

RECEIVED
NORTON TOWN CLERK
2013 FEB 27 P 1:15

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

January 22, 2013
Norton High School Library

Attending:

Building Committee – Barry Nectow (Director of Operations & Finance, NPS), Michael Yunits (Norton Town Manager), Megan Lafayette (High School Principal), Building Committee Chairman Kevin O'Neil, Tom Golota, Mark Powers, Andrew Mackie (School 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. The committee will vote on minutes from 12/18/12 meeting at the February meeting.
3. **Construction Update - Subcontract Buyouts (handout): Steve Roman, WT Rich**
 - No change; the only item left to buyout is auditorium scaffolding (estimated value \$62,700), which is not needed until last phase/Phase 4. Buyout savings to date (not including savings from early bid packages, which was incorporated into the GMP) is \$221,697 (correction from amount listed in 12/18/12 meeting minutes).
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.
 - Approaching the end of phase 1 scope - addition and new mechanical room. Mostly finishes remaining (ceiling tiles, VCT, toilet accessories, tack boards, etc.) and equipment/systems start up (fire alarm, fire suppression, roof top units, boilers, kitchen equipment) remaining.
 - On schedule for cafeteria turn over January 31, at which point WT Rich will take over existing cafeteria for temp classrooms; turn over complete addition after February break. In between: finalize, punch list, furniture delivery, temp classroom construction. Megan Lafayette: keeping classes in temp classrooms through end of the year; don't want to move them twice. Steve Roman: these classrooms are fully equipped, including temporary HVAC; air quality testing will be ongoing.
 - Team is making up some time over the weekends, not typical but catching up for some late materials. WTR and subs own the schedule.
5. **Construction Update – Update on Concrete Slab Leveling: Steve Roman, WT Rich**
 - Leveling of the 2nd floor slab underway; steel is within tolerance, but concrete settled (center of steel beams). Elevation tolerance is the issue, not flatness or smoothness of concrete. Self leveling nearly complete, once done will allow flooring work to proceed. Marguerite, the concrete subcontractor, poured slab; the structural specifications state they have to anticipate deflection of slab, but Marguerite is disputing they own the leveling, WTR went through the appropriate process, and has now hired CJM, the resilient flooring subcontractor, to do the leveling; this is being tracked and will be back-charged to Marguerite.

6. Design Update – Furnishing Package: Bruce Kellogg

- Purchase Orders have been issued for all but fitness equipment. Vendors understand schedule and phasing, have a 2 week window for delivery.
- JCJ will work with team to make sure right furniture gets delivered to the right spaces. JCJ will perform punch list inspection of furniture.
- Kevin O'Neil: what is happening with old cafeteria furniture? Barry Nectow: go through required public process – offer to other schools and Town departments, then community; choices limited because of size suitability; Kevin suggested the senior center and senior housing if other schools decline.

7. Design Update – Technology Package: Bruce Kellogg

- Technology package is for mobile technology equipment (not infrastructure). Vanderweil prepared back-up, Barry Nectow issued the purchase orders. ***As requested at the meeting, Deborah sent out summary of what was ordered; also attached here.***
- Megan Lafayette, Paul Driscoll and Barry Nectow were involved in the planning, which included thinking about the future.
- On 2/1/13, WTR, subcontractors, design team, school/town team and vendors will meet to verify scope is properly coordinated.

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

- PCI handed out Construction Contingency Report.

8.1 Owner's Construction Contingency

- Deborah reviewed new and revised items on Owner's Construction Contingency report.
- Deborah discussed the details of Owner Change Order No. 008. Steve Roman provided clarifications.
 - The security camera infrastructure Change Order Request No. 084A led to an overall discussion on the camera scope in total. The intent is to do as much as we can now and build on the new infrastructure in the future. Andrew Mackie noted he has met with the Superintendent and the Norton Police Department. Megan Lafayette explained that the Assistant Principal and Detective Franco have been involved in the camera scope.
- Steve reviewed the new pending change requests,
 - Megan Lafayette discussed the potential flooring changes for the approximately eight (8) additional second floor classrooms. During design phase value engineering, a certain number of classrooms were designated as not requiring new flooring, however many now believe that the flooring in these rooms should be replaced given their condition (some loose or chipped tiles, etc.). Pricing of this added scope is now underway.
 - A general discussion was held regarding the amount of potential change orders. Barry Nectow noted that we work on the contingency everyday,

8.2 Change Order Request Review

- Deborah and Steve reviewed new and revised Change Order Requests (CORs).

8.3 Change Orders

- Deborah went through the individual CORs that make up Change Order No. 008. This Change Order includes Change Order Requests that were all previously approved according the delegated authority process. Steve provided clarification.

- Mike Yunits moved to approved Change Order No. 008 in the amount of (\$3,870), Mark Powers seconded the motion, the Committee voted unanimously to approve Change Order No. 008.
9. **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.
 - Budget Revision Request (BRR #4) was been issued to the MSBA to move the additional funds for furniture from the Owner’s Soft Cost Contingency to the Furniture budget; it is anticipated that the additional funds will not be eligible for MSBA reimbursement.
 - PCI is tracing potential additional soft costs on the tracking sheet.
 10. **Budget Update – Owner’s Budget Report (handout): Deborah Marai & Tom O’Neil, PCI**
 - PCI handed out Owner Budget Report and presented an updated to the overall project budget.
 11. **MSBA Budget Revision Requests - Update:**
 - Budget Revision Request (BRR #3) was issued in November 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 has asked for additional information, and is still conducting their quarterly review of Change Orders, which includes these three change orders, to determine what scope is eligible for MSBA reimbursement.
 - *As stated above, BRR #4 was issued to the MSBA to move the additional funds for furniture from the Owner’s Soft Cost Contingency to the Furniture budget, and it is not anticipated that the additional funds will be eligible for MSBA reimbursement.*
 12. **Potential VE items: WTR handout**
 - Barry Nectow explained the list of potential “value engineering” items; this is in attempt to identify potential non-program related scope reduction cost savings. Each item has a date by which the decision would need to be made to change scope in order to realize the maximum value. A number of potential cost-saving measures were explored, some quickly deleted. The Building Committee is asked to consider the list; do not need to make decisions now.
 13. **Vote to Submit Town Meeting Articles:**
 - The Building Committee discussed the option to prepare a warrant to reallocate the balance feasibility funds into remainder of the project; this is a procedural move, at the moment a placeholder in case the decision is made to bring this issue to Town vote in the spring.
 - Mark Powers moved to prepare a warrant to reallocate the balance feasibility funds into remainder of the project, Andrew Mackie seconded the motion. The Building Committee voted unanimously in favor.
 - Mike Yunit to find out who actually does the warrant.
 14. The Committee conducted a tour of construction progress at the new addition.
 15. Tom Golata moved to adjourn the meeting, Mark Powers seconded, the Committee voted unanimously to adjourn the meeting.

Upcoming Milestones:

- February 18 – 22, 2013, February vacation

- February 25, 2013 New Addition comes on line/completion of Phase 1 work/start of Phase 2 work
- February 26, 2013 Building Committee Meeting
- March 26, 2013 Building Committee Meeting
- April 30, 2013 Building Committee Meeting
- May 28, 2013 Building Committee Meeting
- June 18, 2013 Building Committee Meeting

Adjourned: The meeting was adjourned at 9:30 p.m.

Next Meeting Date:

- Tuesday, February 26, 2013

Attachments:

- WT Rich – Buyout Status Detailed Analysis; Change Order Request log; abbreviated Construction Schedules; Potential VE Items
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report
- JCJ – Technology Equipment List

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




