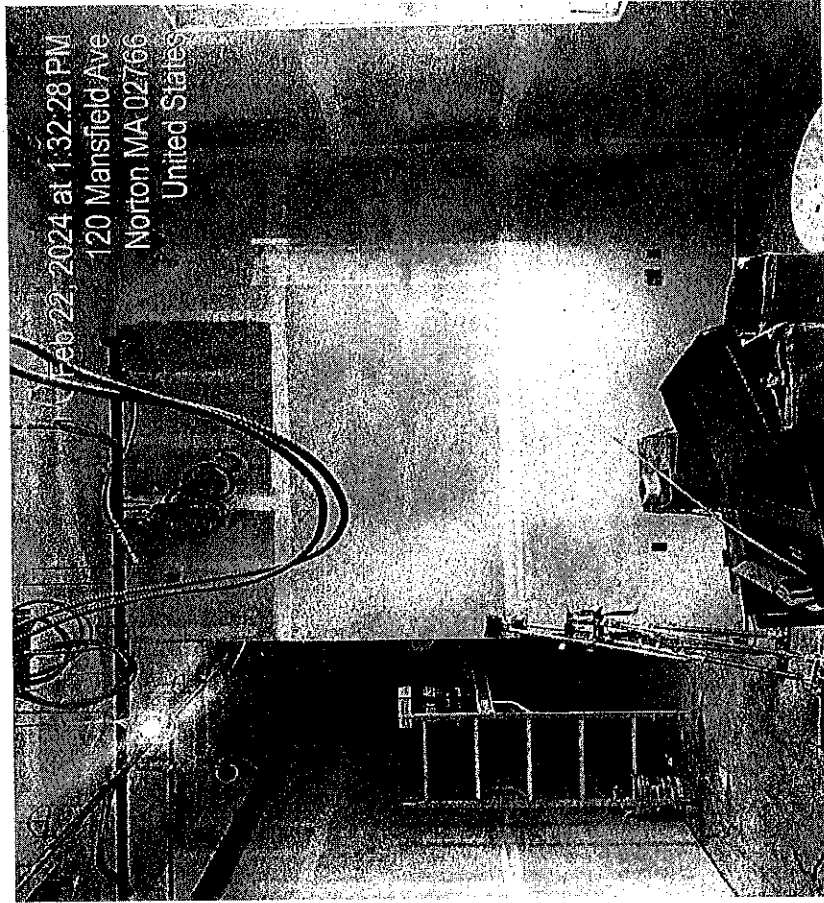
2/20/24 - Sheetrock installation of fire ceiling



2/20/24 - Sheetrock installation in
corridor facing lobby

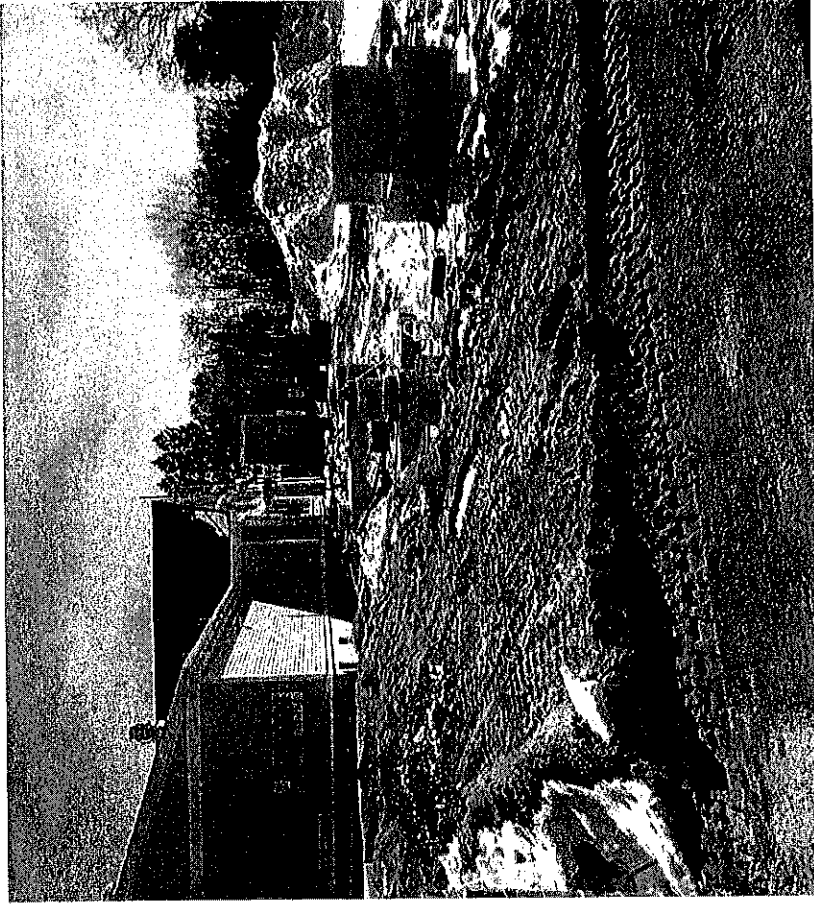


2/20/24 - Sheetrock installation in Activity Room 126



Feb 22, 2024 at 1:32:28 PM
120 Mansfield Ave
Norton MA 02766
United States

2/22/24 - Taping of sheetrock walls and fire ceiling
in Office Room 107



2/20/24 - Septic system structures installation



SENIOR CENTER CONSTRUCTION PROGRESS

Schedule look-ahead:

- Complete siding, soffit ceilings, and trim installation
- Continue MEPFP rough-ins
- Start electrical switchgear
- Continue insulation in Multi-purpose room
- Continue sheetrock and taping
- Start prime coat paint
- Start ceramic tile
- Install ships ladder
- Pour concrete for front entry walks, side service entry area, and exterior pads.
- Continue septic system - field piping and sand, pumps, and internal controls
- Continue UG site utilities – including power and telcom ductbank , complete site lighting, drainage/basins
- NGrid to set poles for power the week of 3/11/24. Verizon pole TBD.



SENIOR CENTER – OTHER ISSUES

Other issues:

- **Project Schedule**

- Seaver's current schedule dated 1/31/24 indicates Substantial Completion 4/21/24; Final Completion 5/21/24 per contract.
- Based on completion to date of 57% through January 2024, the Project Team does not anticipate Seaver will meet the contract completion dates.
- DBVW sent a notice letter to Seaver on 2/21/24 requesting a recovery schedule, per contract requirements, and acceleration of the project, inclusive of additional manpower and overtime. No response to date.
- National Grid and Verizon may impact the schedule as well in regard to permanent power, startup of equipment, BMS, and activation of internet and cable service.

February 20, 2024

Mr. Ryan Cardoos
Seaver Construction, Inc.
215 Lexington Street
Woburn, MA 01801



RE: Norton Senior Center - February Construction Schedule Update

Dear Mr. Cardoos:

We have reviewed Seaver Construction, Inc.'s (SCI) latest Construction Schedule Update, dated Wednesday 2/14/24 and have significant concerns regarding SCI's ability to meet the Contract Dates for Substantial Completion, which are April 21, 2024 for the building and May 20, 2024 for the landscaping. Although the completion dates identified in the schedule match the Contract, the actual sequence and completion of critical path work does not match the physical progress of the Work.

Additionally, the actual progress of the Work as it relates to cash flow is a concern. As of January 31, 2024, the project was approximately 57% complete based upon SCI's Application for Payment No. 11. The current Contract Sum is \$7,868,804.03 inclusive of Change Order #4. Payments to date, which if you include January 2024, total approximately \$4,247,078. Outstanding changes which remain unresolved in PCO's and Proposal Requests total approximately \$161,682. This results in a total of approximately \$3,783,408 for incomplete Work, inclusive of outstanding changes and retainage.

There are approximately 2.5 months remaining between now and April 2024. In order to reach the Contract Date for the Substantial Completion of the building, SCI would need to complete Work totaling approximately \$1,417,774 each month. This presumes that the final two weeks are reserved for Punchlist and Commissioning occurs from mid-March to mid-April as required by the Contract Documents. To date, the largest Application for Payment received and approved is Application No. 6 which totaled \$681,590. SCI's average billing over 11 months is approximately \$386,000. The majority of the "big-ticket" items such as mechanical equipment, lighting, switchgear, framing, concrete, etc. have already been invoiced and paid. We are concerned that even if a full workforce is utilized, SCI would require approximately 10 months from now to complete the Work, which extends well beyond the Contract Date.

In light of this, we request that SCI submit a cost correlation timeline in accordance with Specification Section 013200 "Construction Progress Documentation" Paragraphs 1.7.G and 1.9.D.5. We also request that a Recovery Schedule be submitted to demonstrate SCI's ability to meet the Contract Dates for Substantial Completion in accordance with Paragraphs 1.7.K and 3.1. As per Paragraph 3.1, the General Contractor is solely responsible for any and all increased costs due to additional construction manpower, number of working hours per shift, shifts per day, working days per week, amount of construction equipment, or any combination thereof, sufficiently to substantially eliminate the backlog of Work.

111 CHESTNUT STREET
PROVIDENCE, RI 02903

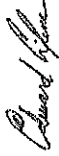
T 401 831 1250

www.dbvw.com

Additionally, we also have the following schedule comments: Line Item #'s 186, 187, 188, 189 and 190 indicate final building inspections and TCO occurring "after" 4/21/24. Please revise these items to indicate completion occurring "prior" to 4/21/24.

We look forward to your timely response. Please contact me if you have any questions.

Sincerely,



Edward Cifune, AIA
Associate Principal

Attachments:
Norton Senior Center Payment History
SCI's February Project Schedule Update

Cc: Vertex, Town of Norton



SENIOR CENTER - PROPOSED CHANGE ORDERS UPDATE

Change Orders

New Change Order #4 - \$3,417.11

- PCCO #6R – Reconciliation of switchgear/panelboard revision issued as CCD #1 – (\$6.27)
- PCCO #12R – HVAC revision to Medical Storage room - \$473.03
- PCCO #13 – Add light fixtures over pool table in Activity Room \$3,385.95
- Water use – Water Dept backcharges – (\$358.74) and (\$76.86)



SENIOR CENTER - PROPOSED CHANGE ORDERS UPDATE

Potential Change Orders

- PCCO #5 – Fire line revision (\$16,628.55) – Comments back
- PCCO #11R – Mass DOT sidewalk and curbing - \$135,509.16
- PCCO #15 – Digital sign electric - \$13,457.99
- PCCO #16 – Kitchen hood duct insulation - \$5,182.73
- PCCO #18 – Makeup air flue - \$2,946.56
- PCCO #19 – Digital sign sitework - \$11,616.07
- PCCO #20 – Septic system upgrades per BOH - \$3,373.14
- PR #3 – Split rail fence - \$10,000.00 est



SENIOR CENTER - CHANGE ORDERS

Change Order Summary

Change Order #1 - \$ 6,002.70

Change Order #2 - \$86,682.04

Change Order #3 - \$68,786.18

Change Order #4 - \$ 3,417.11

Total COs to Date = \$164,888.03

Potential Change Orders submitted - \$155,457.10 under review

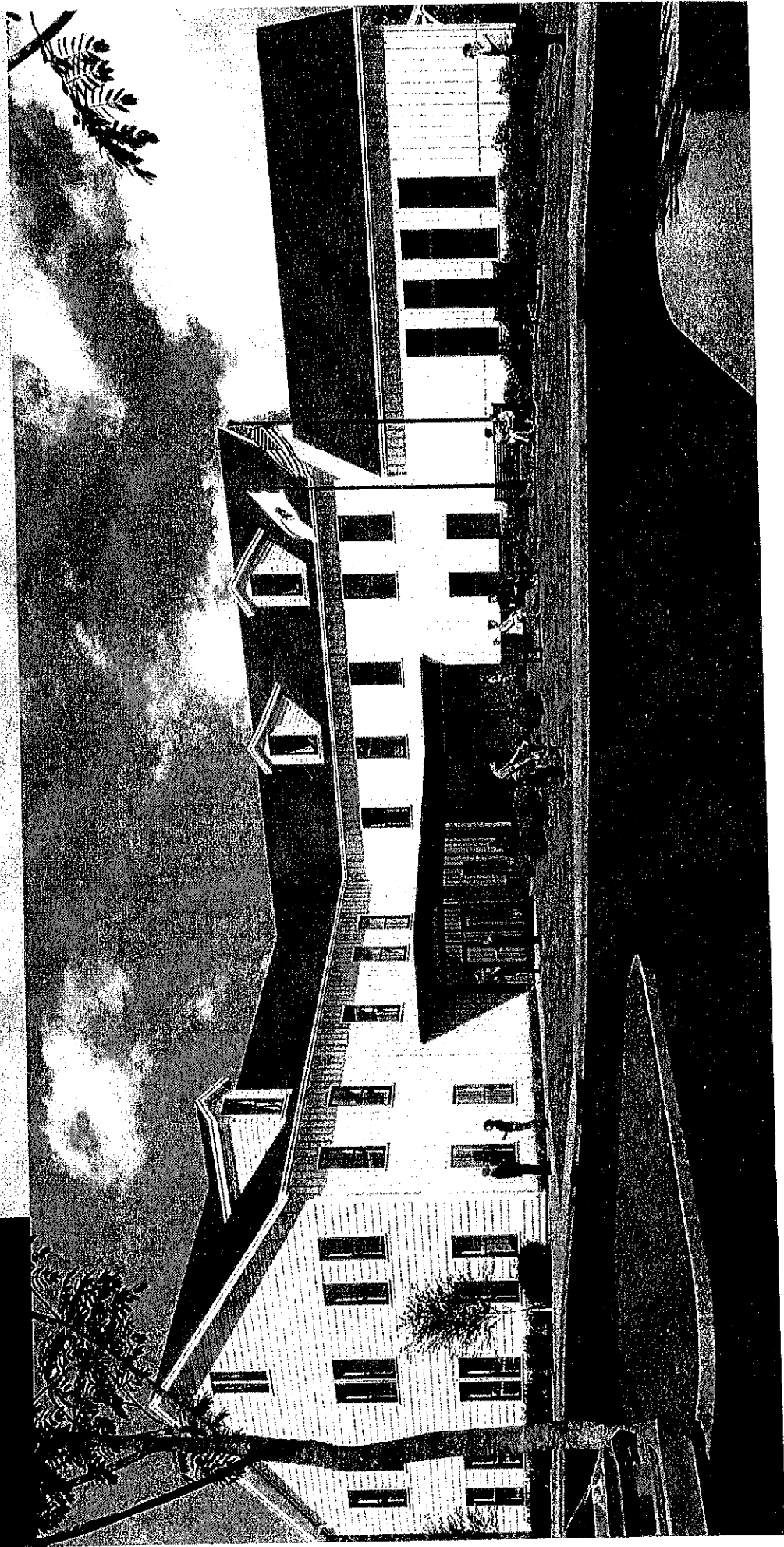
Potential Change Order unsubmitted - \$10,000.00 est

Construction contingency = \$1,102,534

Construction Contingency remaining = \$772,188.87 (worst case)

VERTNEY

NORTON TOWN HALL





TOWN HALL CONSTRUCTION PROGRESS

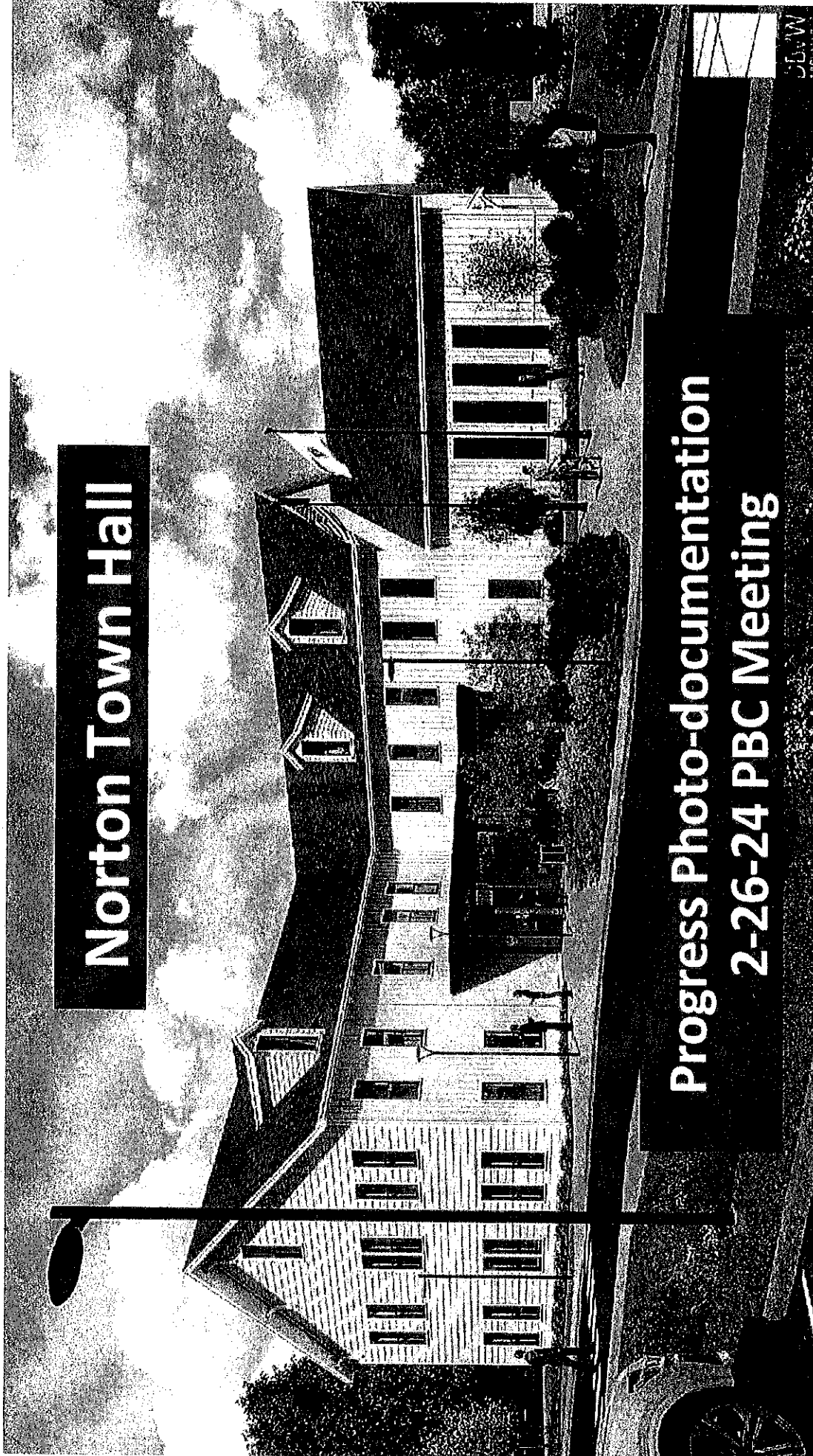
Progress since last PBC meeting on 1/22/24:

- Wood framing punchlist ongoing
- Metal interior wall framing ongoing
- Door frames started on 1st floor
- Vaults installation started
- Spray foam and batt insulation started
- Sheetrock fire ceiling started
- Windows and AVB completed
- Roof underlayment completed and shingles 80%
- TPO roof membrane installed on main entry roof
- Siding and trim continued
- Fire protection, plumbing, HVAC, and electrical rough-ins continued
- Septic field installation on hold due to weather
- Transformer wiring installed by National Grid
- Temp heating ongoing
- MOCC is approx. 32% complete through January 2024



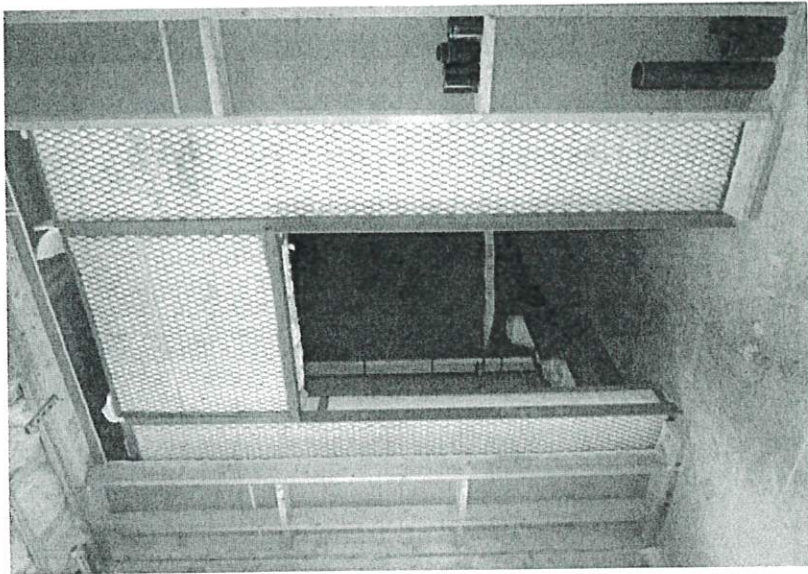
TOWN HALL CONSTRUCTION PROGRESS

Construction Progress Photo-documentation – 2/26/24

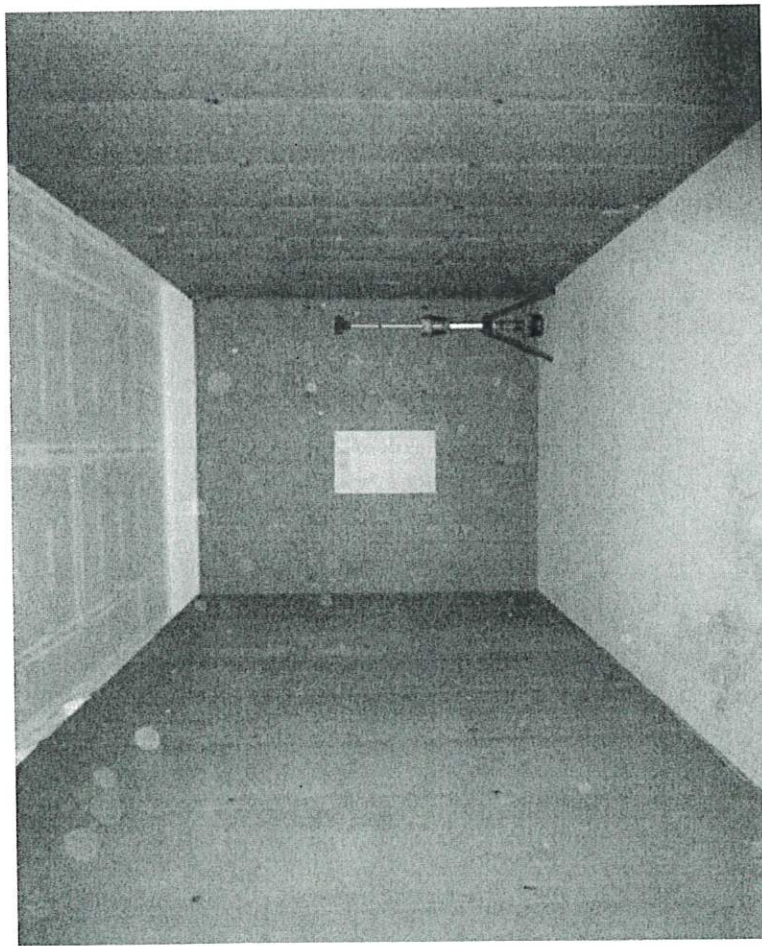


Norton Town Hall

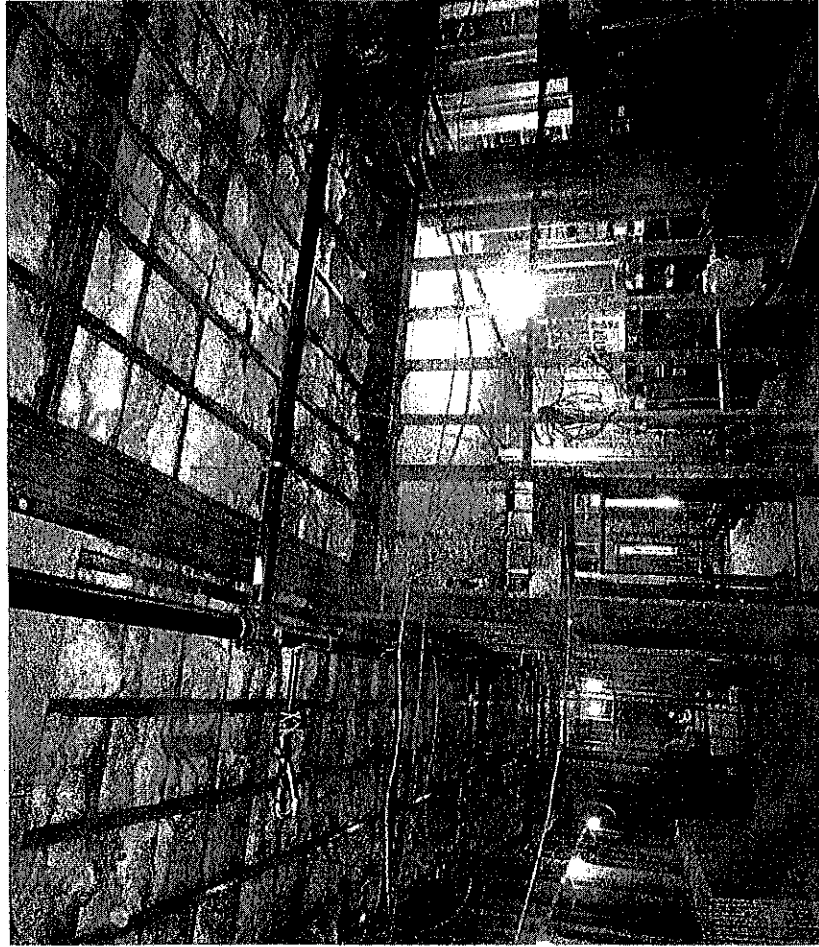
Progress Photo-documentation
2-26-24 PBC Meeting



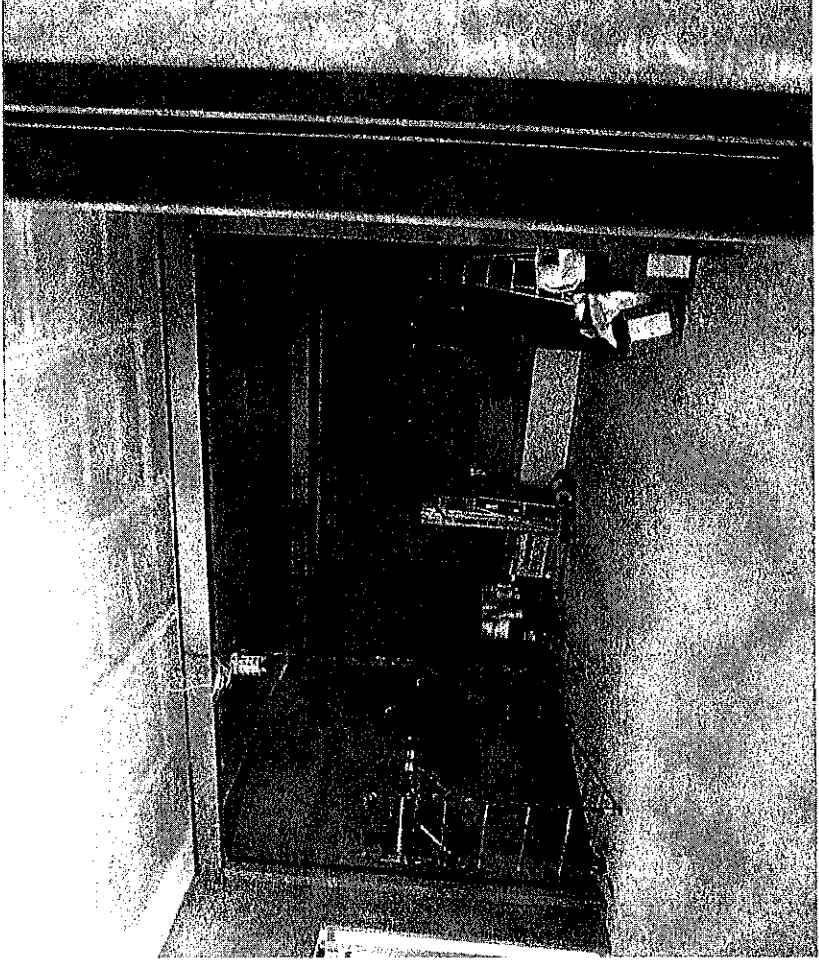
2/16/24 – Clerk's vault door from corridor



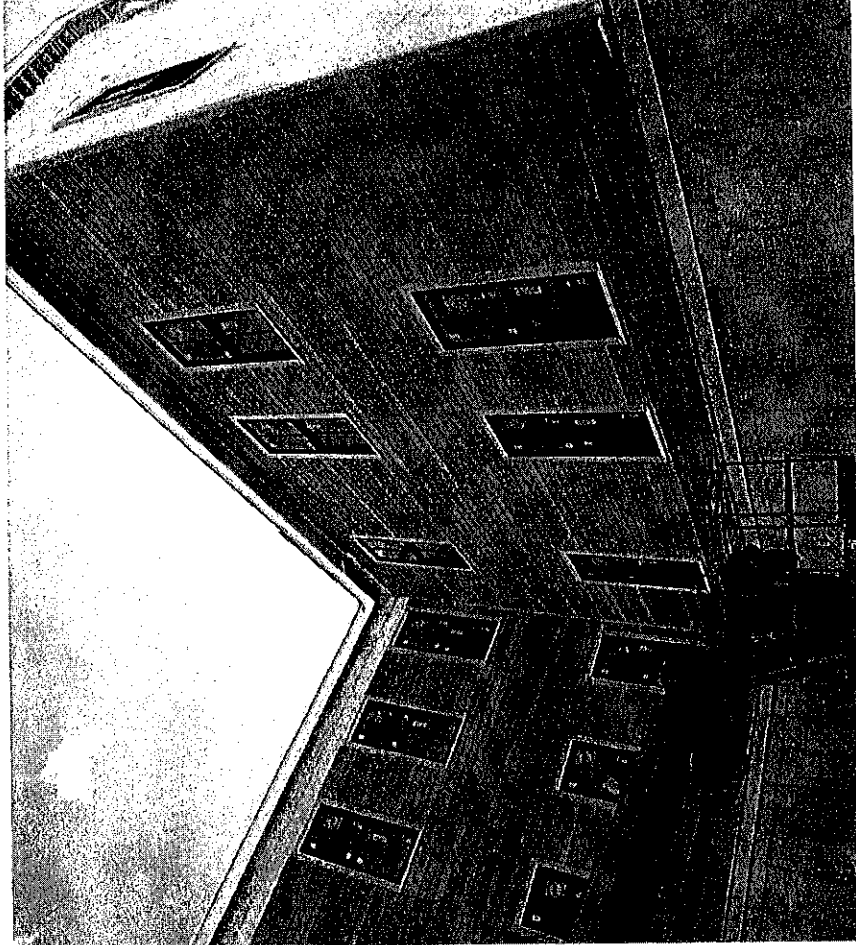
2/16/24 – Interior of Clerk's 6-hour rated vault



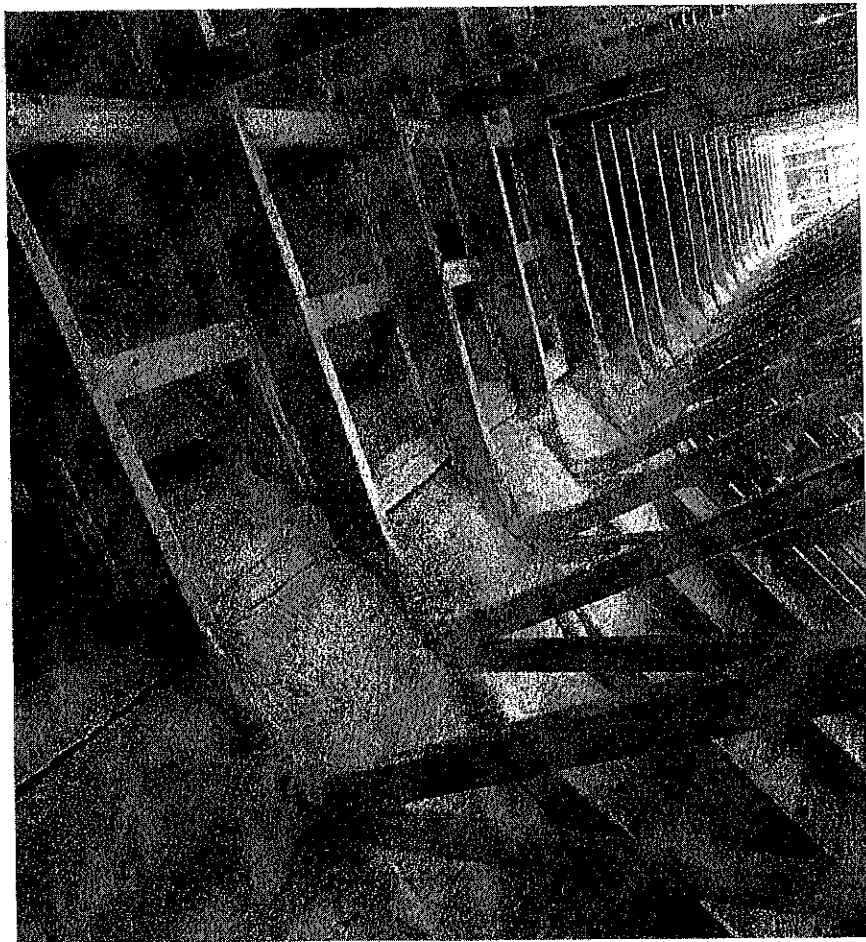
2/16/24 - 1st floor ceiling installation of insulation



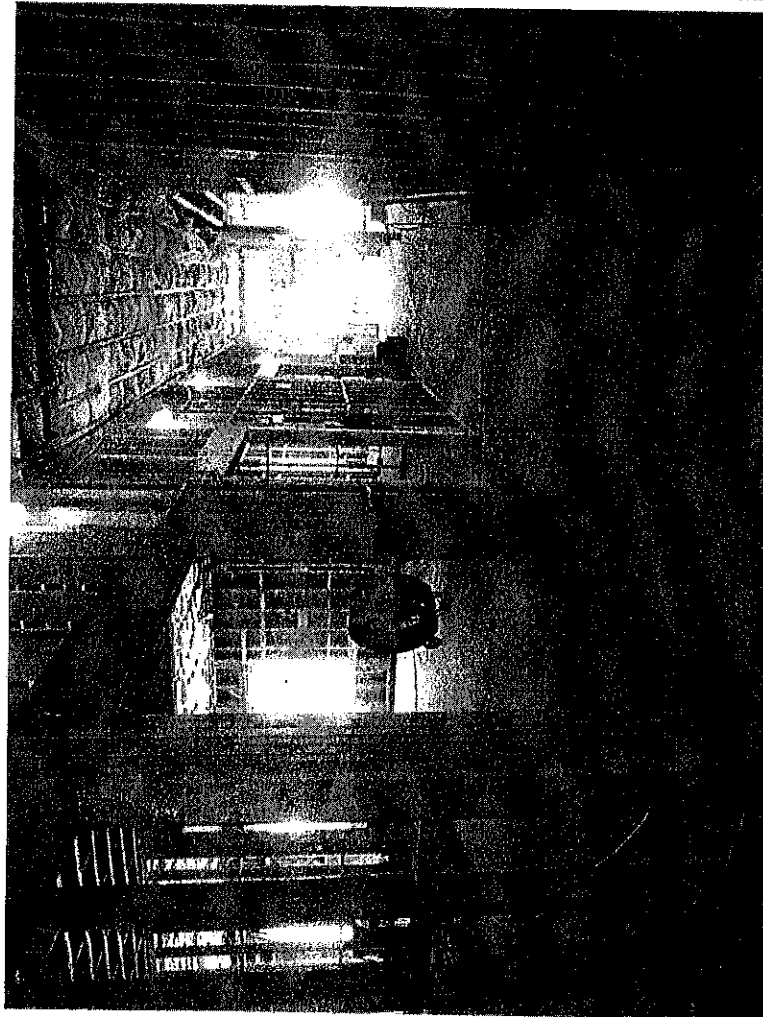
2/16/24 - Treasurer/Main vault



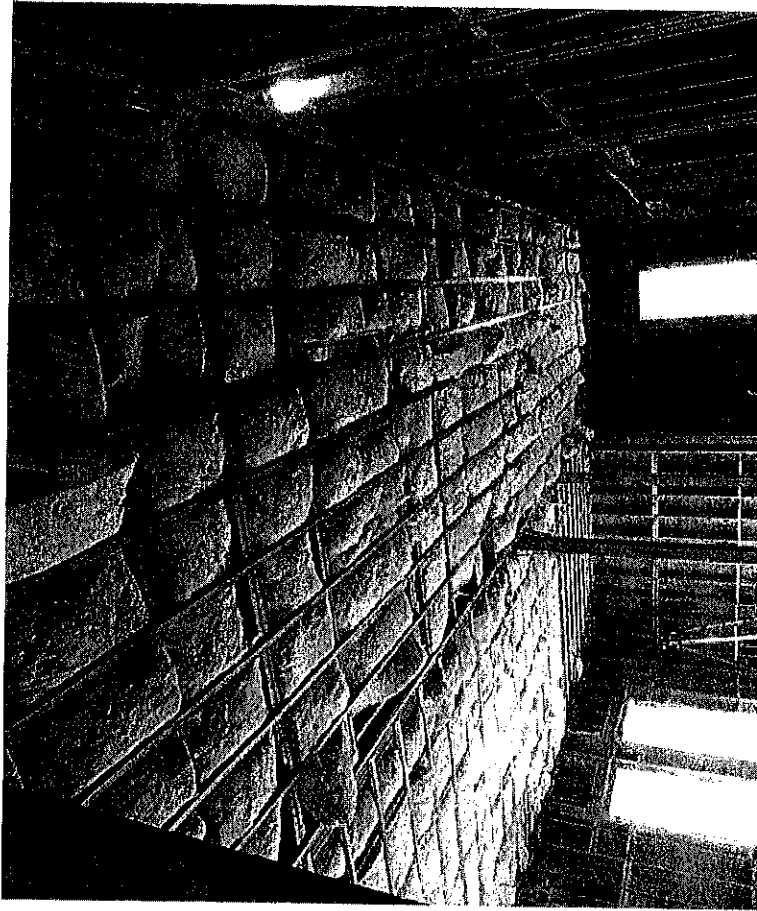
2/16/24 — Siding at north elevation



2/16/24 — Spray foam insulation at roof deck



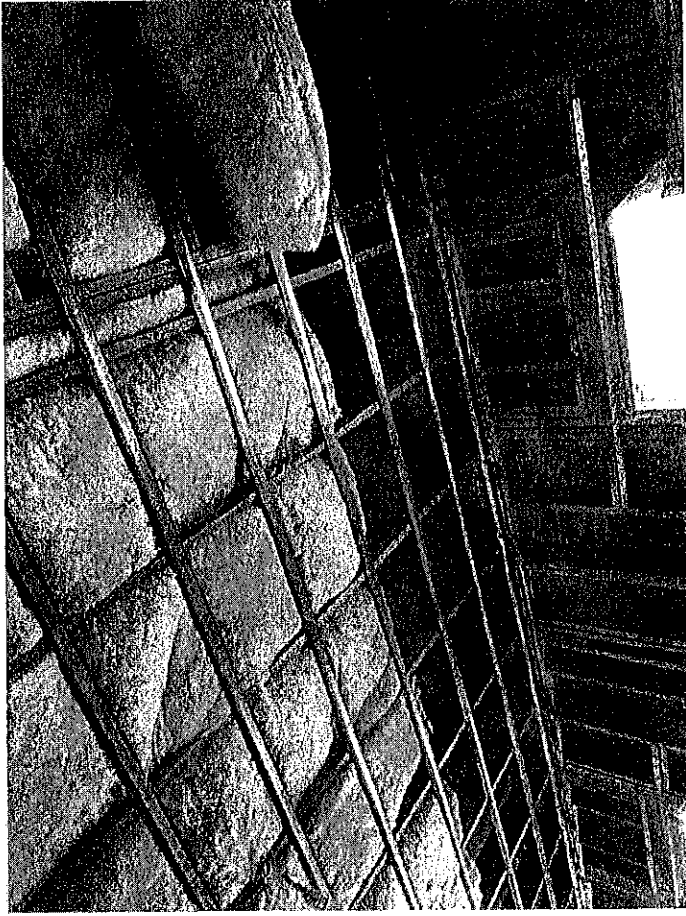
2/20/24 - 2nd floor framing at corridor



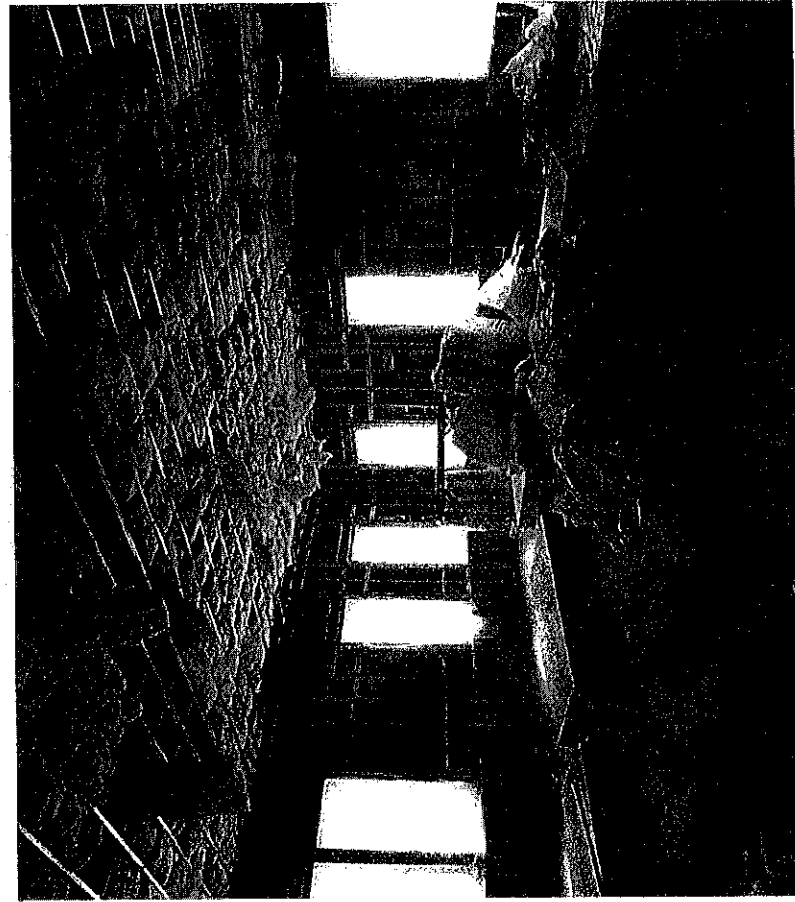
2/20/24 - Insulation in ceiling on 2nd floor



2/20/22 - Spray foam insulation at roof eaves



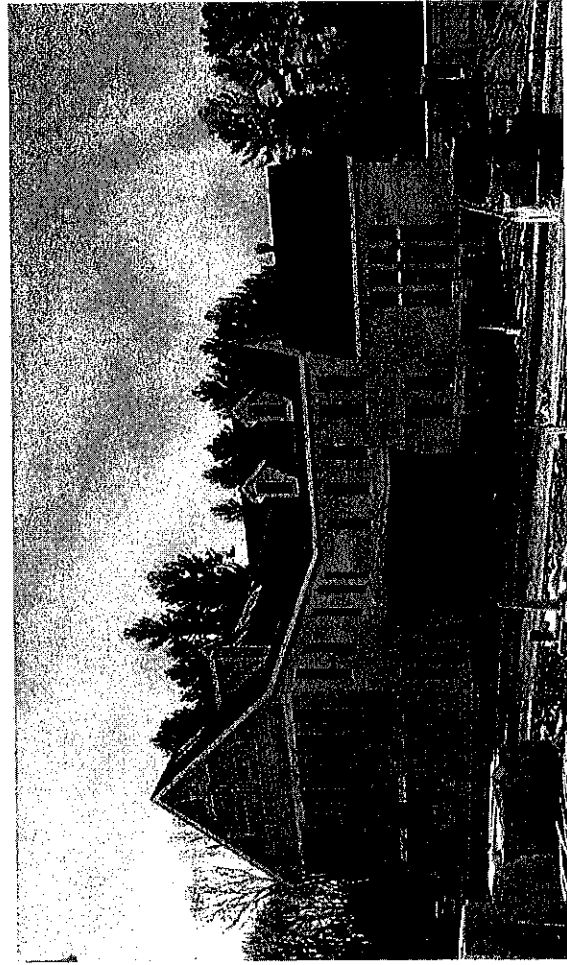
1/9/24 - Spray foam and batt insulation 2nd floor



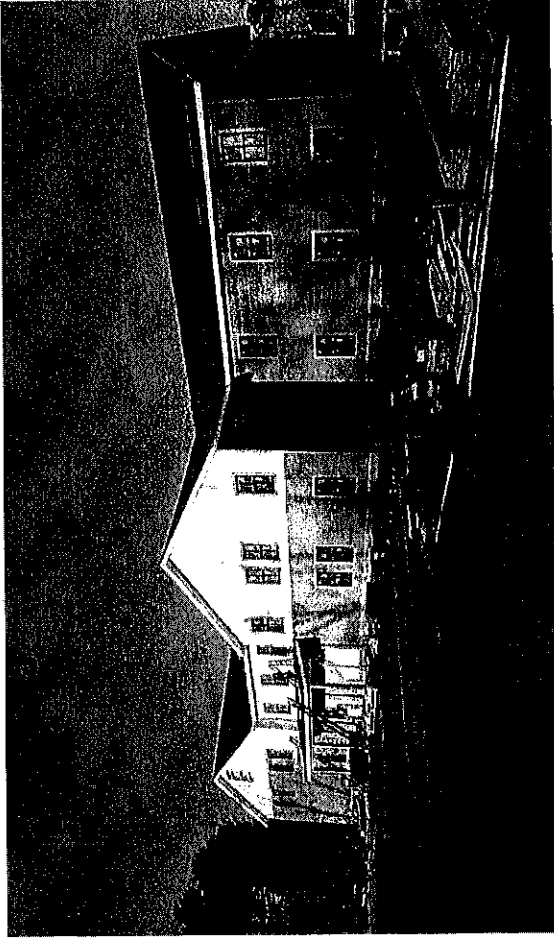
2/20/24 - Progress on 2nd floor



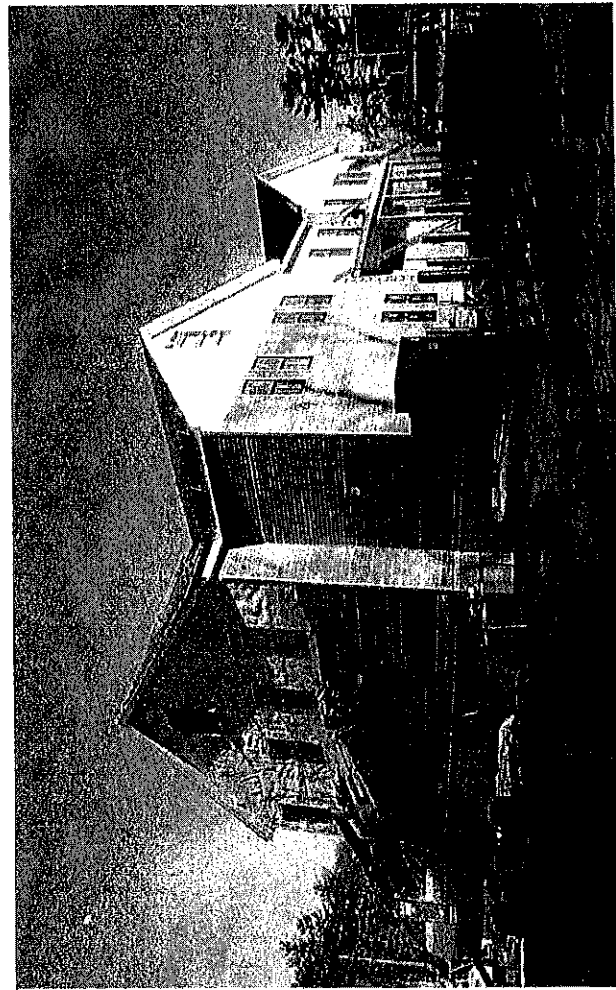
2/20/24 - Installation of spray foam at underside of roof



2/20/24 – View of front elevation

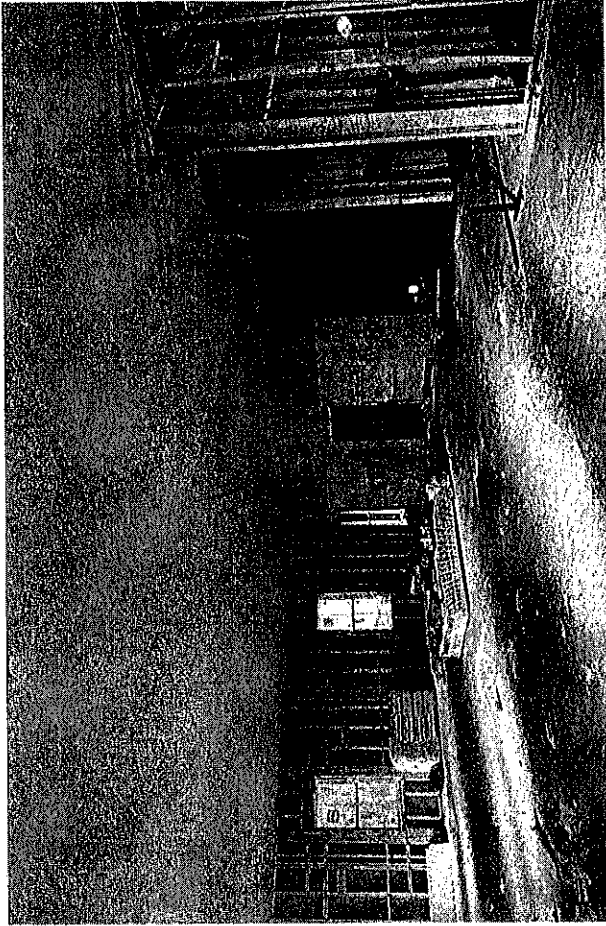


2/20/24 – View of west elevation



SOUTHWEST

2/20/24 - Front elevation



2/22/24 - Installation of sheetrock fire barrier between 1st and 2nd floor.



TOWN HALL CONSTRUCTION PROGRESS

Schedule look-ahead:

- Continue interior wall metal framing
- Complete vaults installation
- Continue with spray and batt insulation
- Continue with sheetrock fire ceiling
- Continue Fire Protection, Plumbing, HVAC, and Electrical rough-ins
- Complete roof shingles
- Continue with siding and trim
- Continue septic system



TOWN HALL – OTHER ISSUES

Other issues:

- **Furniture, Fixtures & Equipment**
 - Furniture pricing received from WB Mason and is under review with Owner furniture selection team
- **Schedule**
 - MOCC is on schedule per current schedule update.



SENIOR CENTER - PROPOSED CHANGE ORDERS UPDATE

Change Orders

New Change Order #6 - \$31,207.67

- PCO #21R – Fiber optic and coax revisions - \$8,047.60
- PCO #29 – Added EV charging stations - \$22,303.20
- PCO #30 – Vectorization of Town seal - \$856.88



TOWN HALL - CHANGE ORDERS

Change Order Summary

- 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 - \$34,112.29
- Change Order #6 - \$31,207.68

Total COs to date = \$126,863.05

Potential Change Orders submitted - \$3,676

Potential Change Order unsubmitted - \$1,000.00 est

Construction contingency carried = \$849,640.00

Construction Contingency Remaining = \$718,100.95 (worst case)