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NORTON PUBLIC SCHOOLS
Norton, Massachusetts
NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

January 7, 2014

Norton High School – Staff Dining Room

Attending:

Building Committee – Building Committee Chairman Kevin O'Neil, Paul Helmreich (Finance Committee), Mark Powers, Tom Golota, Barry Nectow (Director of Operations & Finance NPS), Megan Lafayette (HS Principal), Andrew Mackie (School Committee), Joe Baeta (Superintendent of Schools), Mike Yunits (Town Manager), Brian Bechet, Brad Bramwell (Board of Selectmen)

Also in attendance – Deborah Marai (PCI), Tom O'Neil (PCI), Steve Roman (WT Rich), Sean (WT Rich), Bruce Kellogg (JCJ Architects), member of the press

Call to Order: Kevin O'Neil called the meeting to order at 6:31 p.m.

1. Deborah Marai of Pinck & Co. (PCI) took the minutes of the meeting.

2. **Site Visit**

WT Rich led a tour of the Auditorium, Media Center and Band Room areas.

3. **Minutes from 11/26/13 Building Committee Meeting**

- Corrections required to 11/26/13 Building Committee meeting minutes; PCI will make these corrections and issue for record.
 - Item 2 – Paul Helmreich moved to approve the minutes (not voted)
 - Item 10 – Mike Yunits name spelled incorrectly (missing "s")
 - Item 15 – Band Instrument Storage will reviewed at December meeting (not the November meeting)
 - Item 17 – should reference comments from the 10/29/13 Building Committee meeting (not 11/29/13)
- Paul Helmreich moved to approve the minutes of the 11/26/13 meeting with the amendments noted above, Mark Powers seconded the motion; the Building Committee voted in favor of approve the minutes of the 11/26/13 Building Committee meeting; Brad Bramwell abstained.

4. **Construction Update – Schedule & Phasing (handout): Steve Roman. WT Rich**

- Steve handed out schedules.
- All contract scope of work except at the Auditorium was substantially complete as of December 31, 2014. Punch list and work at Auditorium is ongoing.
- Ongoing work at the Auditorium includes overcurrent protection at dimming cabinet, installation of projection screen, carpet, aisle lighting, final inspection and punch list.
- WT Rich will be demobilized by the end of January, including removal of job trailers.
- Punch list is 80% complete overall, each phase varies; goal is to complete the existing punch list items by the end of January.
- Steve handed out a warranty and commissioning matrix per phase; rooftop mechanical units were not set per phase, so their dates are a skewed from other phasing. Barry asked for WT Rich to lay out substantial completion for rooftop mechanical units.
- MSBA requires commissioning agent review in 10 months from substantial completion; this is to address any issues before warranty period is over;
- WT Rich will submit close out documentation on 2/10 (final warranties and O&M).

- Will be posting LEED on 2/10; waste diversion – targeting 75%, tracking at 94%.
 - Kevin O'Neil asked about the smaller restrooms behind auditorium. Steve Roman indicated one of rooms has a broken sink that needed to be custom ordered' Steve will verify what remains to be done.
 - Megan Lafayette indicated the High School will convert construction laydown area to parking as soon as WT Rich provides access to this area.
- 5. Design Update – Furnishing Package: Bruce Kellogg, JCJ**
- Outstanding freestanding bookshelves for media center/library was shipped on 1/3.
- 6. Design Update – Technology Package: Bruce Kellogg, JCJ**
- There are 2 remaining phones Paul Driscoll is working directly with vendor on.
 - Document cameras were signed over to Paul Driscoll; they are not yet distributed.
 - There are 3 smart boards to be installed, waiting for verification of location.
- 7. Noise from Roof Top HVAC Units**
- Steve reported that JCJ submitted a formal report including acoustician reporting and Architect/Engineer team comments; Steve said it is a comprehensive report that include recommendations. WT Rich subcontractors have a deadline of 1/14/14 to respond to items in the report.
 - Joe Baeta asked if there is anything in the report on the equipment. Steve indicated the JCJ report asks for that information. Bruce Kellogg will send report to Joe Baeta.
 - Joe Baeta is reporting to the housing authority at 6 p.m. on 1/21/14; PCI will provide Joe with a bullet point summary of the situation.
 - Everyone agreed the noise level is too loud. Steve Roman did caution that when this issue is resolved, the noise level will be higher than what existed before the renovations; the rooftop units that existing before were much smaller.
- 8. Budget Update – Project Budget Tracking (handout): Deborah Marai, PCI**
- Deborah Marai handed out PCI's Owner Budget Report and presented an updated to the overall project budget.
 - Approximately 93.2% of total project budget has been expended.
 - The budget has not changed; the project is on budget (\$34,589,955) and the MSBA reimbursement remains 64.42% of eligible project costs.
 - PCI continues to review/scrutinize for MSBA reimbursement eligibility: Change Orders/funds moved into the project from Owner's Construction Contingency, funds moved into the project from Owner's Soft Cost Contingency, and (a newer process) Construction Manager Contingency.
- 9. Budget Update – Owner's Soft Cost Contingency Budget (handout): Deborah Marai, PCI**
- Deborah Marai handed out and reviewed PCI's Soft Cost Contingency Report.
 - Soft cost contingency has only changed slightly since previous review.
 - Original Soft Cost Contingency Budget = \$497,366
 - Soft Cost Contingency Committed to date = \$449,234; remaining budget after committed = \$48,132
 - Tracking of potential additional use of Soft Cost Contingency has been moved to prioritization tracking.
 - Barry Nectow and Deborah Marai are reviewing committed soft cost line items for funds that will not be used; there will be funds remaining, actual amount not known at this time.

10. Budget Update – Change Order and Owner's Construction Contingency Budget Tracking (handouts): Steve Roman, WTR and Deborah Marai, PCI

- Deborah Marai distributed out PCI's Construction Contingency Report and Steve Roman distributed WT Rich's Change Order Request Log.
 - Original Owner's Construction Contingency = \$945,833
 - Value relocated from Owners Soft Cost +\$150,000
 - Total Revised Owners Construction Contingency = \$1,095,833
 - Subtotal Change Orders from Owner's Contingency (CO#1 & #3-17) = \$881,844
 - Owner's Construction Contingency Balance after approved COs & CORs = \$63,989
 - Subtotal Potential & Pending CORs = \$305,772
 - Owners Construction Contingency Balance with Potential PCO's = (\$91,783)
 - Balance of Capital Funds = \$34,464
 - Owner's Construction Contingency Balance with Potential CORs and capital funds considered = (\$57,319)
 - ❖ If all of the potential change orders were accepted at their estimated value, the value would exceed the contingency value by \$57,319
 - ❖ Can move \$48K from soft cost contingency.
- Capital Funds
 - Balance \$34,464
 - Project team proposed COR 202 and COR 224 be applied against these remaining funds.
 - Paul Helmreich moved to apply COR 202 and COR 224 to the remaining capital funds; Mike Yunits second the motion. The Building Committee voted in favor to apply COR 202 and COR 224 to the remaining capital funds.
- WT Rich is reviewing all remaining CORs with subcontractors to finalizing pricing and to verify which CORs will formally be issued and which, if any, will be voided.
- The committee continues to scrutinize all potential expenditures on this project.

11. Budget Update – Owners Change Order #17: Deborah Marai, PCI

- The Committee reviewed and voted on Change Order #17.
 - CORs included in Change Order #17 were reviewed and discussed.
 - Brad Bramwell motioned to approve Change Order #17 for the amount \$72,992, Paul Helmreich seconded the motion; the Committee voted unanimously to approve Change Order #17 for the amount \$72,992.

12. Budget Update - Value Engineering Options (handout)

- The Committee discussed the Music Instrument Casework included in the construction contract and debated the estimated savings of \$26,316.
- Paul Helmreich made a motion to move forward with procurement of the Music Instrument Casework covered in WT Rich's construction contract, Joe Baeta seconded the motion; the Committee all voted in favor of releasing WT Rich to move forward with this scope.

13. Budget Update – Scope Items Not Covered by CORs

- Prioritization list of scope items not covered by CORs was handed out.
- The current list of scope items not covered by was prioritized by the High School administration, and is presented here for Building Committee review and discussion. Kevin O'Neil noted that the team, including the High School, have already put a lot of thought into this list; many scope items have already been removed.
- Megan Lafayette presented the list.
- Additional science room furnishing is required because the student population is above the 700 projected by the MSBA for this project. Joe Baeta made a motion that

the additional required science room furnishing (estimated expenditure \$12,792) be procured, Paul Helmreich seconded the motion; the Building Committee voted unanimously to procure the additional science room furnishings.

- The Committee agreed that given other priorities, the furring out of the art room upper wall be made a low priority.
- The Building Committee had a conversation about the proposals for additional security cameras and air conditioning at the interior (no windows) CAD room.
- Andrew Mackie asked Megan Lafayette to get the input of the school resource office (Detective Franco) regarding additional security cameras.

14. Dedication Ceremony

- The dedication ceremony will most likely be scheduled for a Saturday in late March. Kevin O'Neil and Megan Lafayette will talk later this week to pin down a date.
- Kevin O'Neil will invite politicians to give speeches for the formal part of the ceremony, approximately a half hour total. Kevin recommends that the formal part be followed by tours which promote the things going on at the school – music, smart board demonstrations, etc.
- Tom Golata suggested having images that show the existing conditions; Kevin O'Neil suggested developing one power point presentation that shows throughout the school.
- It was recommended to develop a list of "fun facts" – green features, etc.; things people will not necessarily notice right away.
- Joe Baeta recommended student presentations throughout the school, potentially a short videos produced by students about the life of a student.
- Andrew Mackie suggested the students lead the tours.
- Joe Baeta suggested his office can handle the invitations once there is a master list; Joe also suggested checking potential dates local politicians' calendars.
- Kevin O'Neil asked if the school committee chair, board of selectman chair and/or finance committee chair speak. The Committee did not think this was necessary.

15. Miscellaneous:

- PCI continues to track MSBA Budget Revision Requests and ineligible reimbursements.
- Kevin O'Neil proposed that when the school performs the work to create accessible paths to the playing fields, that they consider extending the path to the nearby housing authority; potentially could be a joint project with the housing authority, giving residents a walking path to the High School, the track and fields.

16. Mark Powers made a motion to adjourn the meeting, Mike Yunits seconded the motion; the Committee voted unanimously to adjourn the meeting at 9:11 p.m.

Upcoming Milestones:

- January 20, 2014 anticipated Auditorium Completion
- End of January WTR demobilized
- February 4, 2014 Building Committee meeting
- February 10, 2014 Close out documentation submitted
- February 10, 2014 LEED posting
- March 4, 2014 Building Committee Meeting
- Saturday, end of March Dedication Ceremony

Adjourned: The meeting was adjourned at 9:11 p.m.

Next Meeting Date:

- *Tuesday, February 4, 2014 at 6:30 p.m.*

Attachments:

- WT Rich – Master COR Log; Warranty & Commissioning Closeout Matrix by Phase; Phase 5 Only Construction Schedule; Potential VE Items
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report; Scope Items Not On COR Log Prioritization

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

For M. O'Neil
Mark O'Neil
Kevin O'Neil
Ted O'Neil
Carol O'Neil
John O'Neil
Paul O'Neil
My O'Neil