



MINUTES

TOWN OF NORTON

RECEIVED
NORTON TOWN CLERK

2024 MAY 7 PM 9:24
Town Clerk Date/Time Stamp

Board/ Committee: **Permanent Building Committee**

Meeting Date: **March 25, 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), Ed Cifune (DBVW), Bob Peixoto (DBVW)**

Public: **J. Brisco, R. Kimball**

Meeting called to order at: **6:00 PM** and adjourned at: **7:15 PM**

Meeting Motions / Actions and Summary of Discussions:

A. Meeting Minutes

Committee approved the February 26, 2024 meeting minutes.

B. Mail / Correspondence

J. Slattery (Chair) indicated the Committee received notice of Town Meeting on May 13, 2024, at the Norton High School.

C. Chair Report

J. Slattery noted that Robert Kimball submitted his name to the Select Board and School Department to fill the vacant seat on the Committee. The Select Board approved his appointment and is now waiting for the School Department to confirm his appointment.

J. Slattery indicated Robert Medeiros's name for the Community Center and Town Hall plaques was confirmed and provided to DBVW.

J. Slattery noted the rubber bricks for the Community Center patio will be engraved by the COA after their installation, meaning the spare bricks provided by the project will be engraved and then switched out in the patio as donations are made and the bricks engraved. This will prevent bricks being removed from the patio creating void(s) while the bricks are being engraved. DBVW indicated that approximately 27 spare bricks will be provided as part of the project.

J. Slattery noted that the President of New England Ice Cream toured the new Senior & Community Center and offered to donate the required freezers. The COA noted there is no update on this potential

donation. J. Slattery also noted that Yale Electric also expressed their interest in donating appliances to the Community Center's commercial kitchen. J. Slattery noted that Seaver has already ordered the required appliances, but the Food Pantry (within the Community Center) will need refrigerators and freezers. J. Slattery suggested that New England Ice Cream and/or Yale Electric could possibly donate appliances to the Food Pantry.

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 Verizon has not provided a date for the installation of their utility pole and that NGrid is still waiting for the transformer.

S. Kirby noted that Seaver Construction is approximately 65% complete and their project schedule is still showing Substantial Completion by April 21, 2024 and Final Completion by May 21, 2024, however the schedule does not reflect actual activity completion dates and is not accurate. Seaver provided a response today, one month after DVBW's February 20, 2024 letter requesting a Recovery Schedule from Seaver and acceleration of the project. Within the month from when DBVW's letter was sent, Seaver has not provide any additional manpower or worked to accelerate their progress. S. Kirby also noted that Seaver was allowed to commence the project one month early. Vertex will respond to Seaver stating they will not waive the Town's rights and will request Seaver provide additional manpower, overtime, etc. in order to accelerate the project.

S. Kirby noted that Seaver implied they were delayed by the lack of permanent power to the site, however the building is not even close to being ready to receive permanent power. S. Kirby noted that everyone needs to continue to push NGrid and Verizon to complete their work so that permanent power and communication is ready when needed by Seaver.

Change Orders:

S. Kirby noted Chage Orders #1 to #4 were issued in the amount of \$164,888.03, a PCO is under review for \$155,457.10, and future PCOs of approximately \$100,000 is estimated for budgeting. The remaining construction contingency is \$682,188.87 (worst case if all outstanding PCOs are approved).

E. Town Hall Project

S. Kirby (OPM) provided an update on the Town Hall project (see attached). DVBW noted that two "white" color samples were painted on the side of the new Town Hall and that the white sample on the left in the photo titled "3/19/24 View of Siding Color Mock-Up" (attached) was selected. The black sample color is for the main entrance only.

J. Slattery noted that a representative from Pella was on-site checking the installed windows as several had issues opening smoothly.

FF&E Subcommittee

Two options were presented to the FF&E Subcommittee:

Option 1	\$514,348.60	Includes the reuse of existing file cabinets and lateral files
Option 2	\$595,045.15	Includes all new furniture

The budget for the Town Hall FF&E was estimated at \$468,000.

S. Hornsby noted that the existing file cabinets and lateral files are 20-30 years old and would support going with Option 2. General consensus was to support Option 2 but the Committee will defer to the recommendation of the FF&E Subcommittee.

IT Network

S. Kirby noted that the Town had requested some back-up information on the IT costs, which will be forthcoming.

Schedule

S. Kirby noted that MOCC is projecting a 3-week delay in the schedule due to the wet building conditions and remediation, however, the inferred time extension by MOCC was rejected by Vertex.

F. Other Business

1. B. Brisco inquired if a tour of the Senior & Community Center could be arranged for the Committee and members of the COA. S. Kirby noted it is still an active construction site, but a tour could be arranged for the end of April 2024.
2. Inquiry was made if the Town Hall project included the demolition of the old Town Hall. R. Kimball noted that the Town was told the project would include the demolition due to the poor condition of the building. DBVW noted that at the Schematic Design phase the estimate to the demolish the old Town Hall was \$895,000 and that the overall estimate of the project was over budget. Several items were removed from the project to bring the projected cost of the project in line with the Town's appropriation. J. Slattery noted that the decision to remove the demolition of the old Town Hall from the project was discussed at the Committee's meetings and that some of the Committee's liaisons from the Select Board, Finance Committee and School Department were not always present during those discussions. Concern was raised that the project is only 40% complete and that some of the remaining construction contingency (approx. \$523,000) may be required for additional changes to the project. However, even if the remaining contingency was available, it would not be sufficient to cover the cost to demolish the old Town Hall.

DBVW noted that the project does include the demolition of the Food Pantry, minor rehabilitation of the building and expanded parking for the new Town Hall. S. Ollerhead noted that the projected "savings" from the more efficient Town Hall would not be realized if the Town had to also continue to maintain (water, heat, air conditioning, etc.) the old Town Hall.

Vertex has asked DBVW to prepare an estimate of the required design costs to demolish the old Town Hall and has confirm with the State's Attorney General's office that, as a rule of thumb, any one change order should not be more than 20% of the project cost (approximately \$3 million). The estimate to demolish the old Town Hall would need to include its own construction contingencies to cover unforeseen circumstances (hazardous materials, utilities, etc.) plus design costs.

Committee suggested that DBVW prepare their estimates and that perhaps the Town could look to see if the remaining construction contingencies from both projects (Community Center and Town Hall) could be combined and used to demolish the old Town Hall.

<u>Next Meeting(s)</u>	<u>Time</u>	<u>Location</u>
March 26, 2024	3:30 PM	New Town Hall (walk through)
April 29, 2024	6:00 PM	Council on Aging

Minutes respectfully submitted by:

Mark Gershman, PBC Clerk

Signed by Chairperson:

James M. Stally

Minutes Approved by Committee on:

April 29, 2024



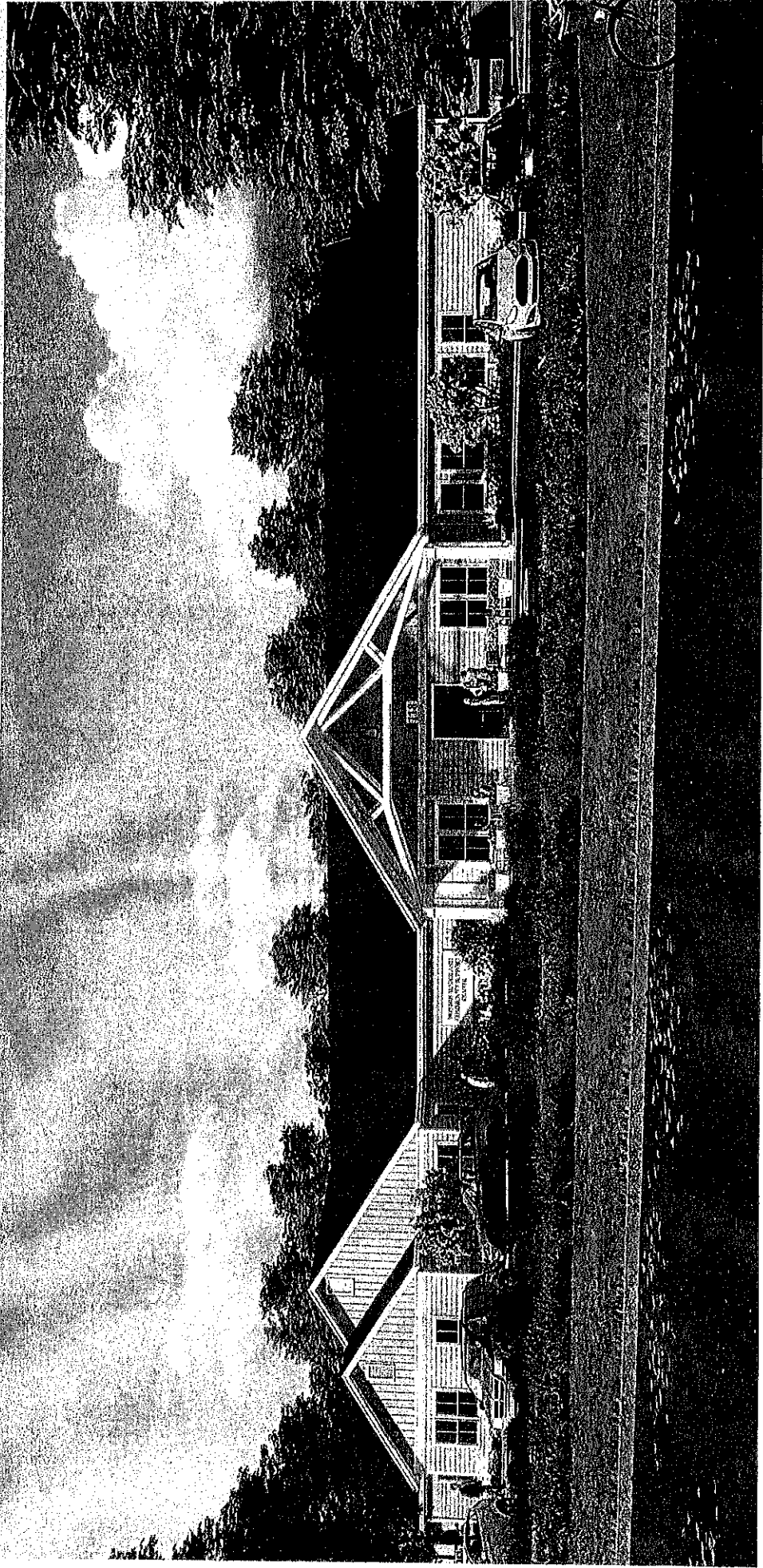
**Town of Norton
Senior/Community Support Center
and Town Hall Projects
Permanent Building Committee Meeting**

In-person and Zoom

March 25, 2023

VERITY

SENIOR / COMMUNITY SUPPORT CENTER





SENIOR CENTER CONSTRUCTION PROGRESS – SEAWER CONSTRUCTION

Progress since last PBC meeting on 2/26/24:

- Siding complete
- Gutter installed
- Continued Plumbing, HVAC, Fire Protection and Electrical rough-ins
- Sheetrock and taping ongoing
- Prime painting started
- Acoustical ceiling grid started
- Toilet room ceramic tile started
- Started door frame installation
- Started gravel base for parking lot
- Condenser pad/staff entry concrete pad/sidewalk and dumpster pad installed
- Continued septic structures and piping. Septic pump testing ongoing.
- NG poles installed. Extended power ductbank to pole. Waiting for transformer.
- Seaver is approx. 65% complete through February 2024
- VZ pole not installed



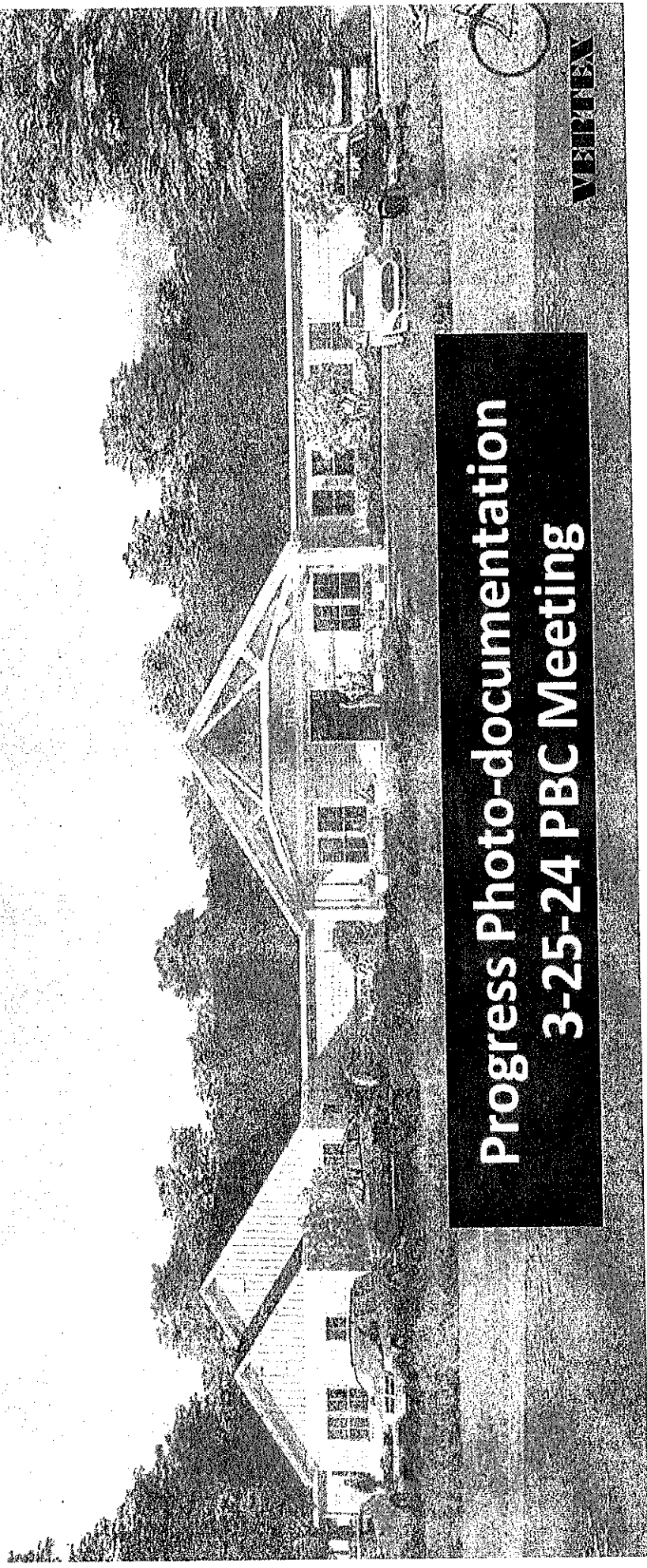
SENIOR CENTER CONSTRUCTION PROGRESS

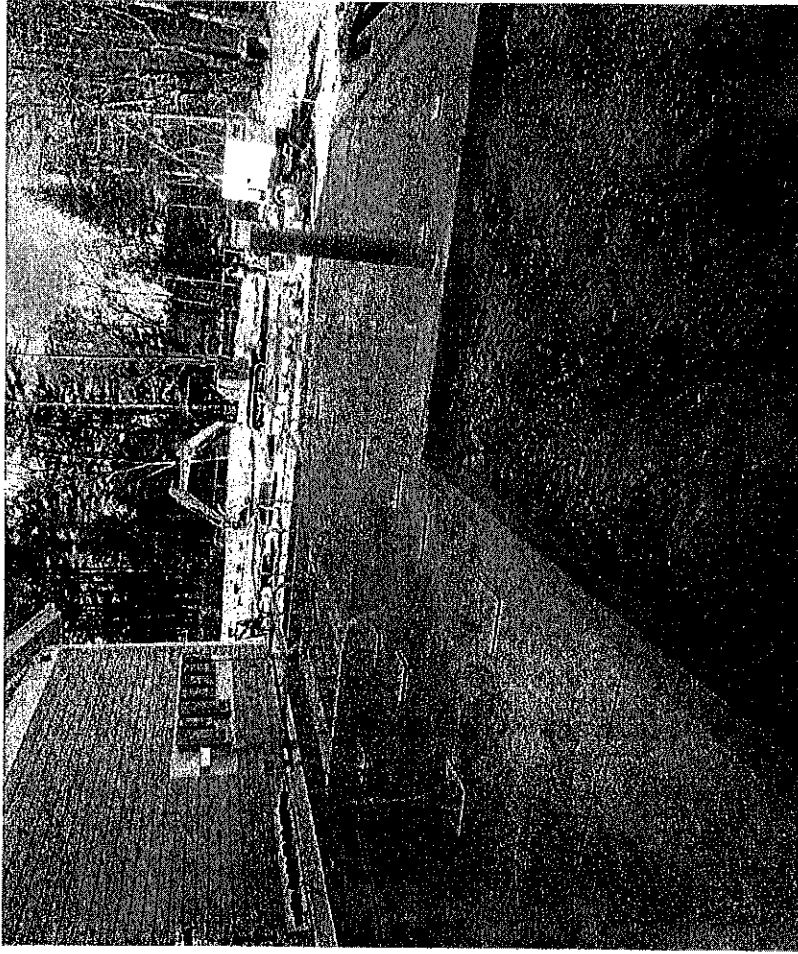
Construction Progress Photo-documentation – 3/25/24

Norton Senior/Community Center

Progress Photo-documentation
3-25-24 PBC Meeting

VERTEN

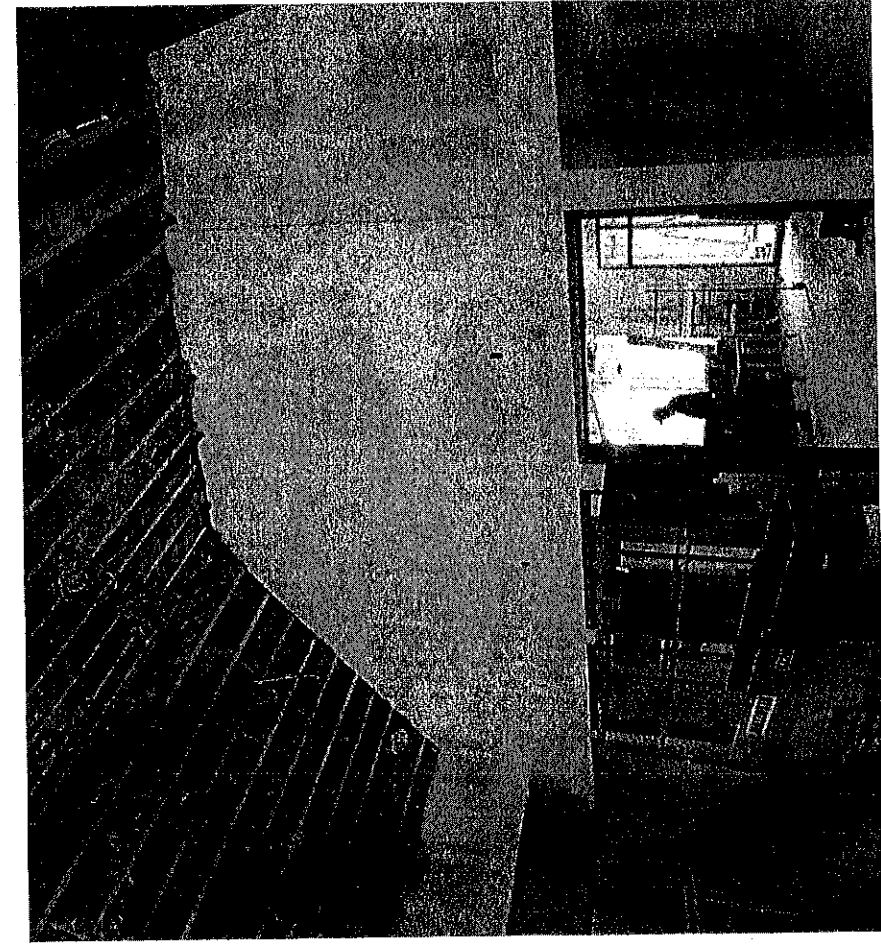




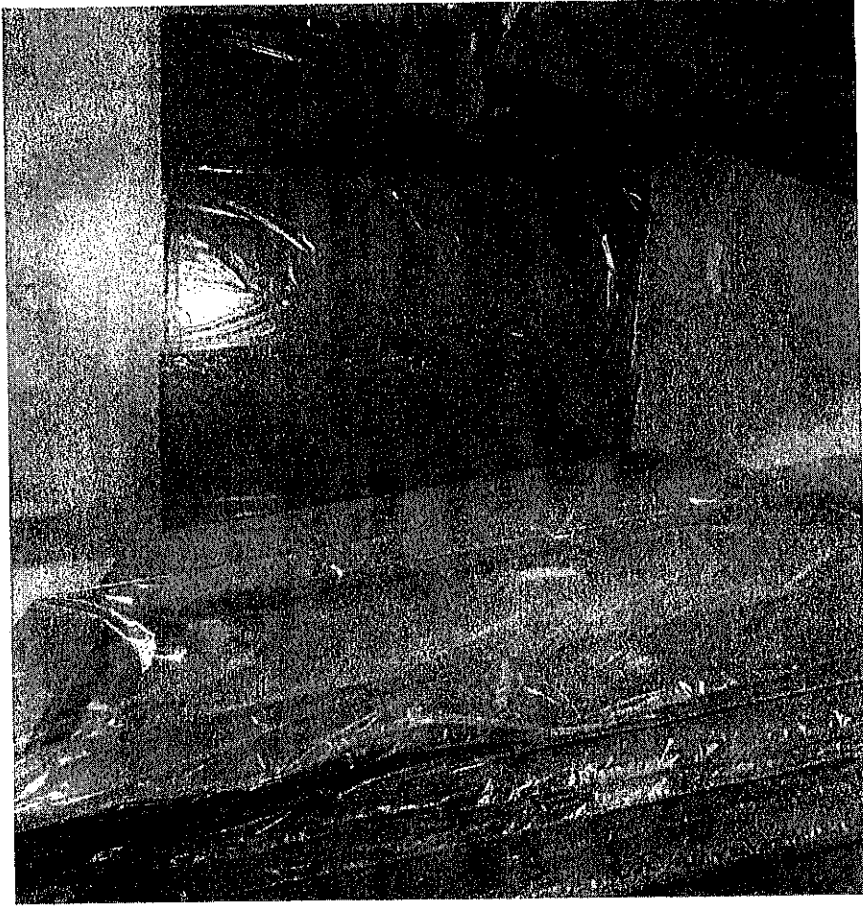
3/19/24 — Staff/service entry pad for condenser units



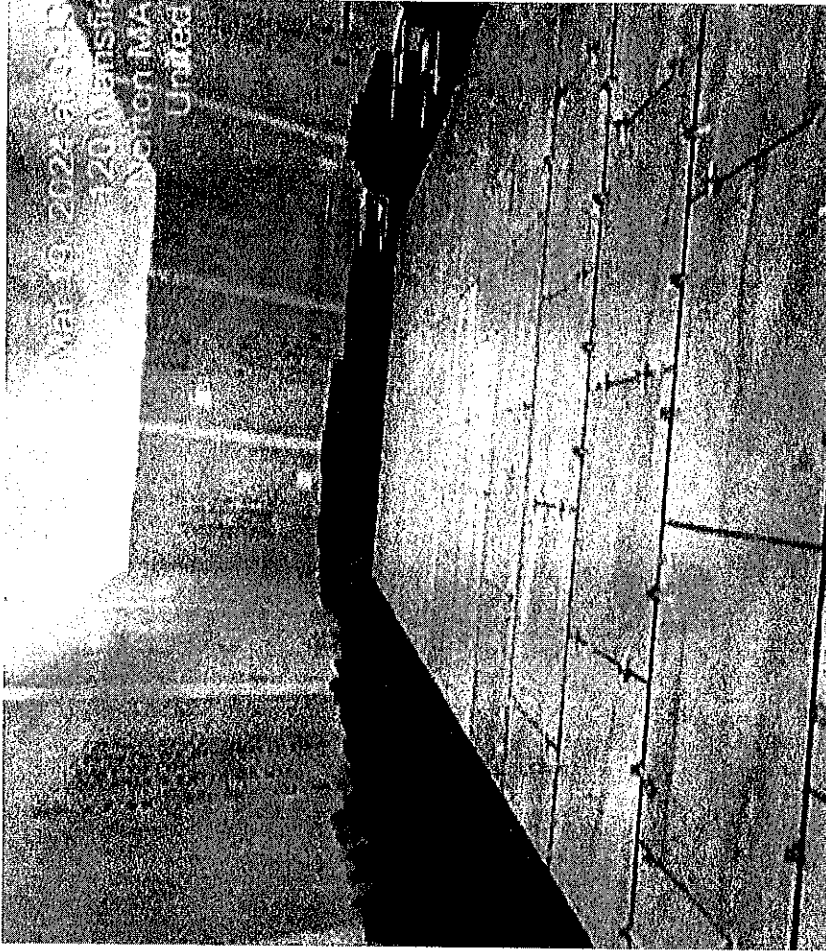
3/19/24 — Base gravel for asphalt at south parking lot



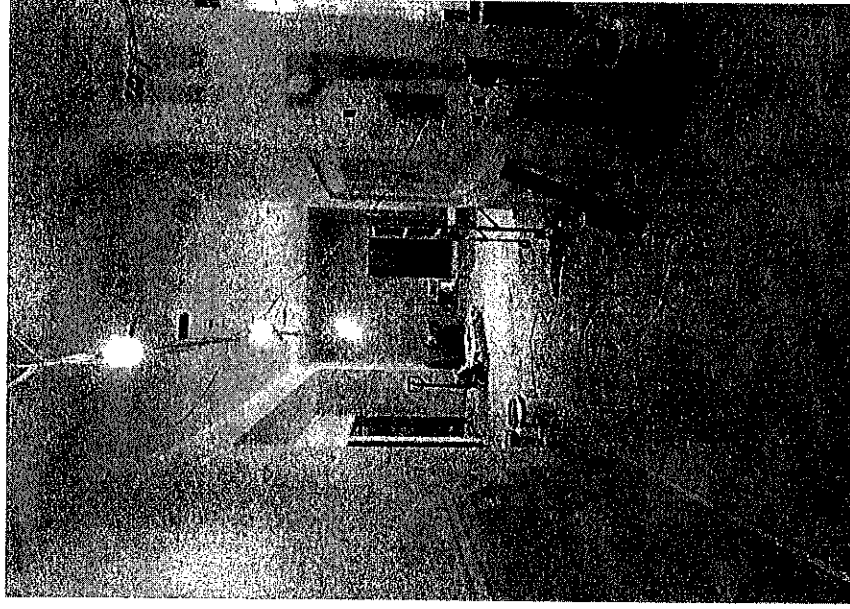
3/19/24 - Multipurpose room facing lobby



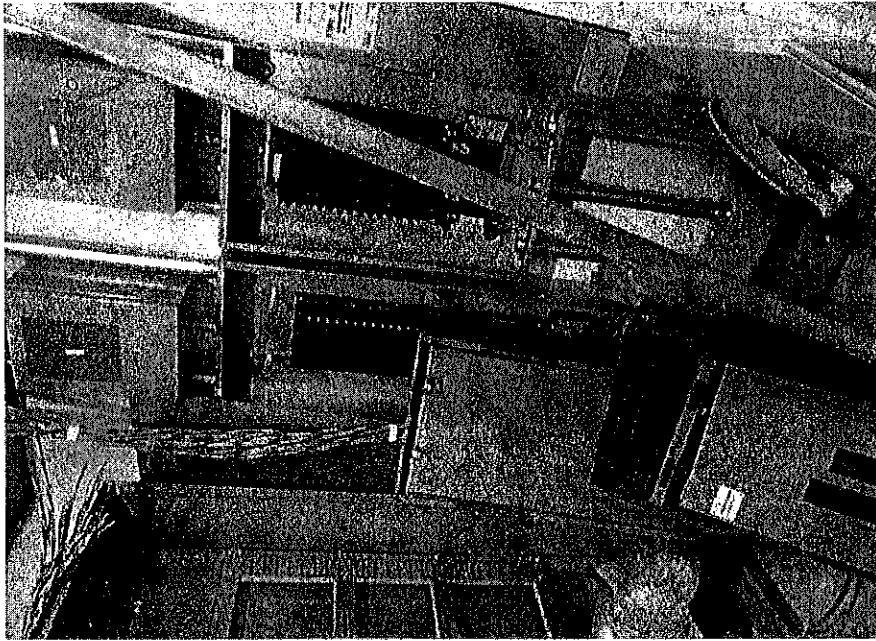
3/19/24 - Wood doors ready for installation



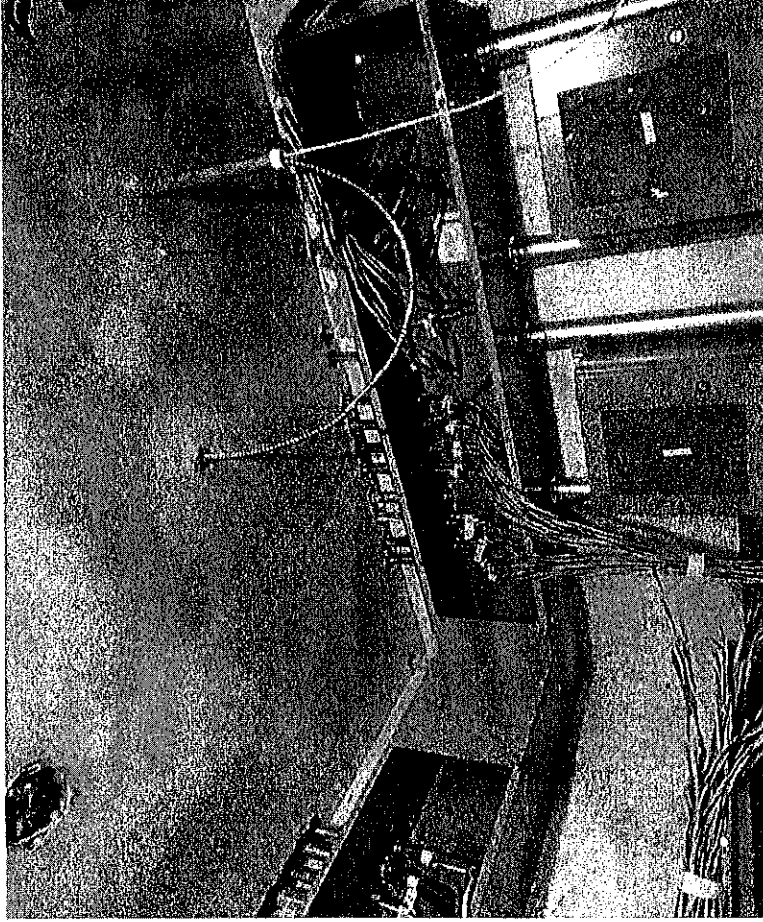
3/19/24 - Floor tile in toilet room



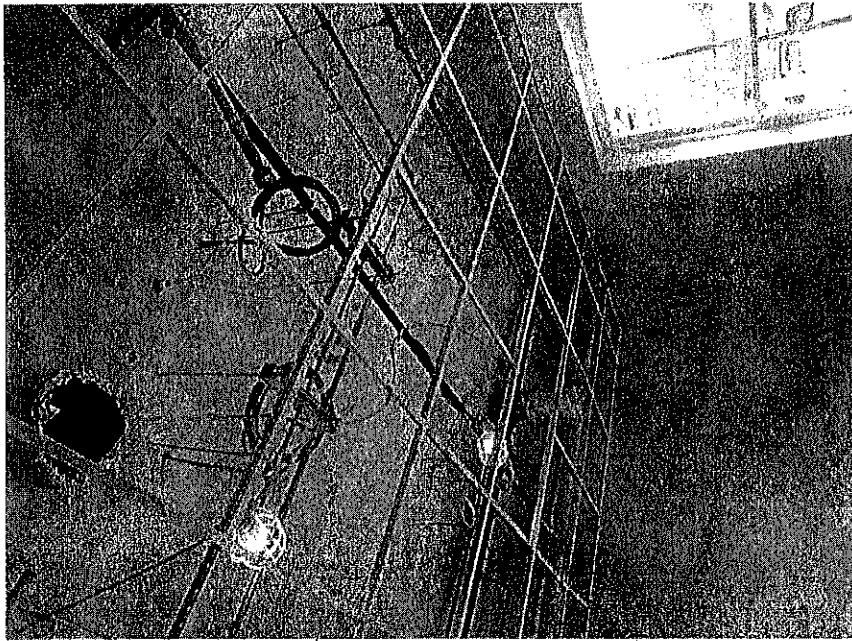
3/19/24 - Corridor facing north toward lobby



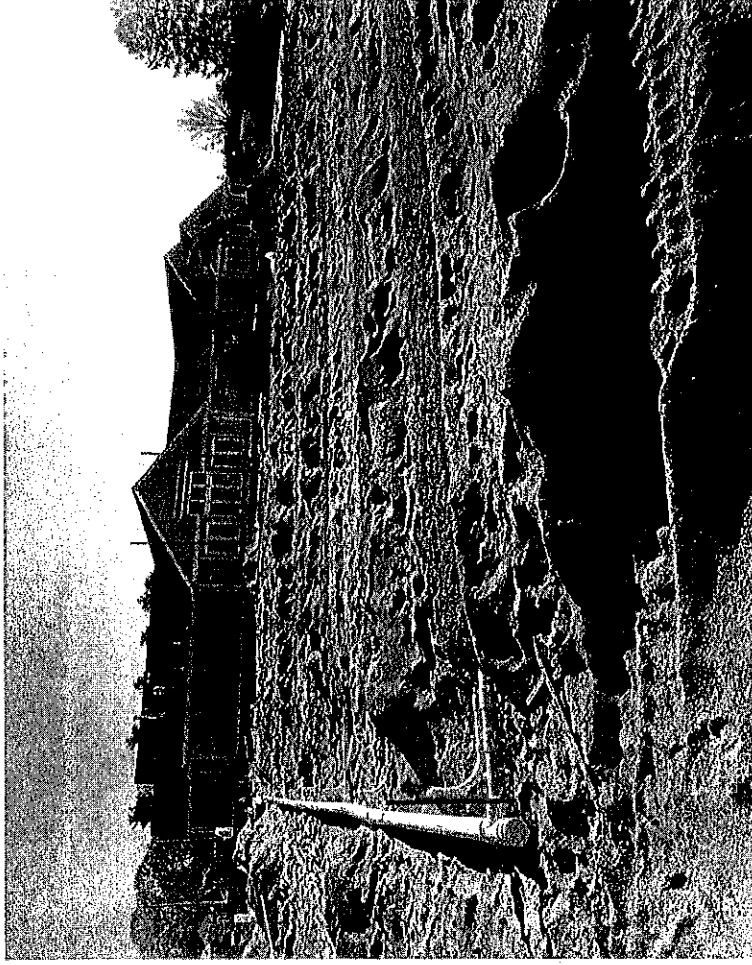
3/19/24 - Electric room switchgear



3/19/24 - Electric room switchgear and trough



3/19/24 – Installation of ceiling grid
in office suite



3/12/24 – Septic system field installation



SENIOR CENTER CONSTRUCTION PROGRESS

Schedule look-ahead:

- Complete exterior sealants
- Start exterior painting
- Install downspouts
- Start MEPFP finishes
- Complete electrical switchgear and coordinate with NG for permanent power
- Complete sheetrock and taping
- Continue interior paint
- Continue ceramic tile
- Continue ceiling grid
- Install ships ladder
- Pour concrete for front entry walks and rear patio pad.
- Complete septic system
- Grade and spread loam
- Continue UG site utilities: complete site lighting, drainage/basins
- NGrid to set transformer/wiring/permanent power. 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 approx. 65% through February 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. Seaver response received today.
- National Grid and Verizon remain an impact to the schedule for permanent power, startup of equipment, BMS, and activation of internet and cable service.



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

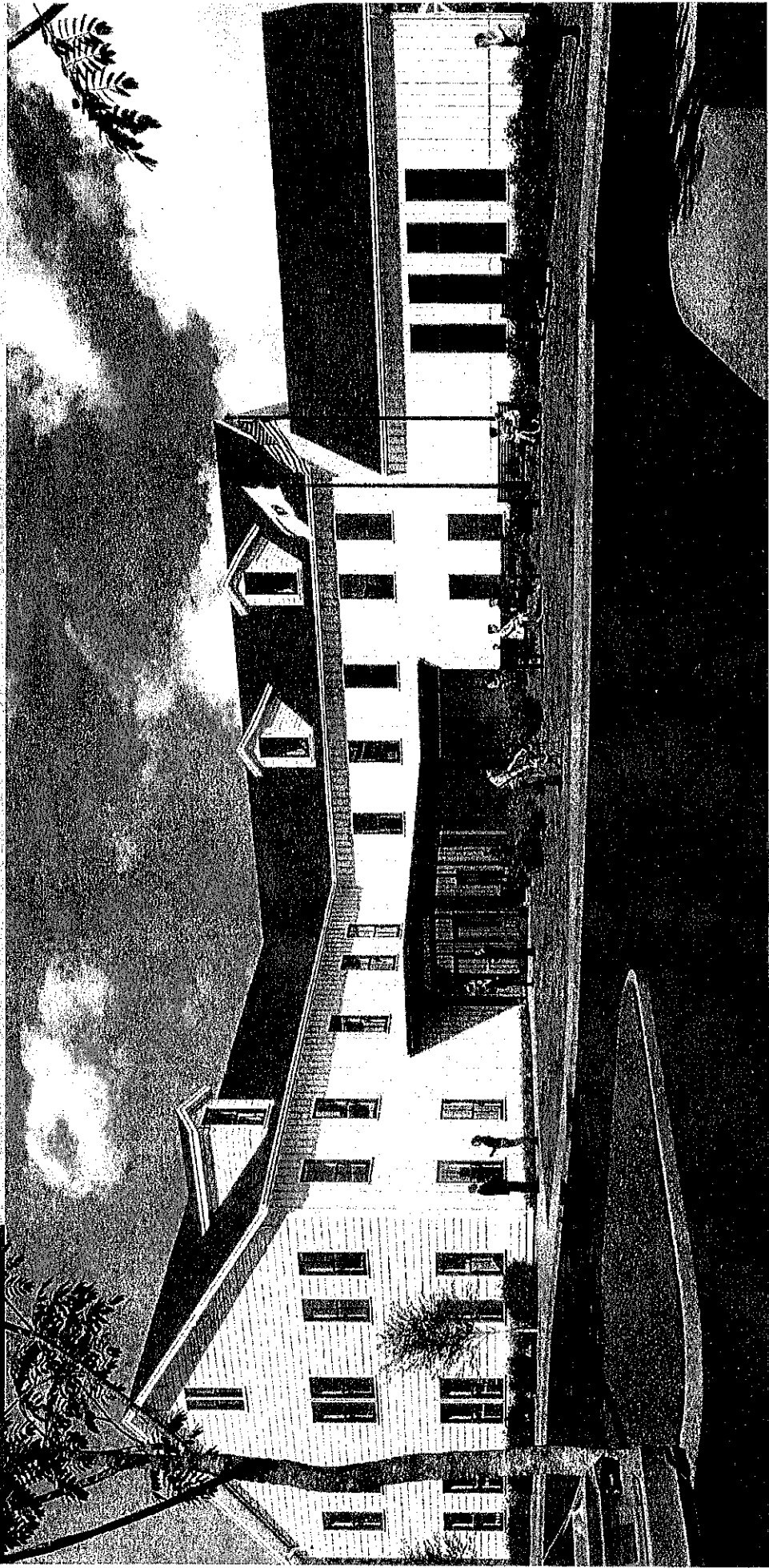
Potential Change Orders submitted - \$155,457.10 under review
Potential Change Order unsubmitted - \$100,000.00 est

Construction contingency = \$1,102,534

Construction Contingency remaining = \$682,188.87

NORTON TOWN HALL

VERTYX





TOWN HALL CONSTRUCTION PROGRESS

Progress since last PBC meeting on 2/26/24:

- Wood framing punchlist ongoing
- Metal interior wall framing ongoing
- Door frames ongoing
- Vaults installation ongoing
- Spray foam insulation of under side of roof complete. Exterior walls started.
- Sheetrock installation ongoing
- Roof shingles complete
- Siding and trim continued
- Fire protection, plumbing, HVAC, and electrical/technology rough-ins continued
- Septic field installation on hold due to weather
- West exterior stair footing installed
- Temp heating ongoing
- MOCC is approx. 40% complete through February 2024 (Req #9)



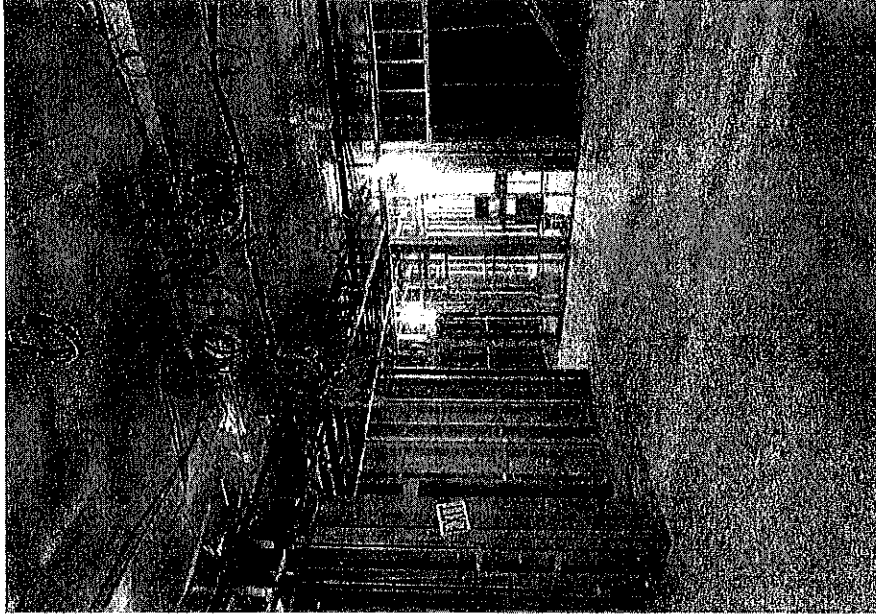
TOWN HALL CONSTRUCTION PROGRESS

Construction Progress Photo-documentation – 3/25/24

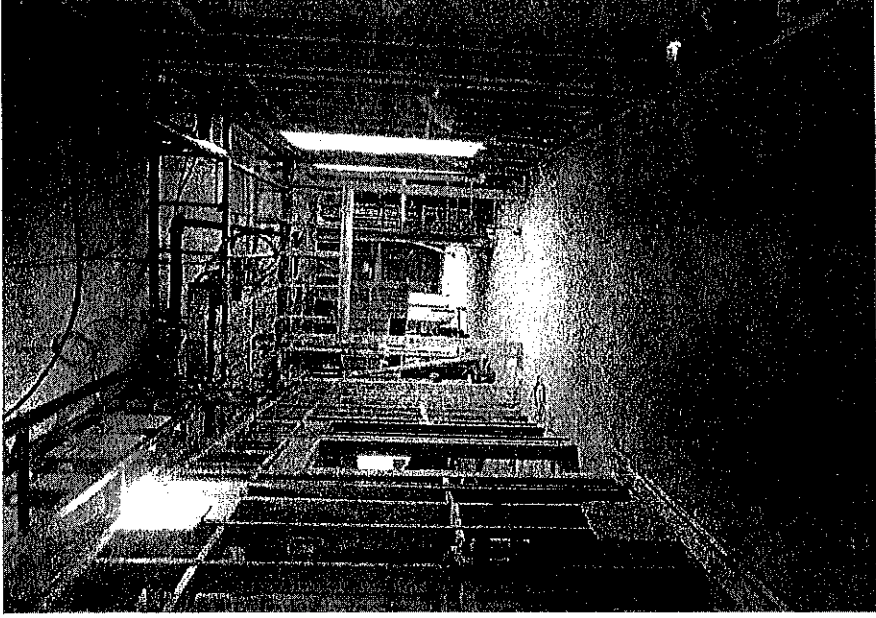
Norton Town Hall

Progress Photo-documentation
3-25-24 PBC Meeting

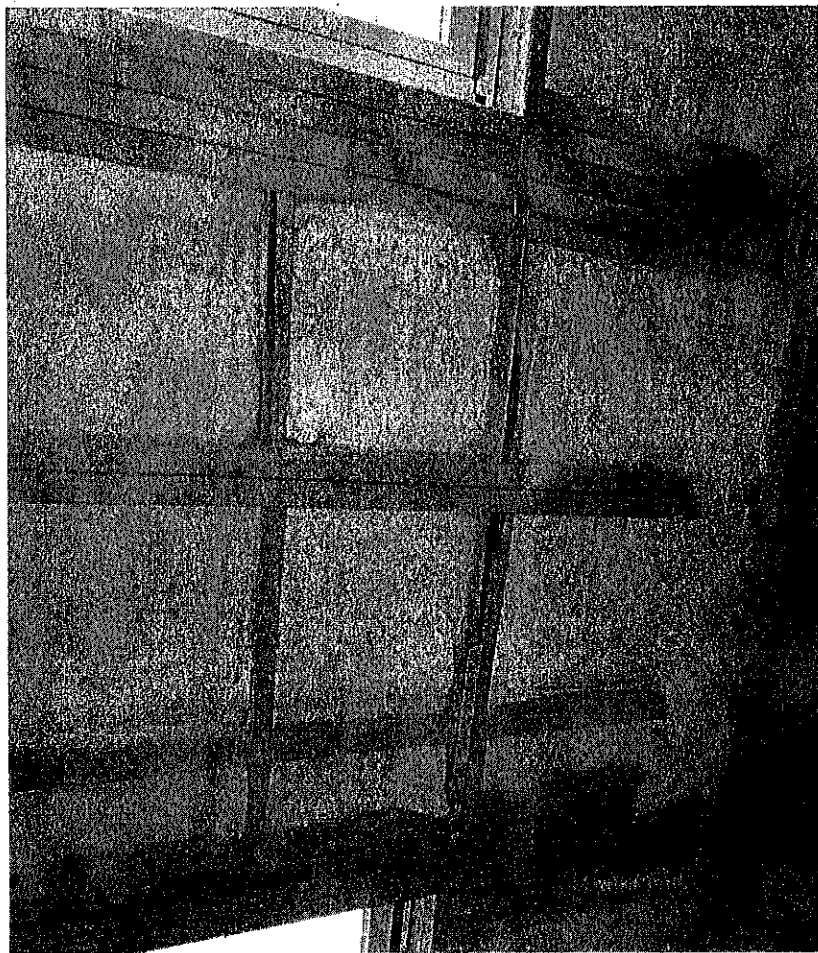
CLAW
RECORDS



3/19/24 - Progress at entry lobby



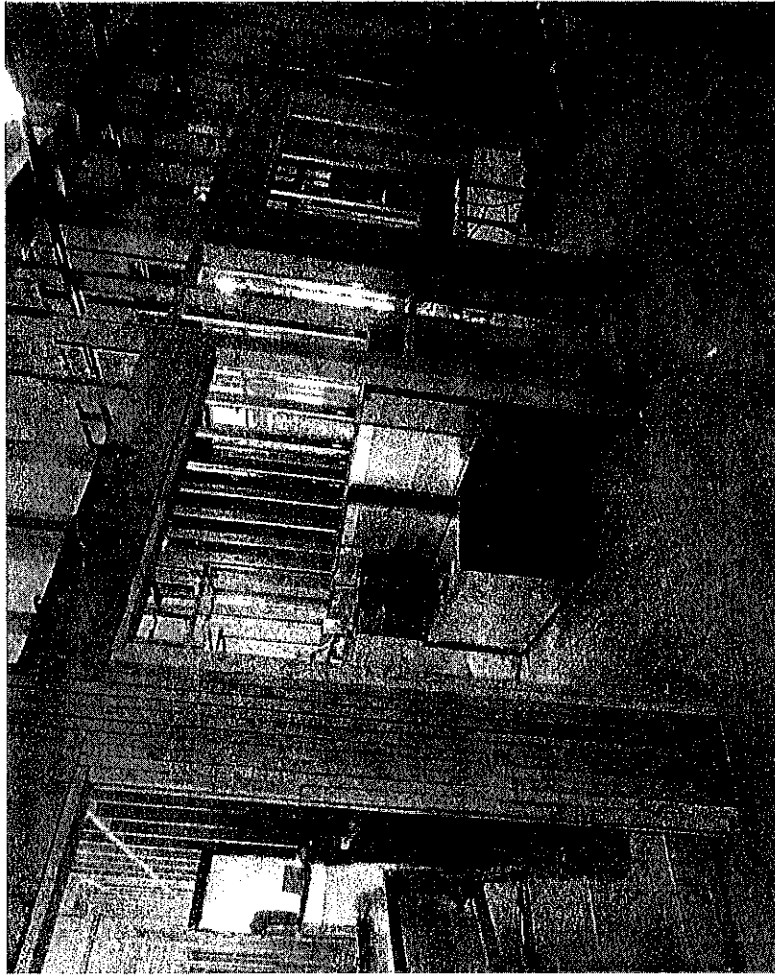
3/19/24 - View of corridor to Select Board room



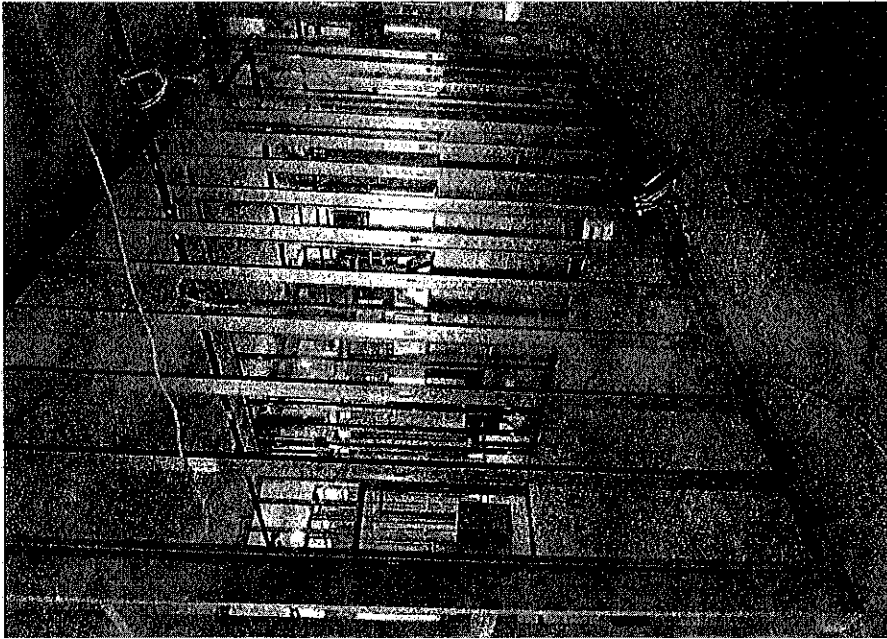
3/19/24 — Installation of spray foam insulation in exterior wall on 1st floor



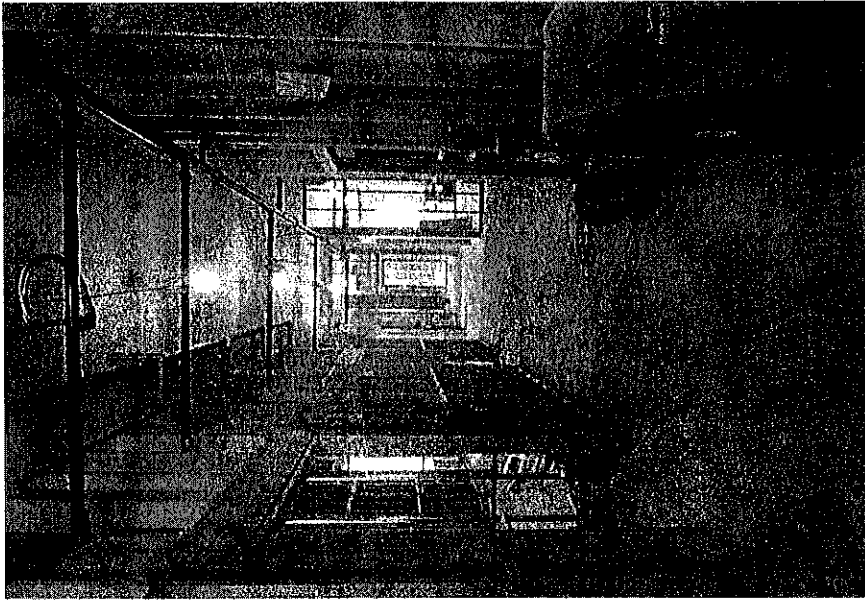
3/19/24 — Utilities above ceiling on 1st floor



3/19/24 - Framing at 2nd floor



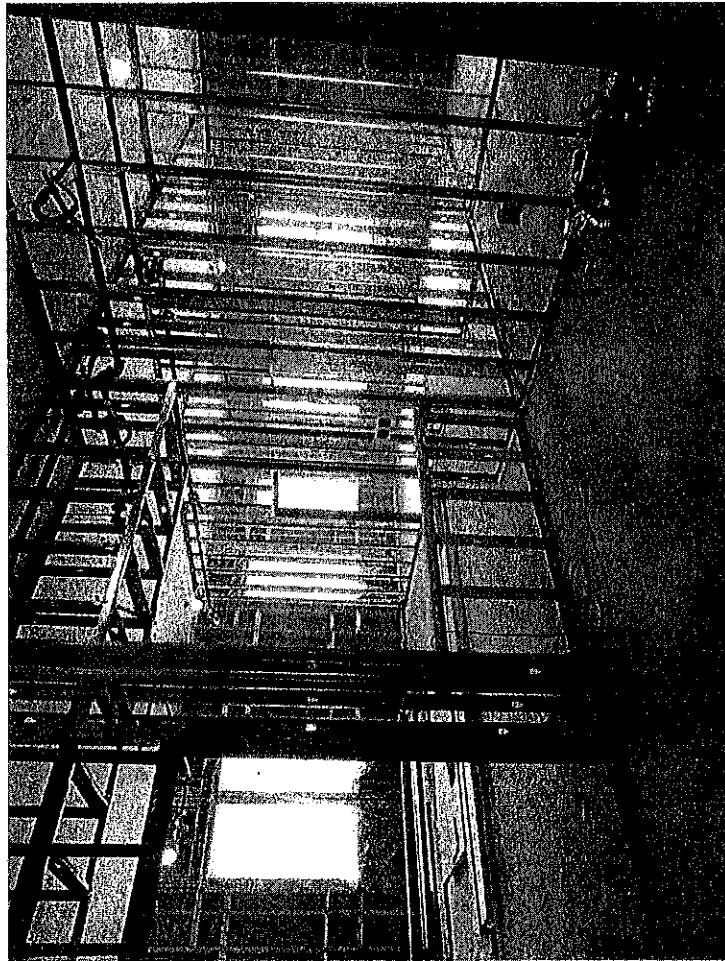
3/19/24 - Wall framing at 2nd floor



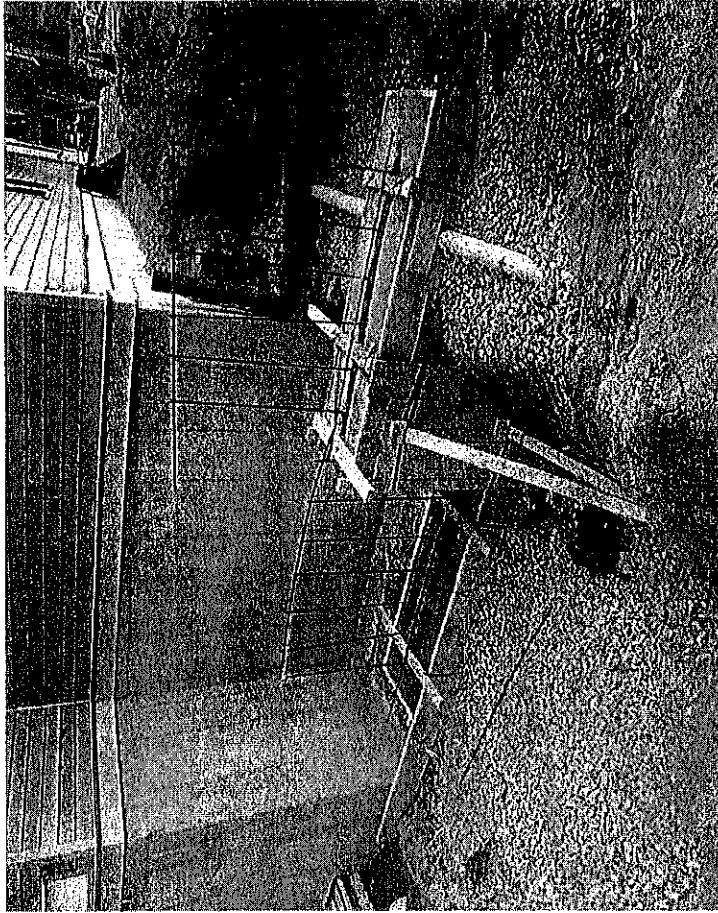
3/19/24 - 2nd floor framing at corridor



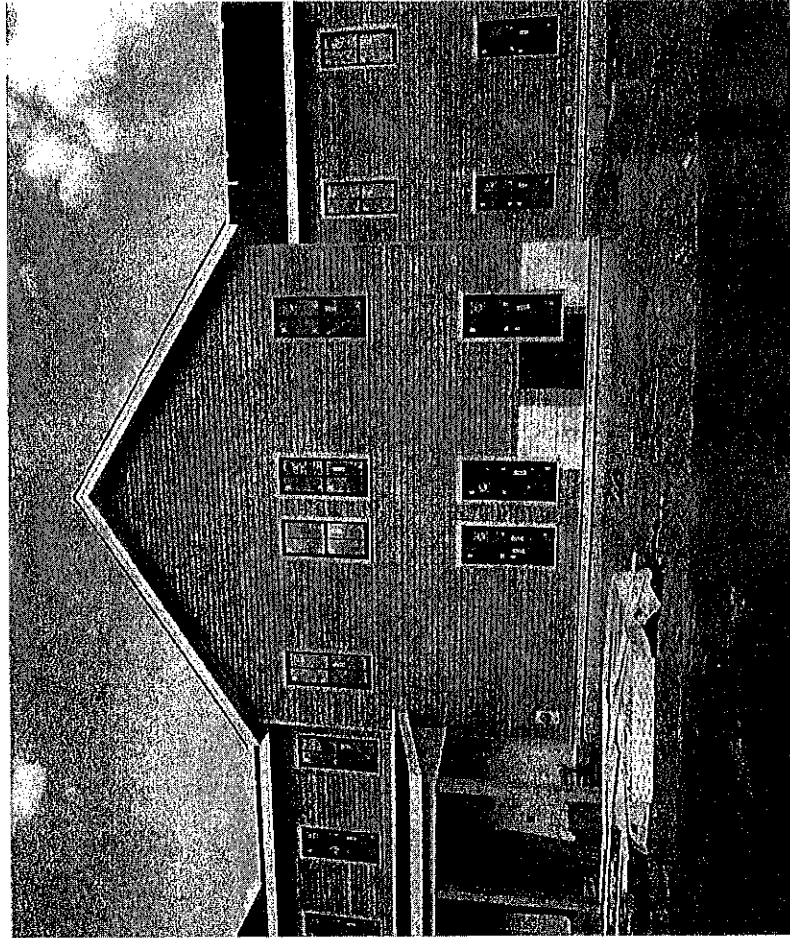
3/19/24 - Framing at Conservation/Parks-Rec office on 2nd floor



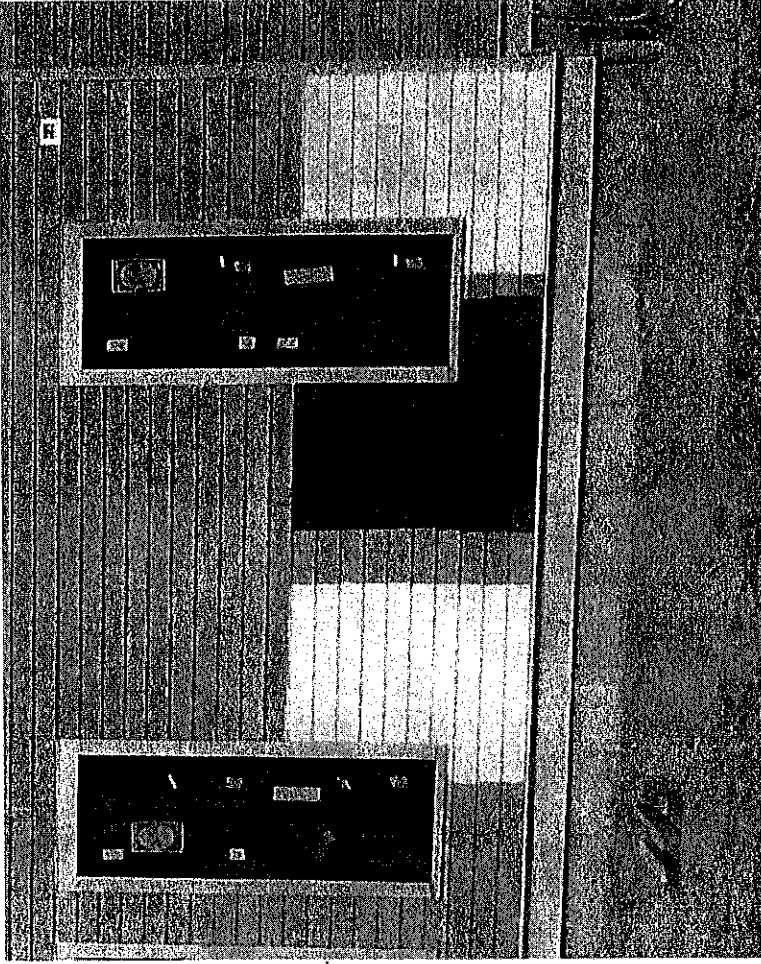
3/19/22 – Framing at BOH office on 2nd floor



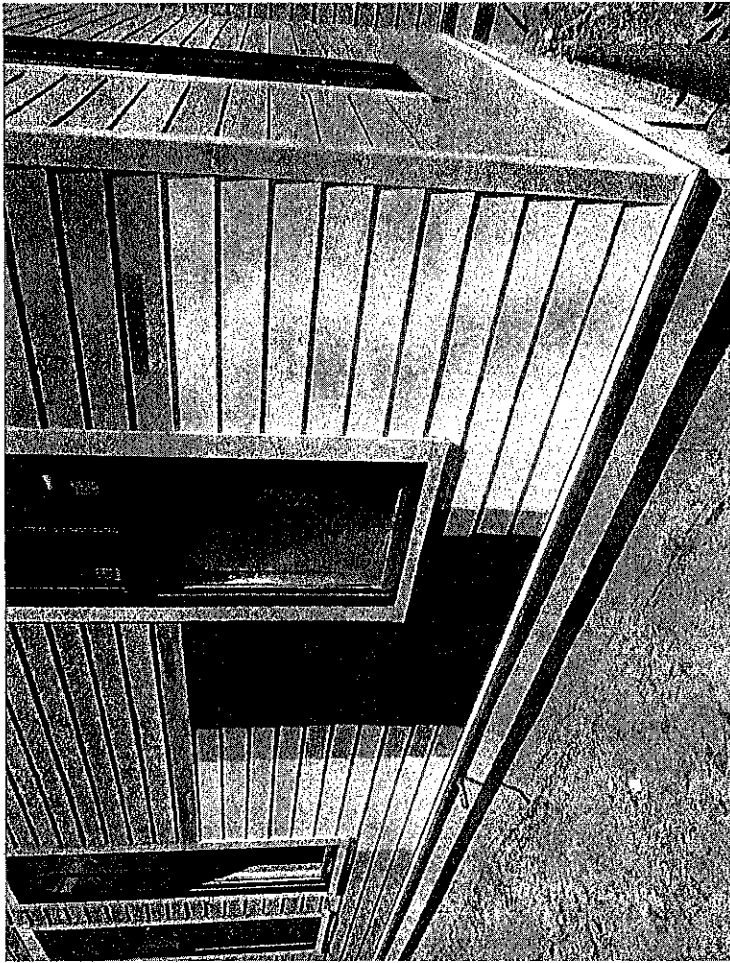
3/19/24 – Concrete footing installation at west stair



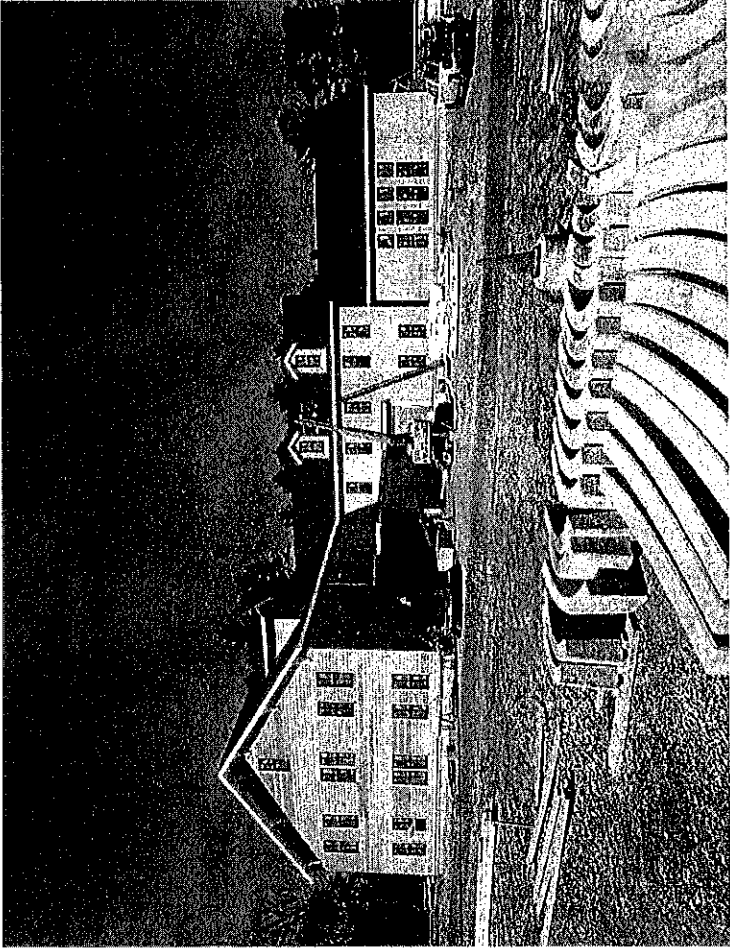
3/19/24 - View of west elevation



3/19/24 - View of siding color mockup



3/12/24 – View of siding color mockup



3/12/24 – View of front elevation



TOWN HALL CONSTRUCTION PROGRESS

Schedule look-ahead:

- Continue interior wall metal framing
- Complete vault installation
- Continue with spray and batt insulation in exterior walls
- Continue with sheetrock installation
- Continue Fire Protection, Plumbing, HVAC, and Electrical rough-ins
- Complete with siding and trim
- Start exterior painting (weather permitting)
- Complete west stair concrete
- Start retaining wall and pads
- Continue septic system and sitework

Other issues:**Furniture, Fixtures & Equipment**

- Furniture pricing
 - Option 1 - \$514, 348.60 (uses existing file cabinets/lateral files)
 - Option 2 - \$595,045.15 (all new)
- IT network pricing
 - Town Accountant needs procurement document backup from IT Dept for \$80,000+ IT network equipment and labor quote from Town vendor.

Schedule

- MOCC is showing a 3-week schedule slip per current schedule update due to wet building condition and remediation. Comments sent back rejected the delay and the inferred time extension.

Other issues:

Existing Town Hall Demolition

- Under review for costs vs. remaining budget
- Only demolition of Food Pantry is included in the MOCC contract



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 Ph 1 and Ph 2 - \$200,000.00 est

Construction contingency carried = \$849,640.00

Construction Contingency Remaining = \$522,776.95 (worst case)