

RECEIVED  
NORTON TOWN CLERK  
2013 FEB 27 P 1:15

**NORTON PUBLIC SCHOOLS**  
Norton, Massachusetts

**NORTON HIGH SCHOOL BUILDING COMMITTEE**  
**MINUTES OF MEETING**  
December 18, 2012  
Norton High School Library

**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, Brian Bechet, Tom Golota, 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 6:35 p.m.

1. Deborah Marai of Pinck & Co. (PCI) took the minutes of the meeting.
2. Mike Flaherty made a motion to approve the minutes of the 11/13/12 and 11/27/2012 Building Committee meeting; Tom Golota seconded the motion; the Committee voted to approve the minutes of the 11/13/12 and 11/27/2012 meeting. Due to their absence, Brian Bechet abstained from voting on the minutes from the 11/13/12 meeting, and Brad Bramwell, Barry Nectow, Michael Yunits, Megan Lafayette and Michael Flaherty abstained from voting on the minutes of the 11/27/12 meeting.
3. **Construction Update - Subcontract Buyouts (handout): Steve Roman, WT Rich**
  - The only item left to buyout is auditorium scaffolding (estimated value \$62,700), which is not needed until last phase. Buyout savings to date (not including savings from early bid packages, which was incorporated into the GMP) is \$222,607.
4. **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, particularly progress at the addition. The building envelope is near completion. The new addition is still on target for turnover at the end of February vacation; work will finish up by end of January, followed by clean up and commissioning. Currently prepping for window testing, roof testing. January 5<sup>th</sup> is the milestone for back-feed electrical for power; the week after, start up equipment (permanent heat, etc.).
  - Site work: Have prepped rear for asphalt for deliveries; final asphalt and landscape will be completed next summer. The concrete patio outside the cafeteria poured has been poured, with rough grading for now. At the front of the addition, some of the concrete walkway has been poured, and there is some temporary asphalt for egress. Most of the finish site work is scheduled for Phase 4 during the summer 2013.
  - Starting to plan for Phase 2.
5. **Design Update – Furnishing Package: Bruce Kellogg**
  - Purchase Orders for all but fitness equipment. Vendors understand schedule and phasing.

- Fitness coordination ongoing. Wellness department visited Norwood to see what equipment used; Megan LaFayette and Barry Nectow visited to Oliver Ames and Foxboro today to see additional equipment.

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

- JCJ and Vanderweil are working with NHS (Paul Driscoll, Megan LaFayette, Barry Nectow) to finalize the technology equipment package; targeted this week to complete the packages and get back up to Barry to cut purchase orders. Still on target.

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

- PCI handed out Construction Contingency Report.

**7.1 Change Orders**

- Tom went through the individual CORs that make up Change Order No. 007. This Change Order includes Change Order Requests that were all previously approved according the delegated authority process. Steve provided clarification.
- Paul Helmreich moved to approved Change Order No. 007 in the amount of \$45,006, Mike Flaherty seconded the motion, the Committee voted unanimously to approve Change Order No. 007.

**7.2 Owner’s Construction Contingency**

- Tom reviewed new and revised Owner’s Construction Contingency report.
- With a large renovation project, there will be issues/unknowns. If we could predict what the contingency items would be, would be no need for contingency.
- Now, the owner’s construction contingency is getting tight; no money left for discretionary items, only for what has been scoped out and to meet the educational/ programmatic needs of the school.
- Construction will be close to 50% completion by the end of this month.
- Paul Helmreich raised the option to transfer the +/- \$90K remaining from Feasibility Study to the construction phase; he asked when warrants for Town meeting go out. Mike Yunits said this has not been voted on yet. Paul Helmreich suggested the Building Committee consider this option before the deadline for warrants.
- Tom O’Neil reviewed the remaining contingency.
- Tom O’Neil reported that WT Rich is returning \$326K in buyout savings and CM contingency to the District.

**7.3 Change Order Request Review**

- Tom O’Neil reviewed new and revised Change Order Requests.
- Tom Golota asked about the floor moisture mitigation issue in the existing building. Steve Roman said there is some money for moisture mitigation in project, but not enough for the whole first floor if that is what is needed.
- Tom Golota asked about the interior security cameras. Megan LaFayette said that Ray Dewar did not advocate for adding too many interior security cameras, just moving some and adding a few. Megan has worked with Paul Driscoll and JCJ/Vanderweil to see how we could get rid of blind spots in public spaces. The estimate for doing all of the interior security camera scope as currently outlined is more than \$100K, which the contingency will not support. The team is considering the option of just putting in the infrastructure for the new addition, a backbone that can be built on; the team is investigating what that means, what that costs and if there is the contingency to support it.

- Kevin O'Neil reminded all that this was a known issue, it is a change in scope to how security system is designed; the new administration looking at this differently, wants to be proactive. He asked the Committee to consider if they want to have placeholder for funding interior security camera scope for this purpose at Town meeting?
  - The Committee was reminded that security is more than interior cameras; there is now direct line of site from administration to the new entry, and there are exterior/approach cameras, door locks and secure areas.
8. **Budget Update – Owner's Soft Cost Contingency Budget (handout): Deborah Marai & Tom O'Neil, PCI**
- PCI handed out Soft Cost Contingency Report.
  - Soft cost contingency has not changed since previous review.
  - A Budget Revision Request has been issued to the MSBA to move the additional funds for furniture from the Owner's Soft Cost Contingency to the Furniture budget.
  - PCI is tracing potential additional soft costs on the tracking sheet.
9. **Budget Update – Owner's Budget Report (handout): Deborah Marai & Tom O'Neil, PCI**
- PCI handed out Owner Budget Report and presented an update to the overall project budget.
10. **MSBA Budget Revision Requests - Update:**
- Budget Revision Request has been issued to the MSBA to move funds from the Owner's Construction Contingency to the Construction Contract for Change Orders 4, 5 and 6. The MSBA is performing their quarterly review of Change Orders, which includes these three change orders.
  - As stated above, a Budget Revision Request has been issued to the MSBA to move the additional funds for furniture from the Owner's Soft Cost Contingency to the Furniture budget.
11. The Committee conducted a tour of construction progress at the new addition.
12. Brian Bechet moved to adjourn the meeting, Paul Helmreich seconded, the Committee voted unanimously to adjourn the meeting.

**Upcoming Milestones:**

- December 24 – 31, 2012, December vacation
- Tuesday, January 22, 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, January 22, 2013

**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.

Kemp

W. H. H.

Carl Klemm

W. H. H.

Carl Klemm

W. H. H.