

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

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NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

August 9, 2011
Norton High School Library

Attending: Building Committee Chairman Kevin O'Neil, Mike Yunits (Town Manager), Patricia Ansay (School Superintendent), Ray Dewar (Principal NHS), Barry Nectow (School Department Director of Finance & Operations), Paul Helmreich (Finance Committee), Brad Bramwell (Board of Selectmen), Tom Golota (School Committee), Mike Flaherty (Finance Committee), Mark Powers, John Forde (Custodial staff), Margaret Wood (PCI), Deborah Marai (PCI), Bruce Kellogg (JCJ Architecture), Julie Norris (JCJ), Arturo Arroyo (JCJ), Jack Goodhall (CDW – site engineer)

Call to Order: The meeting was called to order at 6:30 p.m.

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. The minutes from the August 2nd meeting were reviewed and approved.
3. Margaret introduced Bruce Kellogg, Project Manager for JCJ. Greg Smolley has handed off day-to-day project management responsibilities to Bruce.
4. Margaret reported proposals were received yesterday from the 3 construction managers invited to submit proposals – Consigli, CTA and WT Rich; copies were provided to the Town. PCI will be reviewing the proposals and providing breakdown of information provided. Friday 8/12/2011 morning, the CM Selection Committee will meet to discuss the proposals. Interviews are schedule for next Tuesday, 8/16/2011.
5. Bruce introduced Jack Goodhall from CDW, the site engineers
6. Arturo and Jack discussed details of the proposed site plan, including
 - pedestrian zones
 - vehicular traffic
 - relocation of concession stand
 - brick park relocated at the intersection of 2 main paths
 - entrance – some softer elements (grass, planting) relocated
 - separate parent and bus drop off, new path along row of existing trees
 - parent drop off out front near baseball field; keeps this traffic out of main parking and bus drop off
 - bus path turns right at south end of parking lot and continues counter clockwise, queue at front of school building/out of flow of traffic
 - parking configuration: will be slight changes, should not be a major reduction in spaces
 - loading ramp: follow bus route and continue to back of building
 - comments and questions were fielded from the Building Committee:

- parking lot will need to be re-striped; perhaps think about repaving as an add-alternate
- JCJ will look at paths to consider where people will most likely walk
- Brick park – Town consider push for brick purchases, Margaret noted that the brick park is well located to allow for future expansion; consideration needs to be made as to how bricks are laid (dry laid, mortar)
- John mentioned drainage issues along existing row of trees, parking lot in general and ball field; JCJ will consider how to address

7. Julie discussed Typical Classrooms.

- Project includes replacing all windows; the existing sills will remain (clean, repaired); casework will be installed under windows where unit ventilators currently exist
- all classrooms get new teacher wardrobes which lock
- all classrooms get new interactive whiteboard (need to make sure have power/data); new tack boards; new whiteboards where needed (some are only a couple of years old)
- furniture: separate desk and chair to allow for easy reconfiguration
- the window in the classroom door will be kept small
- for the communicating doors between classrooms there are 2 options: new doors or retrofit existing doors with new hardware; Mark thought it was best just to get new ones and the committee agreed
- the floor tile is being maintained at classrooms where no demolition is taking place (it is only a couple of years old); and at corridors to the extent possible; JCJ is considering how to replace certain areas where tile is cracking
 - Kevin reminded the design team to just consider that all finishes will need to last at least 30 years, otherwise replace now
- all classrooms will get new coat of paint

8. Julie discussed the Art Room

- 2 art rooms divided by shared storage, kiln and sculpture space/clay area
 - Committee asked JCJ to consider noise/distraction issues with no separation between 2 classrooms at the rear other than sculpture studio; JCJ said that the design is responding to how the art teachers would like to work; JCJ is proposing to use lowered “cloud” dropped ceiling over work areas to help deaden the sound; JCJ will discuss issues with acoustic engineer
- teacher’s wardrobe and desk same as typical classroom
- flat files
- white boards, interactive white board, floor to ceiling tack boards,
- replacing all windows; existing sills to remain (clean, repaired); cubbies and millwork storage; sinks in each of 3 main spaces (2 art rooms and clay area)
- tables for students

9. Julie discussed Music Room

- 72 band seats in Band Room; instrument storage along the wall, can come with or without acoustical properties; white boards at the front
- 2 Practice Rooms
- Ensemble Room

- Storage
 - 84 choral seats/risers on Stage of Auditorium; movable risers
10. Julie discussed updated Science Wing
- fume hood at 2 center rooms that share prep room; designated as Chemistry Rooms
 - other rooms will be Physics, Biology and Earth Sciences
 - new configuration of center rooms was discussed
 - Ray thinks the new configuration is preferable because it maximizes teaching space, give more options for seating configurations and are more efficient
 - Margaret reiterated that the new configuration is a more efficient use of space and has better defined teaching/classroom areas
 - Kevin asked that when JCJ meets with the science teachers that they show both versions of the rooms
11. Arturo discussed the purple feature wall dividing the addition from the existing building
- Plan and section shows wall between cafeteria on first floor/science rooms on second floor and existing building
 - Display on purple wall at first floor, on opposite wall at second floor
 - JCJ is looking at options for wall materials; glazed purple block, Alucabond with Kynar finish
 - JCJ will consider durability, maintenance
 - Committee members expressed concerns of so much continuous purple being too dark
 - Margaret reminded everyone that once you add previously discussed elements, such as the art wall, the purple just becomes the background to the art work
 - Paul also mentioned that when you think about the space in 3-dimensions, the purple will not be so dominant (purple will not be on opposite wall, floors, ceilings); Bruce said a perspective drawing will help to illustrate this
12. Kevin asked if the design team had the opportunity to consider restrooms in the Media Center that could be overseen by the librarian. Ray said he does not want bathrooms in the library (noise, smells, hygiene); he prefers having the hallway as a buffer zone. The committee agreed with Ray.
13. Julie said she had not yet looked at the Wood Shop; Kevin commented that the scope, even if not reviewed by the Building Committee, must be included with DD set and in the DD estimate. Review by the Building Committee will be in September.
14. The critical next steps were discussed:
- MSBA DD Submittal (mid-September)
 - Bringing the CM on board and estimating
15. The date of the next Building Committee meeting is to be determined. Next joint Building Committee/Board of Selectmen/School Committee meeting is proposed

to be on 9/13/2011 or 9/20/2011. It was confirmed that the Building Committee does not need to seek other approvals to authorize the DD submittal.

16. Re: CM selection. A core set of base questions will be reviewed on Friday, vetted, and e-mailed to the entire Selection Committee. Jeff, Mark and Bob Salvo are not part of Selection Committee and will not get the questions.
17. Building Committee met briefly in executive session to discuss JCJ and PCI contracts.
18. The upcoming milestones are as follows:
 - Friday, August 12th: Analysis of RFP responses presented to Building Committee
 - Tuesday, August 16th: Interviews with top ranked RFP respondents
 - Friday, August 19th: Decision on CM firm and notification
 - Week of August 23rd: Kick-off meeting
 - Mid-September: MSBA Design Development submittal due
 - Friday, October 14th: Homecoming

At approximately 8:30 p.m., all non-members of the Building Committee departed the meeting. At that time, the Committee Members had a general discussion about the contract amendments for JCJ and Pinck. The discussion centered on the amount of fee that should be paid to each of the two firms. Barry Nectow, Director of Finance & Operations for the Norton Public Schools, reported that the proposed fee to be paid Pinck will not exceed the recommended MSBA target amount for OPM's. The Committee discussed material provided by JCJ and Pinck, in support of a fee to JCJ above the MSBA target fee of 10% of construction costs, a percentage in which the MSBA, if exceeded, will not provide reimbursement. Barry reported that the total fee paid to JCJ is approximately \$3,042,180. This includes only \$190,027 of non-reimbursable fee. Barry also mentioned he would like to confirm the terms of the reimbursement prior to approving the total fee. There was additional discussion on two possible contract negotiation points with JCJ:

- 1) This contract has been negotiated before the CMR is hired and signs off on the project timeline. The question is should contract include a provision for extending the contract by one month?
- 2) Should the contract include a provision stating that the architect can not increase their fee beyond the amount of the contract? It is a fixed amount.

A motion to approve the contracts, as presented was made by Mark Powers and seconded by Paul Helmreich. The motion included the provision that Barry could work through the details of the remaining two issues as well as confirm the terms of the reimbursement.

A motion to adjourn the meeting was made at 8:45 p.m. by Brad Bramwell and seconded by Mike Yunits.

Adjourned: The meeting was adjourned at 8:45 p.m.

Next Meeting Date: Tuesday, August 16th, 2011, Norton High School Library, interviews with Construction Management firms. The next full Building Committee meeting after that has not yet been set, but will probably be the first or second week in September.

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc./ Barry Nectow, Norton Public Schools






