

**NORTON PUBLIC SCHOOLS**  
Norton, Massachusetts

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

August 30, 2011  
Norton High School Library

**Attending:**

**Building Committee** - Dr. Pat Ansay (Superintendent), Building Committee Chairman Kevin O'Neil, Ray Dewar (Principal), Tom Golota (School Committee), Paul Helmreich (Finance Committee), Mark Powers (Building Committee), Brad Bramwell (Board of Selectmen) Tom Withers (Custodian), Margaret Wood (PCI), Tom O'Neil (PCI), Bruce Kellogg (JCJ Architecture), Greg Smolley (JCJ Architecture), Jon Rich (WT Rich)

**Call to Order:** The meeting was called to order at 6:35 p.m.

1. Margaret Wood of Pink & Co. (PCI) took the minutes of the meeting.
2. Committee members introduced themselves, welcoming Jon Rich to the project. Jon thanked the Committee for their selection of WT Rich as Construction Manager.
3. Margaret noted that the Town had issued a Notice of Intent to WT Rich and that Pinck & Co. was working with the Town's Counsel on finalizing and executing WT Rich's contract, which will be signed by Mike Yunits.
4. Jon Rich noted that he met on August 25<sup>th</sup> with Greg Smolley and Tom O'Neil to discuss phasing. WT Rich incorporated comments made at this meeting into a phasing proposal for discussion at this evening's meeting. Jon presented the proposal (see attached) which includes five phases as follows:
  - Phase I: Construction of new addition (proposed start in March 2012, end December 2012)
  - Phase IA: New mechanical and electrical rooms in existing building (start end of June 2012, end December 2012)
  - Phase IB: Abatement and corridor work (start end of June 2012, end beginning of school year)
  - Phase 2: Renovate existing northeast classrooms on both floors (start January 2012, end March 2013)
  - Phase 3: Renovate existing northwest admin space and classrooms (start April 2013, end June 2013)
  - Phase 4: Summer work 2013 (renovate rear of building, both floors)
  - Phase 5: Final building areas (renovate areas adjacent to mechanical and auditorium)
5. The upcoming milestones are as follows:
  - September 16<sup>th</sup>: Design Development estimates due
  - September 23<sup>rd</sup>: MSBA submittal due

- September 27, 2011: Project update to the Joint Committee (members of the School Committee, Finance Committee, Board of Selectmen and Building Committee)
- Friday, October 14<sup>th</sup>: Homecoming

**Adjourned:** The meeting was adjourned at 8:15 p.m.

**Next Meeting Date:** TBD

**Attachment:** WT Rich Preliminary Phasing Approach, dated August 29, 2011

Respectfully Submitted, Margaret Wood, Pinck & Co. Inc.

  
  
  
  
