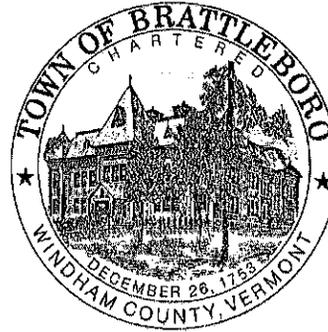


MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: October 13, 2017



Central Fire Station

No new issues have arisen that will require Selectboard action. The Chief, Assistant Chief, and Office Manager have relocated into their new offices on the first floor. The renovation phase of the project continues to go well and the project team expects to complete the project by late November or early December.

West Brattleboro Fire Station

Demolition of the old building is scheduled to begin on Monday, October 16. During the next few weeks, the parking lot will be constructed and related sitework will be completed.

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 include bills for electricity, moving services, and an emergency backup battery for the Central Fire Station radio system.

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 \$416,369.34. The Uncommitted Balance has increased from \$382,635.89 since the last financial report because we have closed out some encumbrances for work that has been completed and that resulted in "freeing up" \$33,733.45 of previously committed funds.

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

If (at a future meeting) the Selectboard approves the planned \$10,000 expense for signage, the Uncommitted Balance would be reduced to \$406,369.34.

If the Selectboard later approves both of the expenses on the "Potential Items" list, the Uncommitted Balance would be drawn down by an additional \$240,000 to \$166,369.34. 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.

There will be a few more budgeted (but not currently encumbered) purchases and a variety of smaller expenses that I will continue to approve administratively, but they will amount to a total that is less than \$160,000. So, unless we encounter some significant additional expense that is currently unforeseen, we expect to complete the overall project with unspent bond funds remaining. Those funds would be eligible for redirection to other capital projects upon the future recommendation of the Selectboard and the approval of Representative Town Meeting.

PBE:
Attachments

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – October 12, 2017)

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

CENTRAL FIRE STATION

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

10/12/17	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

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – October 12, 2017)

Page 2

POLICE STATION (continued)

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

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>10/13/2017</u>	<u>Unspent Balance</u>
<u>West Brattleboro Fire Station</u>			
Project Management	\$ 23,730.00	\$ 33,830.00	\$ (10,100.00)
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	\$ 21,486.34	\$ (9,486.34)
Contingency/Other Owners Expense	\$ 37,739.91	\$ 29,782.92	\$ 7,956.99
	\$ 1,566,013.47	\$ 1,544,010.12	\$ 22,003.35
<u>Central Fire Station</u>			
Purchase 14 Church Street	\$ 290,000.00	\$ 294,575.00	\$ (4,575.00)
Project Management	\$ 73,650.00	\$ 65,760.00	\$ 7,890.00
Architectural/Engineering	\$ 517,763.86	\$ 524,933.86	\$ (7,170.00)
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	\$ 67,202.24	\$ 27,297.76
Contingency/Other Owners Expense	\$ 624,751.73	\$ 32,809.27	\$ 591,942.46
	\$ 6,784,615.59	\$ 4,766,461.86	\$ 2,018,153.73
<u>Police Station</u>			
Purchase 62 Black Mountain Rd.	\$ 756,469.80	\$ 756,469.80	\$ -
Project Management	\$ 45,098.00	\$ 57,428.00	\$ (12,330.00)
Architectural/Engineering	\$ 447,004.58	\$ 447,626.58	\$ (622.00)
Permits/Insurance	\$ 22,185.60	\$ 35,277.60	\$ (13,092.00)
Construction/Sitework	\$ 2,773,336.00	\$ 2,635,636.37	\$ 137,699.63
Dispatch Equipment	\$ 100,000.00	\$ 46,280.27	\$ 53,719.73
Equipment/Furnishings	\$ 80,000.00	\$ 126,431.00	\$ (46,431.00)
Contingency/Other Owners Expense	\$ 225,276.96	\$ 66,958.08	\$ 158,318.88
	\$ 4,449,370.94	\$ 4,172,107.70	\$ 277,263.24
Grand Total All Project	\$ 12,800,000.00	\$ 10,482,579.68	\$ 2,317,420.32
Unspent but Encumbered			\$ 1,901,050.98
Uncommitted Balance			\$ 416,369.34