

**NORTON PUBLIC SCHOOLS**  
Norton, Massachusetts

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**NORTON HIGH SCHOOL BUILDING COMMITTEE**  
**MINUTES OF MEETING**

May 22, 2012

Norton School Department Conference Room

**Attending:**

**Building Committee** - Dr. Pat Ansay (Superintendent), Building Committee Chairman Kevin O'Neil, Tom Golota (Community Representative), Brad Bramwell (Board of Selectman), Paul Helmreich (Finance Committee), Brian Bechet, Mark Powers

**Also in attendance** – Barry Nectow (Director of Operations & Finance, Norton School Department) Deborah Marai (PCI), Tom O'Neil (PCI), Bruce Kellogg (JCJ), Steve Roman (WT Rich)

**Call to Order:** The meeting was called to order at 6:36 p.m.

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. The Committee approved the minutes of the 4/17/2012 meeting.
3. Kevin O'Neil reported that Ray Dewar is leaving Norton High School to take a principal position closer to his home. The Building Committee wishes Ray well.
4. Kevin O'Neil reported that there will be certain items mocked up in the field for design team and Owner review. If there are any changes to finishes that have been previously reviewed and approved by the NHS Building Committee, these will be brought back in front of the Committee.
5. Kevin O'Neil reported that the Cable Studio has moved out. Therefore, securing the studio due to the temporary egress path in that area is no longer an issue, and WT Rich no longer needs to fast-track the permanent door in that location.
6. **Update on Furnishings & Technology Procurement: Bruce Kellogg, JCJ**
  - Bruce Kellogg presented a schedule for decision making, design, documentation and procurement of furnishings and technology (hand out).
  - Schedule:
    - On May 11, 2012, the design team held a furnishings and technology review meeting with Dr. Ansay, Ray Dewar, Paul Driscoll, and PCI.
    - On May 14, 2012, JCJ presented furniture options to the High School department heads.
    - Tonight is an update to the Building Committee.
    - Samples of some proposed technology and furniture items will be installed before the end of school. 3 smart boards from different manufacturers will be installed.
    - JCJ has tentatively scheduled June 11, 2012 to return to the High School department heads for a follow-up furniture presentation.
    - JCJ will do a final presentation of furnishing and technology to the Building Committee on June 26, 2012.

- Procurement: JCJ will work with WT Rich on the phased procurement (multiple deliveries) of furnishing and technology items.
- Furnishings:
  - Bruce Kellogg explained that there may be different furniture solutions for different rooms. Art and Science rooms will definitely be different; in addition, there may be certain disciplines that require a more collaborative environment, and therefore may have different solutions that standard student desks and chairs. Decisions on furnishing speak to how the school wants to teach in the future, as opposed to pre-conceived notions about how teaching and learning takes place.
  - Kevin O'Neil asked about meeting functional and design elements with what the staff and students like/want. Bruce Kellogg responded that Ray Dewar has developed a process of involving department heads in the presentations, who then communicate to the rest of the staff. Department heads are setting the standard.
  - Paul Helmreich cautioned about giving leeway to the different disciplines but also arriving at a solution that will work well over time.
  - Pat Ansay said that these are important decision being made. She and Ray are in agreement that people are not looking for a new/renovated building that looks old, and that there is a delicate balance between learning and collaboration. The process is inclusive.
  - After discussion, it was generally agreed by the Building Committee that these decisions should be left up to the high school without the Superintendent or members of the Committee taking part in their process.
  - Pat Ansay reiterated that Ray Dewar must be part of this conversation.
- Furnishings Budget: Bruce Kellogg presented a draft budget (hand out).
  - The school will need to consider what special equipment can be reused in light of what the MSBA-prescribed reimbursable budget can support. Bruce Kellogg indicated there needs to be follow up on this matter.
  - Fitness equipment (e.g., treadmills) was shown in earlier presentations, and the committee discussed whether or not this should be included.
  - Kevin O'Neil reminded the committee that the weight lifting equipment is in poor condition and needs to be replaced.
- Technology:
  - Bruce reported that Mike Kerwin has been working with Paul Driscoll, and the technology equipment scope is being updated. The baseline budget is still valid, some components are being shifted.
  - Mark Powers asked about the decision to be PC based vs. Mac based. Pat Ansay said there is still a Mac Lab, which is used mostly for graphic-type computing. Bruce Kellogg said most districts are PC based.

## 7. **Update on Subcontract Buyouts: Steve Roman, WT Rich**

- Steve Roman reported on buyout status (handout). Approximately 80% of the non-trade subcontracts have been bought out; approximately \$18.88 million value has been bought out, with approximately \$1.57 million remaining. WT Rich expects to conclude the buyout of all critical non-trade contracts by next week. Examples of remaining contracts include metal panels, tile, carpet.
- There has been buyout savings on some packages, others have gone over. Currently, the buyout savings is approximately \$42,000 with more from the early packages.



- Kevin O'Neil asked about what happened regarding the previous difference in reporting on the savings on the early packages. Deborah Marai reported that Jon Rich looked into this and had previously reported that there was an error in the second, lower number that was reported. This has since been rectified.
- Steve Roman reported that all trade contracts have been executed and all bonds received.

#### **8. Construction and Schedule Update: Steve Roman, WT Rich**

- Schedule: Steve Roman reviewed the construction schedule. He reported they are a few days behind but plan to catch up during steel erection. The February 2013 completion of Phase 1 Building Addition is maintained.
- School lunch: Barry Nectow reported that there will be no food preparation at the High School with the start of the 2012/20013 school year; meals will be prepared at the Yelle School, and will be staged at both ends. Pat Ansay indicated that they are working on how to transport the food between locations; an appropriate vehicle may need to be leased to insure proper health and sanitation throughout the process.
- Waste water project: Steve Roman reported on the progress.
  - The pump station and odor control equipment are being installed adjacent to the Yelle School.
  - An issue has come up regarding power requirements for the pump house; the appropriate power is not at the utility pole location documented. The two options currently under investigation are: National Grid designs and installs a new pole with appropriate power or, if available, tie into power at the Yelle. The second option is being investigated by Otter Creek's team with support from WT Rich, but does not look promising.
  - If the National Grid option moves forward, the time line for the power to come on line in late June or even into July. The waste water system will be complete but will not be tested until power is available.
  - Steve Roman reiterated that we were lucky to be able to start building the addition without removing the existing leaching fields, something that was an unknown until construction began since existing documentation indicated otherwise. As previously reported, test pits were dug before work began on the addition; there was no breach.
- New science rooms: Kevin O'Neil reported that the science rooms in the new addition will not be used as science labs until September of 2013; this is a phasing issue that arose when the addition was made smaller, the neutralization tanks required for the labs are located on the first floor in an area that is not to be renovated until a future phase.
- Topping off ceremony: Steve Roman reported that WT Rich is coordinating with Pat Ansay and Laura Carew for a topping off ceremony when the last piece of steel goes up. This is currently tentatively schedule for June 7<sup>th</sup> or 8<sup>th</sup> but is dependent on when steel erection actually takes place. A piece of steel will be available for the students to sign beforehand.
- School Committee update: Kevin O'Neil reported that WT Rich will be presenting a construction update to the School Committee on June 11<sup>th</sup>.
- Change Order Requests/Change Orders: Tom O'Neil reminded the Committee that they are required to vote on Change Order Proposals (made by WT Rich) that are valued over \$50,000, and also as a formality to vote on all Change Orders; Change Orders formally change the construction contract

value. These votes will take place at Building Committee meetings; there may be occasion when a meeting needs to be called if a vote is required and the timing for the regular schedule of meetings does not work out.

- Change Order Request No. 004 is to cover the portion of Division 27 & Division 28 Technology Infrastructure not covered by the GMP; funds will come from the Technology Budget outside of the construction budget. The value of COR No. 004 is \$236,249.00. Brad Bramwell made a motion to accept COR No. 004, Paul Helmreich seconded the motion, a vote was taken and unanimously approved.
- Order Request No. 003 in the amount of \$39,064.00 for removal of unsuitable soils and required replacement of structural fill was previously signed off on by Michael Yunits. Change Order No. 001, which covers only COR No. 003, is to formally add \$39,064.00 to the contract value. Brad Bramwell made a motion to accept CO No. 001, Paul Helmreich seconded the motion, a vote was taken and unanimously approved.

**9. Soft Costs Project Update: Deborah Marai, PCI**

- Deborah Marai presented an update on soft costs (hand out). The Project Funding Agreement is being Amended by the MSBA now that the GMP is finalized. The district is also submitting the first Budget Revision Request, which will be submitted whenever soft cost numbers move around – for example, if money is taken from Owner's Soft Cost Contingency to fund the lease of a vehicle for transporting school lunches.
- Pat Ansay asked about using Owners Soft Cost Contingency for non-MSBA-reimbursable items. Deborah Marai indicated that what is reimbursable and what is not reimbursable is currently being discussed with the MSBA. PCI will provide an update to the committee.
- Pat Ansay mentioned that a portion of the \$120,000 line item for Permitting may possibly be eligible for reimbursement if the Town's consultant would break out their contract scope for permit review and inspections. PCI has made attempts to get the contract split but there has been no action to date.

**10. Site Work/Waste Water Force Main Piping:** Tom O'Neil provided a follow up to the leaks detected in the sewer force main piping during testing. It is not uncommon for some leaks to be detected during testing; testing is incorporated in order to catch potential leaks. It appears that the issues WT Rich's subcontractor has with leaks in the piping they laid for the sewer force main were discovered to be due to hairline cracks at the ends of some pipes that were in the same bundle/palette; this was most likely due to a problem during shipping by the manufacturer. All leaks have been rectified.

**11. Existing Wall Murals:**

- Kevin O'Neil raised the issue of existing wall murals. The contract documents currently call for the murals to be painted over. Kevin asked if painting over the murals was project driven. Bruce Kellogg some walls are being demolished, and therefore the murals with them; otherwise, the decision to paint over the murals was mostly aesthetic.
- Pat Ansay reported the murals have been documented through a senior project.
- The Committee discussed the reasons to keep and the reasons to paint over the existing wall murals.



- Reasons to keep the murals: part of the character and personality of the students and the Town; to the building, student art work)
- Reasons to paint over the murals: the murals are not intended to be forever; allow space for future generations to display art work/could run out of space; renovation that results in a clean, forward thinking school, not an old school that has had some renovations to it; cannot pick and choose which ones to keep; definition of the artwork, given the maintenance-painting of the walls over the years, is not clean.
- A motion to paint over the wall murals as called out in the construction documents was made and seconded; a vote was taken; the vote was 6 to 1 with Kevin O'Neil voting keep the existing murals.

**Upcoming Milestones:**

- Thursday, May 24, 2012 Pinck & JCJ update to Chamber of Commerce
- Steel Topping Off Ceremony, if before the end of school (TBD)
- Friday, June 8, 2012 Graduation
- Monday, June 11, 2012: High School Project Update to the School Committee
- Tuesday, June 19, 2012 Last day of school
- Tuesday, June 26, 2012 Building Committee Meeting
- Tuesday, July 31, 2012 Building Committee Meeting
- Tuesday, August 28, 2012 Building Committee Meeting
- Tuesday, September 4, 2012 First day of school
- Tuesday, September 25, 2012 Building Committee Meeting
- Tuesday, October 30, 2012 Building Committee Meeting
- Tuesday, November 27, 2012 Building Committee Meeting
- Tuesday, December 18, 2012 Building Committee Meeting
- December 24 – 31, 2012, December vacation
- Tuesday, January 29, 2013 Building Committee Meeting
- February 18 – 22, 2012, February vacation
- February 2013 New Addition comes on line

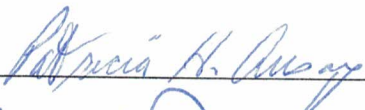
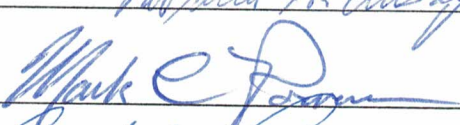
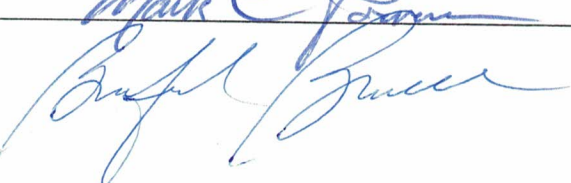
**Adjourned:** The meeting was adjourned at 8:45 p.m.

**Next Meeting Date:** Tuesday, June 26, 2012.

**Attachments:**

- PCI – Draft MSBA Budget Revision / Project Funding Agreement Amendment
- JCJ – FFE & Technology Procurement Schedule
- JCJ – Furniture Budget
- WT Rich – Buyout Status Detailed Analysis

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc.

1860's

Paul Kellogg  
K. O. F. M.