MEMORANDUM

To: Selectboard

From: Peter B. Elwell, Town Manager

Re: Police-Fire Facilities Project Update

Date: March 2, 2017

West Brattleboro Fire Station

Efficiency Vermont conducted the blower door test on February 21 and reported that "this building exceeds the air tightness requirement of the 2015 Commercial Building Energy Standards (Code)." The building's score was a leakage rate of .42 CFM/square foot, which is 16% better than the required .50 CFM/square foot, even with the large apparatus bay doors comprising almost a quarter of the building perimeter. The State issued a certificate of occupancy on February 24. DEW is completing punch list items and other final details and will turn the building over to the Town on March 10. The Fire Department will move in gradually (operating briefly from both buildings) and will be fully operational in the new building by the end of March. We still plan to organize a dedication and ribbon-cutting ceremony with an open house reception for sometime after warmer weather arrives, but we will not wait until the old station has been demolished and all site work has been completed since the old building will be needed for storage during the remainder of construction at the Central Fire Station.

Central Fire Station

No issues have arisen that will require any authorizing action by the Selectboard. During the next two weeks, construction of the steel frame for the addition behind the existing station should be completed and construction of masonry walls (both along the exterior perimeter and for interior load bearing walls) will begin. Work is slightly behind schedule (due primarily to the timing of steel delivery and to the weather in February) but the project team expects to make up the lost time and still plans for the project to be finished and the Fire Department to move in during November 2017.

Police Station

The Reformer staff is moving into the completed tenant space. Interior demolition has begun in the remainder of the building and that will be the dominant activity at the site for the next two weeks. No issues have arisen that will require any authorizing action by the Selectboard. The project team still expects that construction will be finished and the Police Department will move in during August 2017.

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. I have not approved any new expenses since my last report.

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, the $200,000 that has been tentatively committed to emergency generators, and the resulting net "unemcumbered balance" ($1,189,167) and "uncommitted balance" ($989,167). This report will be included in my future updates to the Selectboard after each time that we pay bills for this project (approximately monthly).

PBE:
Attachments
c: Steve Horton, Owner's Project Manager
Members of the Police-Fire Facilities Building Committee
Patrick Moreland, Assistant Town Manager
Mike Fitzgerald, Police Chief
Mike Bucossi, Fire Chief
John O'Connor, Finance Director
Rod Francis, Planning Services Director
Russell Rice, Town Assessor
Bob Fisher, Town Attorney

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – March 2, 2017)

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

GENERAL

08/09/16	Primmer, Piper, et al.	$ 4,000.00	Bond Counsel Fees

WEST BRATTLEBORO FIRE STATION

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

CENTRAL FIRE STATION

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
12/23/16	Southern Vermont Telephone	$ 9,390.00	Telephone System + Telephones
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

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 FINANCIAL REPORT

	Project Budget	Expenses thru 2/28/17	Unspent Balance
West Brattleboro Fire Station			
Project Management	$ 23,730.00	$ 30,030.00	$ (6,300.00)
Architectural/Engineering	$ 120,361.77	$ 120,631.77	$ (270.00)
Permits/Insurance	$ 10,948.50	$ 10,948.50	$ -
Construction/Sitework	$ 1,365,383.29	$ 1,185,192.36	$ 180,190.93
Equipment/Furnishings	$ 12,000.00	$ 8,774.98	$ 3,225.02
Contingency/Other Owners Expense	$ 33,589.91	$ 17,259.69	$ 16,330.22
	$ 1,566,013.47	$ 1,372,837.30	$ 193,176.17
Central Fire Station			
Purchase 14 Church Street	$ 290,000.00	$ 290,000.00	$ -
Project Management	$ 73,650.00	$ 41,200.00	$ 32,450.00
Architectural/Engineering	$ 517,763.86	$ 477,913.86	$ 39,850.00
Permits/Insurance	$ 63,780.00	$ 63,780.00	$ -
Construction/Sitework	$ 5,131,918.26	$ 600,740.05	$ 4,531,178.21
Equipment/Furnishings	$ 94,500.00	$ 7,034.92	$ 87,465.08
Contingency/Other Owners Expense	$ 613,003.47	$ 13,098.30	$ 599,905.17
	$ 6,784,615.59	$ 1,493,767.13	$ 5,290,848.46
Police Station			
Purchase 62 Black Mountain Rd.	$ 756,469.80	$ 756,469.80	$ -
Project Management	$ 45,098.00	$ 31,998.00	$ 13,100.00
Architectural/Engineering	$ 447,004.58	$ 416,819.58	$ 30,185.00
Permits/Insurance	$ 22,185.60	$ 35,277.60	$ (13,092.00)
Construction/Sitework	$ 2,778,776.00	$ 132,682.17	$ 2,646,093.83
Dispatch Equipment	$ 100,000.00	$ -	$ 100,000.00
Equipment/Furnishings	$ 80,000.00	$ -	$ 80,000.00
Contingency/Other Owners Expense	$ 219,836.96	$ 13,229.35	$ 206,607.61
	$ 4,449,370.94	$ 1,386,476.50	$ 3,062,894.44
Grand Total All Project	**$ 12,800,000.00**	**$ 4,253,080.93**	**$ 8,546,919.07**
Unspent but Encumbered			$ 7,357,751.97
Unencumbered Balance			**$ 1,189,167.10**
Tentatively Committed to Generators			$ 200,000.00
Uncommitted Balance			**$ 989,167.10**

3/2/2017