

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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Date:	Thursday, March 03, 2022
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Timothy Baker – LeftField PM

Name		Present
Joseph B. Bertrand	Chair, Permanent Building Committee	✓
Timothy Demers	Permanent Building Committee	✓
Charles L. Tarbell	Permanent Building Committee	✓
Jason Cohen	Permanent Building Committee	✓
Janine R. Fabiano	Permanent Building Committee	✓
John McDonald	Permanent Building Committee	✓
Tom Galvin	Permanent Building Committee	✓
Marc Moccio	Permanent Building Committee	✓
Philip Renzi	Permanent Building Committee	x
Nasos Phillips	Permanent Building Committee (non-voting)	x
Wayne Hardacker	Permanent Building Committee (non-voting)	✓
Steven Skory	Chief, Wakefield Police Department	x
Craig Calabrese	Deputy Chief, Wakefield Police Department	x
Scott Reboulet	Wakefield Police Department	x
Rick Dinanno	Wakefield Police Department	x
Michael Sullivan	Chief, Wakefield Fire Department	x
Tom Purcell	Deputy Chief, Wakefield Fire Department	x
Lynn Stapleton	Leftfield Project Management	✓
Adam Keane	Leftfield Project Management	✓
Timothy Baker	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	x
Janet Slemenda	HKT Architects	✓
Scott Woodward	HKT Architects	✓
David Capaldo	Bond Building	x
Dario Santiago	Bond Building	x

1. Joe Bertrand opened the Wakefield Public Safety portion of the meeting at approximately 7:03 PM. A quorum was present.
2. Public Participation
There was no public participation.

3. Administrative Items

- A) Lynn Stapleton informed members of the Building Committee that Shane Nolan has left Leftfield to pursue a new career path. Lynn Stapleton continued by introducing Adam Keane who will be replacing Shane on the Public Safety Project.

B) Meeting Minutes

The meeting minutes of the 02/10/22 Permanent Building Committee: Wakefield Public Safety Meeting were presented for review.

Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes as presented. Seconded by Tom Galvin. Motion was approved unanimously.

C) Invoices

Three (3) invoices in the total amount of \$22,723.00 for the Wakefield Public Safety Project were presented for review and approval.

- i) Leftfield LLC Invoice #16 dated 02/28/22 in the amount of \$10,000.00
- ii) HKT Architects Invoice #13-022023 dated 2/18/22 in the amount of \$12,163.00 for basic services.
- iii) HKT Architects Invoice #0-9022023 dated 2/18/22 in the amount of \$560.00 for supplemental services.

Chip Tarbell made a motion to approve Leftfield LLC Invoice #16 dated 02/28/22 in the amount of \$10,000.00 as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve HKT Architects Invoice #13-022023 dated 2/18/22 in the amount of \$12,163.00 for basic services and HKT Architects Invoice #0-9022023 dated 2/18/22 in the amount of \$560.00 for supplemental services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

4. FF&E and Technology Procurement Update

Lynn Stapleton and Adam Keane provided an update on FF&E and Technology procurement. Dispatch furniture has been awarded. HKT needs to review and select colors and finishes for the Dispatch and office furniture. HKT asked who would be approving the recommended colors and finishes for the furniture. Joe Bertrand indicated that the Working Group would review.

Adam Keane stated that procurement with Cyber Comm and Stanley Security should be finalized by next Thursday and will look for approval at the 3/10/22 PBC Meeting. Currently the FF&E and Technology budget is slightly under budget. Ms. Stapleton stated that the Project Team has identified some furniture that could be reused if it turns out that we end up exceeding the target budget.

Chip Tarbell inquired if the Working Group had been given authority to approve change orders up to \$25,000 without full committee approval and if not, should the committee authorize the Working

Group tonight. Ms. Stapleton stated she would recommend a vote for approval at tonight's meeting since site mobilization efforts will commence next week.

Chip Tarbell made a motion to authorize the Working Group to approve change orders up to \$25,000 without full committee approval. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

5. Next Permanent Building Committee for the Public Safety Building was scheduled for March 24, 2022 at 7:00pm.

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADE

**Permanent Building Committee Meeting
March 03, 2022**



WAKEFIELD PUBLIC SAFETY | OPM REPORT

AGENDA:

1. Administrative Actions

- Review of February 10, 2022 Permanent Building Committee Meeting Minutes
- Review of February 2022 Invoices

2. Furniture & Equipment Budget Review

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of February 10, 2022 PBC Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE | WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Thursday, February 10, 2022
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Shane Nolan – LeftField PM

Name		Present
Joseph B. Bertrand	Chair, Permanent Building Committee	✓
Timothy Demers	Permanent Building Committee	✓
Charles L. Tarbell	Permanent Building Committee	x
Jason Cohen	Permanent Building Committee	✓
Janine R. Fabiano	Permanent Building Committee	✓
John McDonald	Permanent Building Committee	✓
Tom Galvin	Permanent Building Committee	✓
Marc Moccio	Permanent Building Committee	✓
Philip Renzi	Permanent Building Committee	✓
Nasos Phillips	Permanent Building Committee (non-voting)	x
Wayne Hardacker	Permanent Building Committee (non-voting)	✓
Steven Skory	Chief, Wakefield Police Department	✓
Craig Calabrese	Deputy Chief, Wakefield Police Department	✓
Scott Reboulet	Wakefield Police Department	x
Rick Dinanno	Wakefield Police Department	x
Michael Sullivan	Chief, Wakefield Fire Department	✓
Tom Purcell	Deputy Chief, Wakefield Fire Department	x
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	✓
Janet Siemenda	HKT Architects	x
Scott Woodward	HKT Architects	✓
David Capaldo	Bond Building	✓
Dario Santiago	Bond Building	x

1) Joe Bertrand opened the Wakefield Public Safety portion of the meeting at approx. 7:01PM.

2) Public Participation

There was no public participation.

3) Administrative Items

A. Meeting Minutes

The meeting minutes of the 01/27/22 Permanent Building Committee: Wakefield Public Safety were presented for review.

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Jason Cohen made a motion to approve the Wakefield Public Safety Meeting Minutes as presented. Seconded by Tom Galvin. Motion was approved unanimously.

B. Invoices

Two (2) invoices in the total amount of \$81,238.87 were presented for review and approval.

1) Leftfield LLC Invoice #15 dated 01/31/22 in the amount of \$10,000.00

Jason Cohen made a motion to approve the Leftfield invoice as presented. Seconded by Tom Galvin. On a roll call vote the motion was approved unanimously.

2) Bond Building Construction Invoice #1 dated 01/31/22 in the amount of \$71,238.87

Jason Cohen made a motion to approve the Bond Building invoice as presented. Seconded by Tom Galvin.

Discussion: Joe Bertrand noted that the invoice was not notarized by the contractor and signed by the Architect. Shane Nolan advised that this will be done upon approval by the PBC. JB asked that moving forward construction invoices are to be notarized and signed prior to presentation.

Jason Cohen amended the motion to approve the Bond Building invoice pending it being notarized and signed by the Architect. Seconded by Tom Galvin. On a roll call vote the motion was approved unanimously.

4) Project Logistics

David Capaldo presented a site plan show the proposed signage to be erected on the construction fence and the pedestrian path to the temporary Police and Fire Department entrances.

DC confirm Bond Building expect to formally begin construction on March 21st. This is when the construction fence will be erected. Bond will be in the Public Safety building to assist with temporary move and relocation prior to that date.

5) Zoning Board

Joe Bertrand advised he has spoke to Attorney Brain McGrail regarding the building setbacks. Atty McGrail will review with the Building Inspector.

6) Next Permanent Building Committee (Public Safety Building) was scheduled for February 24, 2022 at 7:00pm.

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WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of February Invoices

INVOICES					
Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
Owner Project Manager	LeftField	16	02/28/22	\$ 10,000.00	\$ 235,000.00
Architect/Engineer: Basic Service	HKT Architects	13-022023	02/18/22	\$ 12,163.00	\$ 309,821.00
Architect/Engineer: Supplementary Services	HKT Architects	0-9022023.1	02/18/22	\$ 560.00	\$ 75,666.08
				\$ 22,723.00	

WAKEFIELD PUBLIC SAFETY | OPM REPORT

2. Furniture & Equipment Budget Review Actions

	<u>Vendor</u>	<u>Proposal</u>	<u>Amount</u>
Furniture Budget			\$309,050
Office Furniture	Environment at Work	Target	\$180,000
Dispatch Furniture (AWARDED)	Evans TCS	02/04/22	\$100,250
Metal Shelving/Gun Cabinet		Allowance	\$18,000
Miscellaneous Furniture		Allowance	\$4,000
		Over/Under Budget	-\$6,799
 Technology/Security Budget			 \$236,250
Dispatch Radio Equipment	Cyber Comm	02/04/22	\$149,270
Technology	Town of Wakefield	Allowance	\$17,000
Security	Stanley Security	Allowance	\$76,000
		Over/Under Budget	\$6,020
 Overall Furniture & Equipment Budget			 -\$779