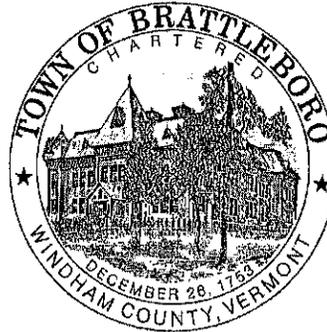


MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: November 30, 2016



This memorandum provides updates on the following:

- Progress of construction at the West Brattleboro Fire Station and Central Fire Station.
- Pre-construction activities related to the Police Station, including the closing on the Town's purchase of 62 Black Mountain Road.
- Owner's expenses which I have authorized administratively. (That list is unchanged since my last report.)
- Public meetings at which project elements will be discussed and acted upon between now and the end of 2016. (That list has changed due to the 2-week postponement of PFFBC and Selectboard action on DEW's proposed guaranteed maximum price for the Police Station.)

West Brattleboro Fire Station

Construction continues on schedule. No new issues have arisen that will require any authorizing action by the Selectboard.

Since my last update, interior rough-in of plumbing, electrical, and mechanical systems has been completed and exterior doors, siding, and trim have been installed. Here is a summary of work that is expected to be completed during the next two weeks:

- Completion of the exterior siding and trim installation
- Installation of interior insulation and vapor barrier (as modified per the recommendations of Eli Gould and Efficiency Vermont)
- Installation of interior drywall

Efficiency Vermont has inspected the progress of construction twice, has offered some advice for tightening up potential airflow weak spots in the building envelope, and has approved the insulation plan. Efficiency Vermont will re-inspect after the installation is installed.

The project team currently estimates that construction will be finished early in 2017 and the Fire Department will move in during February.

Central Fire Station

The first phase of work is occurring behind the existing fire station to prepare for construction of the addition. Sitework and the pouring of foundations will continue for the remainder of December and into early January. No issues have arisen that will require any authorizing action by the Selectboard.

Police Station

Project Update

DEW has completed the competitive bidding for subcontracted services. Based on the results of that bidding, the initial total construction cost for this project component was materially over budget. Owner's Project Manager Steve Horton is leading a "value management" review with NCA (the architects), DEW (the construction manager), and the subcontractors to ensure that we can accomplish the agreed upon scope of work at the lowest possible cost. DEW will propose a guaranteed maximum price for this project component to be reviewed at the Police-Fire Facilities Building Committee (PFFBC) meeting on December 14 and the Selectboard meeting on December 20. (Note that this sequence of events was postponed from the previously scheduled November 30 and December 6 in order to allow time for the value management review to be completed.)

Purchase of 62 Black Mountain Road

The closing of this transaction is set for Friday, December 2. I will confirm at the December 6 Selectboard meeting whether this occurred as scheduled or whether there was a postponement for any reason (none is expected). All of the final details related to the actual transaction have fallen into place well. However, the timing of the purchase will have one implication we had not expected: The Town will have to pay taxes on the property for the remainder of FY17. Even though the Town is tax exempt, State Statutes require that the Town pay the taxes for the rest of this fiscal year because the property is on the FY17 Grand List as a taxable property. Each of the two quarterly payments will cost \$11,421, of which \$6,341 will be for school taxes and \$5,080 will return to the Town as municipal tax revenue.

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 owner's expenses since my last report.

Schedule of Upcoming Public Meetings Related to This Project

December 14 PFFBC re: Guaranteed Maximum Price for Police Station

December 20 Selectboard re: Guaranteed Maximum Price for Police Station

If you have any questions or require any additional information prior to our discussion of these matters on December 6, please contact me at your convenience.

PBE:

Attachment

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 – November 30, 2016)

(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
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WEST BRATTLEBORO FIRE STATION

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

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

10/07/16	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