



**Wellfleet Police Station Building Committee
Minutes of September 12, 2016
Wellfleet Fire Station Training Room**

Present: Hugh Guilderson, Lt. Michael Hurley, Harry Terkanian, Davis Walters and Dan Hort.

Regrets: Sean Donoghue, Jay Horowitz

Also present: Rick Pomroy (Pomroy Associates), Todd Costa (Kaestle Boos Associates)

Harry Terkanian called the meeting to order at 9:00 AM.

1. Minutes of August 29, 2016 were reviewed. On motion of Mr. Hoort, seconded by Mr. Walters, the minutes were approved as presented by a vote of 5 – 0.
2. Design & Project Update was presented by Mr. Pomroy and Mr. Costa.
 - A. Bid Addenda Schedule. Bid documents have been released. Mr. Hoort confirmed that the legal ad has been published and that a set of bid documents is in the Administration Office. The first addenda was issued on September 9 adding the commissioning specification and correcting an inconsistent date. The following additional addenda release dates are planned: September 16, September 23, September 30 (to post filed sub bids received) and October 7. A non-mandatory bid briefing is scheduled for 10 AM September 15 at the Police Station.
 - B. Equipment Schedule Update. Pomroy Associates will meet with Lt. Hurley to finalize. Needs to be completed in time for the September 30 addendum.
 - C. Utility Applications (project log #21.) Need update from BER (electrical consultant) Pomroy will follow up.
 - D. Move Coordination (project log #32.) Existing equipment will have to be identified as to be moved to the temporary facility, to be stored or to be discarded. A dumpster and storage container will be required. Decision to include move in general contractor scope needs to be made in time for the September 30 addendum. Preliminary discussion favors excluding it from the scope.
 - E. Radio Equipment (project log #38.) Still need final dispatch equipment specs. Lt. Hurley to follow up with Ralph Swenson.
 - F. Temporary Generator. Purchasing a generator will be less costly than leasing one for 10 to 12 months. A purchased generator will become Town property after the project and will be available to the DPW thereafter. Mr. Walters asked about portability. The generator is currently sized by the electrical consultant at 20 KW. Since small capacity upgrades are relatively inexpensive, Mr. Walters was asked to determine if the proposed sizing is adequate for future DPW requirements. The existing police station generator cannot be reused because relocation would trigger the cost of bringing it into code compliance which exceeds the value of the generator and would require construction of an enclosure to house it.
 - G. Project Website (project log #21.) Kaestle Boos previously authorized to launch and will provide the Administration Office with a link to add to the Town web site.
 - H. Power Surges (project log #41.) Still need a response from the electrical consultant. Mr. Terkanian asked if control circuitry for building systems was separate and, if so, could they be protected by power conditioning equipment? Kaestle Boos to check.
 - I. Temporary Facility Septic (project log #35.) Civil consultant has confirmed that a tight tank is the preferred alternative. Since there will be no shower facilities in the temporary quarters frequent pumping should not be required. Pumping will be outside the scope of the general construction contract as the Town already services two tight tanks and has a vendor relationship. Quotes will still be obtained.
 - J. Legal Ad. Mr. Hoort confirmed publication.
 - K. Security System (project log #45.) Kaestle Boos to obtain quotes. This will be handled outside the scope of the construction contract as we need a vendor whose equipment can also

- interface with the elementary school. Issue needs resolution in time for inclusion in the last addendum.
- L. Addition Foundation System (project log #40.) Civil consultant has confirmed the adequacy of a more limited foundation for the entry vestibule, response on retaining wall foundation still pending.
 - M. AIA Front End (project log #42 & #43.) This is “Division 1;” the general conditions of the contract. Most of the comments from counsel’s review relate to duplicate language, which have been resolved. Mr. Pomroy asked if the Town’s insurance agent has reviewed insurance coverage requirements. Mr. Hoort will follow up, but as the requirements are standard, no change is expected.
3. Elevator Variance (project log #46.) The request for a rehearing has been filed with the Mass Architectural Access Board (“MAAB”). A hearing date has not been set but might be September 26. Pending the hearing outcome, an allowance will be carried and the spec for the electrical trade will include a requirement for power for a chair lift. Kaestle Boos’ opinion is that a chair lift will meet the code requirement. Mr. Pomroy has confirmed with the Attorney General’s office that an allowance can be carried in the construction contract and that a change order can be negotiated with the low bidder prior to contract award. Mr. Walter asked if adding the chair lift would require an extensive plan revision. Mr. Costa responded that it could be accommodated with minor changes. It was asked whether the MAAB has to approve the chair lift. Mr. Costa advised that it would meet code and the only required approval by the local building official.
 4. Project Log Review.
 - A. Items 16 & 17 Pomroy to handle.
 - B. Item 24 – Grant opportunities. None have been identified but Mr. Hoort has extended a “get acquainted” lunch initiation to Ron Koonze at the USDA and will discuss at that time.
 - C. Item 44 – Town Fees. Mr. Hoort confirmed that Town fees would be waived.
 - D. All other outstanding project log items discussed as indicated during the Design & Project Update.
 5. Schedule Update (project log #13)
 - A. Bid package released September 6, 2016 on schedule.
 - B. Bid Briefing. September 15, 2016 at 10 AM at the Police Station.
 - C. Filed Sub Bids. Due September 27, 2016 2 PM. Opening will be in the Town Hall hearing room and will be handled by Pomroy Associates.
 - D. Project/Committee meeting moved from October 3rd to September 27 at 4:30 PM (immediately after filed sub bids opening.)
 - E. General Contractor bids due October 11, 2016 2 PM. Opening will be in the Town Hall hearing room and will be handled by Pomroy Associates.
 - F. Project/Committee Meeting. Moved from October 17 to October 18, time and location unchanged.
 - G. Update Meeting with Selectmen. Unchanged, October 25, 2016 7 PM
 - H. Special Town Meeting Warrant posting date remains on or before November 1, 2016.
 - I. Special Town Meeting. Unchanged, November 15, 2016 at 7 PM
 - J. Special Town Election. November 16, 2016.
 - K. Presentation to the Wellfleet Community Forum added. This will be part of their pre town meeting program on November 1 or 2.
 6. Presentation Review. Mr. Terkanian’s draft of the town meeting presentation was reviewed and comments invited.
 7. Future Concerns. None.
 8. Adjournment. On motion of Mr. Guilderson, seconded by Mr. Hoort, the meeting was adjourned at 10:50 AM

Respectfully submitted,

Harry Sarkis Terkanian, Chair

¹ Public Record Documents

1. Project log updated September 11, 2016
2. Draft town meeting presentation.