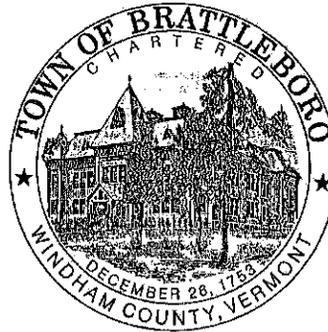


MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: January 31, 2018



This is the Final Project Update

With construction now substantially complete and only minor warranty issues being addressed at the three sites, this is the last time that a project update will appear as a regular recurring item of unfinished business on the Selectboard's agenda. We will, as described below under "Overall Financial Report," return to the Selectboard in the next few months to address a few remaining significant decisions.

I am pleased to report that, overall, this \$12.8 million 17-month project was completed within a few weeks of the original schedule and approximately \$300,000 under budget.

Central Fire Station

The ribbon cutting and open house will be on Friday, February 9, beginning with the ribbon cutting ceremony at 3pm and continuing with the open house until 7pm.

Town Manager's Authorization of Owner's Expenses

Attached is the list of all project related expenses I have authorized in accordance with the Selectboard's approved "Policy for Use of Owner's Contingency and/or Reduction in Project Scope." The expenses are categorized by project element (with a "General" category for those expenses that apply to the project as a whole) and they are listed in reverse chronological order. Expenses I have approved since my last report to the Selectboard are shown in boldface type.

Overall Financial Report

Attached is a spreadsheet labelled "Police-Fire Facilities Project Financial Report" that provides a facility-by-facility summary of the project budget and expenditures to date. For the overall project, the report also identifies contractual encumbrances (money that has been committed to certain vendors for certain products or services but for which the final bills have not yet been paid), an "expense pending future RTM action," and bond interest (which added \$48,854.94 to the bond fund), resulting in a net Anticipated Final Balance of \$299,582.22.

The "expense pending future RTM action" requires some explanation. While \$12.8 million was authorized for this work as one consolidated project with three separate elements, there was a site-specific cap of \$4.5 million for the police station element of the project. That is because the March 2016 ballot question by which Representative Town Meeting authorized the purchase of 62 Black Mountain Road and the conversion of that site into a police station asked whether "a sum not to exceed \$4.5 million" could be expended from the bonds for that purpose. We adhered to this limit and are \$8,214.53 under the cap for that site. However, the \$64,725 "expense pending future RTM action" is the final bill for the electronics at the dispatch center in the police station.

To avoid exceeding the site-specific police station cap, we have paid this bill from the Town's Capital Fund Balance. However, since proper final accounting for the project would show this charge as a police station cost, we intend to seek a future Representative Town Meeting action to allow the charge to be backed out of the Capital Fund and charged against the bonds for this project.

For the past several months, we have discussed the possibility that if sufficient funds remained at the end of construction, we might replace the police station's "high roof" area (\$90,000) and/or build a carport to cover the police cars (\$140,000). The Fire Department has requested that we also consider installing a Radio Box Receiver in the dispatch center (\$33,000). We plan to ask the Police-Fire Facilities Building Committee (PFFBC) to review those potential expenditures at a future PFFBC meeting so that the Selectboard can consider the PFFBC's advice before making a recommendation to Representative Town Meeting. We anticipate that the Selectboard will warn a special Representative Town Meeting in the late spring or early summer of 2018. At that time, Representative Town Meeting will decide whether to authorize any or all of those 3 items and/or what alternative capital expenditures may be authorized for the balance of the bond funds. Expenditures from the Anticipated Final Balance of \$299,582.22 will be made only after they have been authorized by Representative Town Meeting.

PBE:
Attachments

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – January 31, 2018)

(Boldface items have been approved since the Town Manager's last update to the Selectboard.)

CENTRAL FIRE STATION

01/30/18	Noe Electronics	\$ 2,580.00	Radio Console for Watch Room
01/30/18	Vermont Corrections Industries	\$ 2,100.00	Cabinets for 3 Offices
01/30/18	Buydig.com	\$ 1,500.00	Smart Projector for Training Room
01/30/18	Fire Tech + Safety	\$ 2,000.00	Rolling Hose Rack
01/30/18	Northern Tool + Equipment	\$ 300.00	3 Rolling Metal Shelf Units
01/23/18	M+W Soils	\$ 351.75	Final Bill for Testing Services
01/09/18	Global Industries	\$ 221.88	Safety Gate
12/06/17	CCI Managed Services	\$ 4,564.00	IT Equipment + Installation Services
11/16/17	Butch's Moving & Storage	\$ 570.00	Moving File Cabinets for Project Phasing
11/15/17	Southern Vermont Telephone	\$ 820.00	Door Box Control
11/15/17	The Richards Group	\$ 4,607.00	Builder's Risk Insurance (extension)
11/15/17	Suburban Propane	\$ 89.95	Inspection of Rooftop Unit Installation
11/15/17	Northern Tool	\$ 1,717.68	Storage Cabinet
10/18/17	Tessco, Inc.	\$ 235.64	Shelving
10/18/17	M+W Soils	\$ 762.80	Testing Services
10/12/17	Butch's Moving & Storage	\$ 145.00	Moving Equipment for Project Phasing
10/12/17	Sanel Auto Parts	\$ 555.32	Back-up Battery for Emergency Power
09/26/17	Green Mountain Power	\$ 509.73	Electricity at Construction Site
09/13/17	Southern Vermont Telephone	\$ 84.00	Telephone Line Adjustment
09/13/17	M+W Soils	\$ 1,549.35	Additional Testing
09/13/17	GEO Insight, Inc.	\$ 804.51	Additional Ash/Soil Testing
09/13/17	Nichols Tree Care	\$ 950.00	Tree Removal + Trimming
09/13/17	Butch's Moving & Storage	\$ 240.00	Moving Equipment for Project Phasing
08/24/17	Green Mountain Power	\$ 690.16	Electricity at Construction Site
08/09/17	Southern Vermont Telephone	\$ 75.00	Telephone Line Repair
07/26/17	Green Mountain Power	\$ 578.62	Electricity at Construction Site
07/24/17	Green Mountain Power	\$ 29.08	Electricity at Construction Site
07/12/17	M+W Soils	\$ 1,549.35	Additional Testing
07/05/17	Green Mountain Power	\$ 308.92	Electricity at Construction Site
06/07/17	M+W Soils	\$ 1,540.70	Additional Testing
05/19/17	Suburban Propane	\$ 805.62	Propane at Construction Site
05/09/17	M+W Soils	\$ 3,358.82	Additional Testing
05/09/17	Green Mountain Power	\$ 253.35	Electricity at Construction Site
04/12/17	M+W Soils	\$ 1,947.30	Additional Testing
04/05/17	Green Mountain Power	\$ 81.75	Electricity at Construction Site
02/08/17	GEO Insight, Inc.	\$ 239.50	Ash/Soil Testing
02/08/17	M+W Soils	\$ 1,809.25	Additional Testing
01/24/17	Vermont Dept of Corrections	\$ 7,129.19	Office Furnishings
01/11/17	W.B. Mason	\$ 159.92	Bathroom Dispensers
12/14/16	M+W Soils	\$ 9,000.00	Testing Services
12/14/16	DiBernardo Associates	\$ 300.00	Survey Work
10/12/16	The Richards Group	\$ 17,730.00	Builder's Risk Insurance
10/12/16	Catamount Environmental	\$ 707.50	Lead Testing
10/12/16	Lotus Graphics	\$ 1,224.58	Copies of Construction Plans (large)
08/05/16	Lotus Graphics	\$ 369.00	Copies of Construction Plans (small)

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – January 31, 2018)

Page 2

POLICE STATION

01/30/18	Southern Vermont Telephone	\$ 803.00	3 Additional Phones + Wiring
01/23/18	M+W Soils	\$ 874.60	Final Bill for Testing Services
01/09/18	Roeda Signs	(\$ 29.27)	Credit re: Badge Insignia on Building
12/06/17	CCI Managed Services	\$ 1,514.00	IT Equipment + Installation Services
11/16/17	Morph Track	\$ 1,440.00	Moving "Livescan" Device to New Station
11/15/17	Southern Vermont Telephone	\$ 1,731.00	Dispatch Phones and Data Drop
11/15/17	Roeda Signs	\$ 2,316.87	Badge Insignia on Building
11/15/17	Amazon	\$ 1,529.67	Acoustic Tiles and Computer Equipment
11/15/17	Hamblet Electric	\$ 10,183.00	Rental of Temporary Generator
11/15/17	Hamblet Electric	\$ 2,000.00	Crane Rental to Set Permanent Generator
10/18/17	The Richards Group	(\$ 3,724.00)	Partial Refund of Builder's Risk Insurance
10/18/17	CCI Managed Services	\$ 14,819.00	IT Equipment + Installation Services
10/18/17	Brown + Roberts Hardware	\$ 71.99	Shelving
10/18/17	Global Industrial	\$ 1,095.28	Small Maintenance Equipment
10/18/17	BRW Electronics	\$ 117.93	IT Cables
10/18/17	Max-Secure Security Products	\$ 4,571.00	Jail Cell Beds
10/12/17	Butch's Moving & Storage	\$ 6,543.26	Move to 62 Black Mountain Road
09/26/17	Green Mountain Power	\$ 2,116.67	Electricity at Construction Site (and move)
08/24/17	Green Mountain Power	\$ 1,358.53	Electricity at Construction Site
08/09/17	M+W Soils	\$ 568.90	Additional Testing
07/26/17	Green Mountain Power	\$ 1,460.92	Electricity at Construction Site
07/12/17	M+W Soils	\$ 2,626.30	Additional Testing
07/05/17	Green Mountain Power	\$ 1,118.71	Electricity at Construction Site (2 months)
06/12/17	FairPoint Communications	\$ 5,496.99	Telephone Cabling
05/19/17	Osterman Propane	\$ 3,890.04	Propane at Construction Site
05/09/17	Green Mountain Power	\$ 578.45	Electricity at Construction Site
04/12/17	Green Mountain Power	\$ 794.44	Electricity at Construction Site
04/05/17	Green Mountain Power	\$ 1,559.16	Electricity at Construction Site
03/22/17	Osterman Propane	\$ 10,688.39	Propane at Construction Site
03/08/17	KAS, Inc.	\$ 4,420.20	Environmental Testing
03/08/17	Green Mountain Power	\$ 5,286.96	Electricity at Construction Site
01/11/17	The Richards Group	\$ 13,092.00	Builder's Risk Insurance
12/14/16	Lotus Graphics	\$ 887.23	More Copies of Construction Plans
10/07/16	Lotus Graphics	\$ 598.55	Copies of Construction Plans (large)
10/07/16	Lotus Graphics	\$ 23.95	Copies of Construction Plans (small)
10/03/16	Sovernet	\$ 950.00	Data Cabling
08/08/16	DiBernardo Associates LLC	\$ 4,500.00	Survey Work
08/05/16	Lotus Graphics	\$ 13.00	Copies of Floor Plans + Site Plans

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – January 31, 2018)

Page 3

WEST BRATTLEBORO FIRE STATION

12/13/17	M+W Soils	\$ 374.00	Parking Lot Compaction Testing
10/18/17	Catamount Environmental	\$ 850.00	Pre-Demolition Asbestos Removal
05/03/17	MSC Industrial Supply	\$ 153.04	Compressed Air Regulator w/ Gauge
05/03/17	The Richards Group	(\$ 1,664.00)	Partial Refund of Builder's Risk Insurance
04/14/17	JustBlinds.com	\$ 360.00	Window Blinds
04/12/17	F.W. Webb	\$ 29.45	Fittings for Compressed Air System
04/12/17	Leader Home Centers	\$ 78.84	Cord Reel Mountings
04/12/17	Granite City Electric	\$ 671.89	Electrical Cord Reels
04/12/17	Suburban Propane	\$ 763.32	Final Propane Bill for Construction Period
04/05/17	Multiple Vendors	\$ 258.44	Misc. Small Equipment (Station Outfitting)
03/15/17	Suburban Propane	\$ 3,792.26	Propane Bills from Construction Period
03/08/17	Green Mountain Power	\$ 270.74	Electricity at Construction Site
03/08/17	Suburban Propane	\$ 322.13	Final Piping Connections
02/08/17	Green Mountain Power	\$ 1,066.51	Electricity at Construction Site
01/11/17	W.B. Mason	\$ 39.98	Bathroom Dispensers
01/11/17	Suburban Propane	\$ 1,532.87	Fill Propane Tank
12/23/16	Southern Vermont Telephone	\$ 3,720.00	Telephone System + Telephones
12/14/16	M+W Soils	\$ 907.50	Additional Testing Services
12/14/16	Green Mountain Power	\$ 149.99	Electricity at Construction Site
11/04/16	M+W Soils	\$ 4.00	Additional Testing Services
10/12/16	The Richards Group	\$ 4,211.00	Builder's Risk Insurance
10/12/16	Green Mountain Power	\$ 320.54	Electricity at Construction Site
09/29/16	DEW Construction	\$ 4,448.33	Upgrade Window Panels in Cupola
09/29/16	DEW Construction	\$ 1,374.41	Add 3 Windows Above Apparatus Bay
09/29/16	DEW Construction	\$ 1,153.82	LED Lighting in Cupola
09/29/16	DEW Construction	\$ 5,446.73	Removal of Excessive Roots in Soil
08/03/16	M+W Soils	\$ 5,000.00	Testing Services

GENERAL

08/09/16	Primmer, Piper, et al.	\$ 4,000.00	Bond Counsel Fees
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POLICE - FIRE FACILITIES PROJECT FINANCIAL REPORT

	<u>Project Budget</u>	<u>1/26/2018</u>	<u>Unspent Balance</u>
<u>West Brattleboro Fire Station</u>			
Project Management	\$ 23,730.00	\$ 32,130.00	\$ (8,400.00)
Architectural/Engineering	\$ 120,361.77	\$ 122,861.77	\$ (2,500.00)
Permits/Insurance	\$ 10,948.50	\$ 9,284.50	\$ 1,664.00
Construction/Sitework	\$ 1,361,233.29	\$ 1,357,070.74	\$ 4,162.55
Equipment/Furnishings	\$ 12,000.00	\$ 55,013.82	\$ (43,013.82)
Contingency/Other Owners Expense	\$ 37,739.91	\$ 23,247.97	\$ 14,491.94
	\$ 1,566,013.47	\$ 1,599,608.80	\$ (33,595.33)
<u>Central Fire Station</u>			
Purchase 14 Church Street	\$ 290,000.00	\$ 290,000.00	\$ -
Project Management	\$ 73,650.00	\$ 74,160.00	\$ (510.00)
Architectural/Engineering	\$ 517,763.86	\$ 543,683.86	\$ (25,920.00)
Permits/Insurance	\$ 63,780.00	\$ 68,387.00	\$ (4,607.00)
Construction/Sitework	\$ 5,120,170.00	\$ 4,702,548.80	\$ 417,621.20
Equipment/Furnishings	\$ 94,500.00	\$ 174,633.29	\$ (80,133.29)
Contingency/Other Owners Expense	\$ 624,751.73	\$ 36,960.32	\$ 587,791.41
	\$ 6,784,615.59	\$ 5,890,373.27	\$ 894,242.32
<u>Police Station</u>			
Purchase 62 Black Mountain Rd.	\$ 756,469.80	\$ 756,469.80	\$ -
Project Management	\$ 45,098.00	\$ 62,428.00	\$ (17,330.00)
Architectural/Engineering	\$ 447,004.58	\$ 453,024.78	\$ (6,020.20)
Permits/Insurance	\$ 22,185.60	\$ 31,553.60	\$ (9,368.00)
Construction/Sitework	\$ 2,773,336.00	\$ 2,862,741.70	\$ (89,405.70)
Dispatch Equipment	\$ 100,000.00	\$ 25,831.86	\$ 74,168.14
Equipment/Furnishings	\$ 80,000.00	\$ 219,370.40	\$ (139,370.40)
Contingency/Other Owners Expense	\$ 225,276.96	\$ 80,365.33	\$ 144,911.63
	\$ 4,449,370.94	\$ 4,491,785.47	\$ (42,414.53)
Grand Total All Project	\$ 12,800,000.00	\$ 11,981,767.54	\$ 818,232.46
Unspent but Encumbered			\$ 502,780.18
Expense Pending Future RTM Action			\$ 64,725.00
Uncommitted Balance			\$ 250,727.28
Bond Interest			\$ 48,854.94
Anticipated Final Balance			\$ 299,582.22