

**NORTON PUBLIC SCHOOLS**  
Norton, Massachusetts

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

November 13, 2012  
Norton High School Library

2012 DEC 21 A 10:11

**Attending:**

**Building Committee** – Brad Bramwell (Board of Selectman), Barry Nectow (Director of Operations & Finance, NPS), Michael Yunits (Norton Town Manager), Paul Helmreich (Finance Committee), Megan Lafayette (High School Principal), Building Committee Chairman Kevin O'Neil, Tom Golota, Mark Powers, Michael Flaherty (Finance Committee)

**Also in attendance** – Bruce Kellogg (JCJ), Steve Roman (WT Rich), Tom O'Neil (PCI), Deborah Marai (PCI)

**Call to Order:** Kevin O'Neil called the meeting to order at 6:44 p.m.

1. Deborah Marai of Pinck & Co. (PCI) took the minutes of the meeting.
2. Kevin O'Neil stated that tonight's meeting is the reschedule of the 10/30/12 meeting that was cancelled due to the weather and subsequent partial power outage at the high school. The regularly scheduled meeting on 11/27/12 will include a site visit/walk through of the new addition in progress.
3. Mike Yunits made a motion to approve the minutes of the 8/28/2012 Building Committee meeting; Brad Bramwell seconded the motion; the Committee voted to approve the minutes of the 9/25/2012 meeting, with Tom Golota and Mike Flaherty abstaining as they not at that meeting.
4. Kevin O'Neil reported that Bob Salvo has formerly resigned from Building Committee.
5. **Construction Update - Subcontract Buyouts (handout): Steve Roman, WT Rich**
  - The Landscape subcontractor was bought out since the last meeting. There are 5 contracts remaining to be bought out. Buyout savings to date (not including savings from early bid packages, which was incorporated into the GMP) \$153,744. Steve expects about \$10-15K additional buyouts savings for last trades. There should also be some savings realized from buyout of non-trade scope of the alternates.
6. **Construction Update – Schedule & Phasing (handouts): Steve Roman, WT Rich**
  - Steve handed out an abbreviated version of the overall schedule and a 3-week look-ahead schedule and walked the committee through progress since the last Building Committee meeting. A couple of items are outliers on the schedule but not critical path items; new addition is still on target for turnover at the end of February vacation.
  - Mark Powers asked if there are any long lead items WT Rich is concerned with. Steve mentioned switch gear and HVAC; have confirmation on these items, but still watching due to holidays; also watching generator (not as critical at this point).
  - Kevin O'Neil brought up the safety concern that happened recently. Andrew Mackey observed a backhoe backing up outside of the fenced-in construction area; although there were no buses there at the time, it was reported that the driver backed up abruptly. WT Rich immediately discussed the issue with their safety officer, and has taken steps to insure that this area is not typically used for construction vehicle

access; if vehicles are ever being used outside of the fenced-in construction area in the future, there will be "flagmen" insuring the safety of any pedestrians.

**7. Design Update – Furnishing Package: Bruce Kellogg**

- Anna Dragunas from JCJ has been working with Megan and Barry to finalize scope and pull together specifications/quotes in order for Barry to issue purchase orders. The majority of the furnishings will be ordered by the end of the year in order to prevent pricing escalations and to insure all the furnishings required for Phase 1 will arrive in time. Furniture will be delivered by phase.
- The only remaining furnishing scope is fitness equipment; Megan Lafayette is coordinating with wellness and athletic needs.
- The furniture scope is in budget, with about \$70K remaining for fitness equipment.

**8. Design Update – Technology Package: Bruce Kellogg**

- JCJ and Vanderweil have been working with Barry, Megan and Paul Driscoll to finalize scope and pull together specifications and quotes. Paul is working with Vanderweil to verifying costs for virtual environment; should have final prices by this week. There will be final coordination/verification with Paul and Megan.
- The technology equipment scope is in budget. There is some give and take with the virtualized environment; as move more towards virtual computing, more money is being put into virtualized environment (more portable) and less into boxes (CPUs).
- Technology equipment will not be delivered in phases, rather will be delivered all at once; Paul and Megan are working to find storage for future phase equipment.
- Megan and Paul will develop a list of items the Building Committee may consider authorizing purchasing if there is soft cost contingency remaining the end.
- Kevin O'Neil asked for an updated list of technology equipment from JCJ.
- Kevin O'Neil asked if there is enough money bonded to cover FF&E. Barry indicated they will be bonding again, but there are sufficient funds available, since MSBA reimbursement happens as project progresses (not all at the end).

**9. Budget Update –Owner's Construction Contingency Budget (handout): Deborah Marai & Tom O'Neil, PCI & Steve Roman, WTR**

- PCI handed out Owner Budget, Soft Cost Contingency and Construction Contingency Reports.

**9.1 Change Orders**

- The contents of Change Order No. 006 were discussed. This Change Order includes Change Order Requests that were all previously approved according the delegated authority process (some required approval of committee because over \$50K).
- Mark Powers asked for an explanation of COR #47, short circuit coordination study: Steve explained this is code compliance-related coordination for switch gear in generator; result was requirement for 2 extra breakers,
- Tom Golota asked for an explanation of COR# 26: Steve explained this was for an opening between the new corridor and existing building; there was a lintel shown but not a beam, an RFI was issued due to concern given the width of the opening; it was decided by the structural engineer that a steel beam was needed.
- Paul Helmreich moved to approved Change Order No. 006 in the amount of \$180,509, Mike Flaherty seconded the motion, the Committee voted unanimously to approve Change Order No. 006.

**9.2 Change Order Request Review**

- New and revised Change Order Requests were reviewed.



- COR #21 for Electrical Site Plan Coordination with National Grid was reviewed. This COR is for required change in location of generator (resulting in added trenching and materials) and the required acoustical improvements required due to closer proximity to the neighbors. National Grid has very strict requirements (containment curb, bollards, etc.) for transformer because they own it; some related to environmental impact. A vote is required on this COR because it is over \$50,000. Paul Helmreich moved to approved COR #21 in the amount of \$64,471, Mark Powers seconded the motion, and the Building Committee voted unanimously to approve COR #21.

### **9.3 Owner's Construction Contingency**

- Owner's Construction Contingency tracking was reviewed.
- Kevin O'Neil asked about the status of the WTR releasing buyout savings to the Owner; Tom O'Neil said we will formally ask WTR if they feel they can now release buyout savings the Owner; this will probably happen at the end of December.
- Tom O'Neil explained money spent on the project to date and cost encumbered are different; approved CORs commits the whole value of work to the project even if the work is not yet complete/requisitioned.
- Kevin O'Neil asked how we know if we are on track; Mark Powers noted a greater percentage of the contingency has been committed than percentage complete. Bruce Kellogg explained a greater percentage of contingency is often used up-front with the greatest risks related to underground and unforeseen conditions; example is the built-up roof; there should be little surprises left in the addition, and although renovation work has not started full force, many of the existing conditions have already been revealed (summer work).
- Tom O'Neil stated that we have been relaying to the Committee our concern over the amount of remaining construction contingency, especially given the required removal of the built-up sloped roof. Tom reminded that the value management process tried to get us in budget, with contingency used for unforeseen conditions and missed or incompletely coordinated scope; the goal is to use the contingency.
- Steve Roman said construction will be approximately 34% complete through end of November; current requisitioning reflects percentage complete (consistent with 4-5% per month). Steve's agreed we already know a lot about the existing building (roof, above ceilings, some flooring issues); his concerns for unknowns include what we will find with required saw-cutting/trenching and tie-ins (example – at locker room).
- The team meets regularly to vet the Proposal Requests and CORs (PCI, WTR and JCJ; WTR with their subcontractors); it is a process - looking at ways to save money. Kevin O'Neil asked if there is anything the Building Committee can. Tom O'Neil said the Committee will be asked to strategize with the team; consider whether or not some discretionary items are required – example, fencing around pump station, which may make sense for Town to do it on their own.

### **10. Budget Update – Owner's Soft Cost Contingency Budget (handout): Deborah Marai & Tom O'Neil, PCI**

- Soft cost contingency has not changed since previous review.
- PCI tracing potential additional soft costs on tracking sheet.

### **11. Budget Update – Owner's Budget Report (handout): Deborah Marai & Tom O'Neil, PCI**

- PCI presented an updated overall project budget.

### **12. MSBA Budget Revision Requests:**

- MSBA review Change Orders quarterly; Change Orders for this quarterly review are due to the MSBA this month. PCI has sent Change Orders No. 004 and 005 to the

MSBA, and will send Change Order No. 006 after this meeting. The process involves filling in a Change Order log providing information on the Change Order Requests, and subsequent follow up questions from the MSBA. The Town also issues a Budget Revision Request at the same time to move funds from Owner's Construction Contingency into WT Rich's contract.

13. WT Rich will provide an update to the School Committee on 11/19/12; Steve Roman will present construction progress photographs, schedule and phasing.
14. Brian Bechet moved to adjourn the meeting, Paul Helmreich seconded, the Committee voted unanimously to adjourn the meeting.

**Upcoming Milestones:**

- Monday, November 19, 2012 Update to the School Committee
- Tuesday, November 27, 2012 Building Committee Site Walk-through
- Tuesday, December 18, 2012 Building Committee Meeting
- December 24 – 31, 2012, December vacation
- Tuesday, January 29, 2013 Building Committee Meeting
- February 18 – 22, 2013, February vacation
- February 2013 New Addition comes on line/completion of Phase 1 work
- February 26, 2013 Building Committee Meeting
- March 26, 2013 Building Committee Meeting

**Adjourned:** The meeting was adjourned at 8:04 p.m.

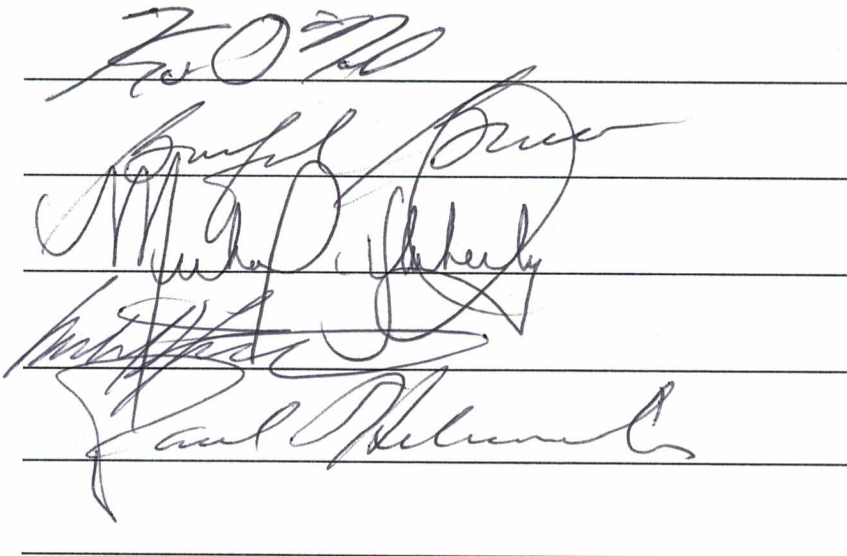
**Next Meeting Date:**

- Tuesday, November 27, 2012 – site walk-through only

**Attachments:**

- WT Rich – Buyout Status Detailed Analysis; abbreviated Construction Schedules
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report

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



The block contains four handwritten signatures, each written over a horizontal line. From top to bottom, the signatures are: 1. A stylized signature that appears to be 'F. O. M.'. 2. A signature that appears to be 'Brian Bechet'. 3. A signature that appears to be 'Paul Helmreich'. 4. A signature that appears to be 'Steve Roman'.