

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: November 1, 2017



Central Fire Station

No new issues have arisen that will require Selectboard action. We have entered the final month of construction and the renovation phase of the project continues to go well. The project team expects to achieve substantial completion by early December and to have the Fire Department fully operational in the new space by the end of this year. We will plan a ribbon cutting and open house for early in the new year.

West Brattleboro Fire Station

The old building has been demolished. Sitework has begun in preparation for the drainage, lighting, parking lot, and landscaping that will be completed later this month.

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. Items approved since my last report are shown in boldface type. They mainly include bills for outfitting of the new Police Station.

Overall Financial Report

CURRENT STATUS

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) and a resulting net Uncommitted Balance of \$291,826.44. At the October 17 Selectboard meeting, I reported that the Uncommitted Balance had increased to \$416,369.34 due to the "freeing up" of some previously encumbered funds. That adjustment included an encumbrance that should have been re-categorized as "paid" rather than as "unencumbered." After a thorough review with the project team and updating the financial report, I am confident in the accuracy of the Uncommitted Balance we are reporting as of October 31, 2017.

UNBUDGETED ITEMS FOR FUTURE CONSIDERATION

Planned Items

Police Department Signage (on Putney Road, Black Mountain Road, and the Building)
\$10,000

Potential Items

Police Station Roof Replacement ("High Roof Area")
\$90,000

Police Station Carport
\$150,000

THE BOTTOM LINE

After the planned \$10,000 expense for signage, the Uncommitted Balance would be reduced to \$281,826.44.

If at a future Selectboard meeting the Selectboard approves both of the expenses on the "Potential Items" list, the Uncommitted Balance would be drawn down by an additional \$240,000 to \$41,826.44. We plan to ask the Police-Fire Facilities Building Committee (PFFBC) to review the potential roof replacement and carport items at a future PFFBC meeting so that the Selectboard can consider the PFFBC's advice before making those decisions.

PBE:
Attachments

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – October 31, 2017)

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

CENTRAL FIRE STATION

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 STATION

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

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POLICE STATION (continued)

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

WEST BRATTLEBORO FIRE STATION

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>10/23/2017</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	\$ 1,326,764.59	\$ 34,468.70
Equipment/Furnishings	\$ 12,000.00	\$ 27,952.82	\$ (15,952.82)
Contingency/Other Owners Expense	\$ 37,739.91	\$ 23,637.35	\$ 14,102.56
	\$ 1,566,013.47	\$ 1,542,631.03	\$ 23,382.44
<u>Central Fire Station</u>			
Purchase 14 Church Street	\$ 290,000.00	\$ 290,000.00	\$ -
Project Management	\$ 73,650.00	\$ 65,760.00	\$ 7,890.00
Architectural/Engineering	\$ 517,763.86	\$ 529,508.86	\$ (11,745.00)
Permits/Insurance	\$ 63,780.00	\$ 63,780.00	\$ -
Construction/Sitework	\$ 5,120,170.00	\$ 3,717,401.49	\$ 1,402,768.51
Equipment/Furnishings	\$ 94,500.00	\$ 66,142.73	\$ 28,357.27
Contingency/Other Owners Expense	\$ 624,751.73	\$ 33,968.39	\$ 590,783.34
	\$ 6,784,615.59	\$ 4,766,561.47	\$ 2,018,054.12
<u>Police Station</u>			
Purchase 62 Black Mountain Rd.	\$ 756,469.80	\$ 756,469.80	\$ -
Project Management	\$ 45,098.00	\$ 59,128.00	\$ (14,030.00)
Architectural/Engineering	\$ 447,004.58	\$ 452,046.58	\$ (5,042.00)
Permits/Insurance	\$ 22,185.60	\$ 31,553.60	\$ (9,368.00)
Construction/Sitework	\$ 2,773,336.00	\$ 2,635,636.37	\$ 137,699.63
Dispatch Equipment	\$ 100,000.00	\$ 25,831.86	\$ 74,168.14
Equipment/Furnishings	\$ 80,000.00	\$ 165,070.40	\$ (85,070.40)
Contingency/Other Owners Expense	\$ 225,276.96	\$ 74,829.64	\$ 150,447.32
	\$ 4,449,370.94	\$ 4,200,566.25	\$ 248,804.69
Grand Total All Project	\$ 12,800,000.00	\$ 10,509,758.75	\$ 2,290,241.25
Unspent but Encumbered			\$ 1,998,414.81
Uncommitted Balance			\$ 291,826.44