

# Hyannis Fire Department

## New Headquarters Building

### Meeting Date: December 5, 2019

Meeting opened at 3:37 PM

Meeting Minutes of October 17<sup>th</sup>, 2019 were approved. Meeting Minutes from November 7<sup>th</sup> were tabled.

### Construction update

- PC stated that he does not think that our commissioning agent has served us well. He continued to state we continue to find things that are not done or done right. PVG stated that each item that has been sent to the commissioning agent, he responded showing where it is in his report. Chief stated he read the report and has concerns that some things worked and now don't. He continued to say that he does not know where the problem is but clearly, we have issues. He has concerns about hiring SMMA to do a review if they did not do it right the first time. VS asked if we need a third party to go through the design, but we need to get everything done. PVG stated we need to narrow down the issues and agreed to send it to PC and VS for comments. The intent will be to review the MEP documents, review the installation, controls and the commissioning report. PVG will provide a draft of a scope of a design review.
- PC reiterated that as items are found to be not working that they need to be reported to CPB via email to document the issue and have a sole source of reporting issues. CPB will be the sole person reporting issues to PVG. Also, CPB will issue a notice to all the staff that everything must go through him and not directly to others.
- PC discussed the issue that everyone has left the project and there is no one around to report the results of any of the repairs. How do we make sure that everything is being done correctly? PVG replied that we are trying to track everything. VS stated that there is a problem with the system. Everyone who has a problem with anything in the building must go to the Chief. Who is making sure that anyone who comes into the building does it right?
- PC asked if any of the items on the long list from the October meeting have been done.
- There was a general discussion about frustration with CTA's lack of progress. PVG to setup a meeting with Jeff Hazelwood of CTA and some of committee to explain what is happening.
- PVG listed off the dollar value of the punch list to give the members an idea of the extent of the items.
- DK asked if we have all the certified payroll reports. PVG responded that yes, we have everything and the only issue was early in the project when a sub of a sub was not responding to our request, so we sent information to the Attorney General to deal with the issue.
- PVG explained that we have asked for all the closeout documents and CTA continued to state that all the reports are on submittal exchange, but PVG asked KBA do a report which was issued last month showing that only about 25% of the items have been submitted. We have not

submitted any payments since July and now we are getting “Direct Payment Request” which will require us to place the money in an escrow account.

- PVG said that the major problem is the HVAC and controls and the Chief agrees. CPB asked if the Master Punch List is a truly comprehensive list of all open issues, as there have been multiple lists floating around. JM will review and send out an updated MPL to CPB ASAP. NM asked if KBA can send the MPL to everyone on the committee.
- PVG said that Bator claimed that the issue requiring electrical reset of some of the doors is the method of design. MD then asked why this issue only happens on half of the doors. PVG stated that this should be studied by BER the electrical engineer and not CMS.
- VS asked about the final Certificate of Occupancy
- Rear Gate – The Commissioners have already approved the cost to install this system. The only remaining issue is finding a system that works the way CPB wants it to work, including being able to open the gate from the Dispatch Room.
- The pre-action sprinkler for IT and Radio Rooms will need some electrical work beyond on value of the sprinkler work. PVG will make sure this gets done.
- PVG and the Deputy are working on the core locks and we are down to three locks that need to be fixed.
- The osprey pole is on hold until someone tells PVG where to place the pole.
- PVG followed-up with the beam sign company and found they are closed for December.
- The foundation for the old light pole was removed today.
- Hookup for portable emergency generator – The design to install a second method to connect a generator to the building if the present generator fails needs to be engineered. KW stated he will get a proposal from BER for this work. Motion was made and approved to spend up to \$5,000 for the engineering.
- VS asked about the 12” riser for the sand/oil separator. PVG has been in contact with the sub, insisting that they complete the job before getting any money.
- VS asked where we stand with the testing of the brackets in the tower. KBA will provide the technical specs used in the design.

#### **Financial Report** – No changes

#### **Closeout**

- We reviewed the updated list by KBA which showed many missing items from CTA.
- The left-side oven on the stove is not working, and it is not a gas problem. CPB also confirmed that the entire stove did work at one point. Because it is a residential appliance there was concern that it does not have an extended warranty. KW reviewed the specs and stated we do have an extended warranty.
- PC asked if the heat works. CPB said that it is definitely not 100% working, but he cannot say what exactly does not work. However, earlier in the meeting it was noted that there are ceiling heating panels that are not even hooked up. PC asked how to proceed to get this corrected. PVG stated there have been a lot of emails between the Chief and CMS about the problems and we need to make sure that these get fixed.
- Chief stated there is still a conflict between DDS and Roberto. PVG we need to get the HVAC engineer involved to make sure that everything is correct. KW stated that the engineer relies on

the commissioning agent report. PVG stated the owner was not required to hire a commissioning engineer so if this was not done what would the engineer do. DK stated the clerk should have been watching out for this issue. PVG responded that the clerk had to watch 100 workmen, deliveries, etc., so he could not check everything. Where was the engineer during his above ceiling inspection and why did he not identify the problem?

- PVG stated we need to find a backup controls contractor because he is not sure Roberto will ever perform after 18 months of issues.
- Discussion by PC, PVG, and DK about the need for eyes on every repair made moving forward.
- Discussion on a sign-in sheet for all contractors/subcontractors.

Next committee meeting will be January 16, 2020

Meeting adjourned at 5:14 PM.

**Attendance:**

**Members:**

Peter Cross (PC)  
Victor Skende (VS)  
Greg Dardia (GD)  
Nathaniel Munafo (NM)  
Michael Medeiros (MMed) - *absent*  
David Kanyock (DK)  
Chief Peter Burke (CPB)

**Fire Department/Town**

Dave Webb (DW) - *absent*  
Michael Dalmau (MD)  
Ron Buscemi (RB) - *absent*

**CMS**

Paul V Griffin CMS (PVG)

**KBA**

Kevin Witzell (KW)  
Jim Malonson (JM)

