

NORTON PUBLIC SCHOOLS
Norton, Massachusetts
NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING
February 26, 2013
Norton High School Library

RECEIVED
NORTON TOWN CLERK

2013 MAR 28 P 1:17

Attending:

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

Also in attendance – Jeff Elliott(JCJ), Steve Roman (WT Rich), Deborah Marai (PCI)

Call to Order: Kevin O'Neil called the meeting to order at 6:38 p.m.

1. Deborah Marai of Pinck & Co. (PCI) took the minutes of the meeting.
2. Michael Yunits made a motion to approve the minutes from the 12/18/12 meeting, Paul Helmreich seconded the motion; the Committee voted unanimously to approve the minutes from the 12/18/12 meeting (Mark Powers abstained). Michael Yunits made a motion to approve the minutes from the 1/22/13, Tom Golota seconded the motion; the Committee voted unanimously to approve the minutes from the 1/22/13 meeting (Brad Bramwell, Paul Helmreich, Brian Bechet and Michael Flaherty abstained).
3. **Construction Update - Subcontract Buyouts (handout): Steve Roman, WT Rich**
 - There has been no changes since the last report; 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). Buyout savings line item is now \$0 as the full amount is being turned over to the Owner in COR #106.
 - WT Rich also turned over part of the CM contingency as part of COR #106; there is a little less than \$195K remaining in CM contingency.
4. **Construction Update – Schedule & Phasing (handouts): Steve Roman, WT Rich**
 - Steve handed out an abbreviated version (12) of overall schedule and walked the Committee through progress since the last meeting. Phasing schedule also reviewed; moved one classroom to Phase 2; some tweaking left to do on Phase 3.
 - Phase 1:
 - Phase 1 mostly complete, occupied on Monday. Remaining: some exterior rear canopy work; front and rear walk-off mats; front interior soffit. New "Norton High School" signage going up end of this week. As planned, new science classrooms in use but not as science classrooms; signage over sinks indicating not in use because chemical neutralization system will not be complete until Phase 4 (due to location in existing locker room). Rear canopy has temporary tie-in to new building, permanent connection done with Phase 4 existing building roof work.
 - New addition entry doors currently used for egress only; becomes primary entry once new adjacent administration area completed at end of Phase 2.
 - Temporary classrooms have been constructed at old cafeteria area.
 - WT Rich completing Phase 1 punch list item when Addition not in use.

- Phase 2:
 - Near completion for Phase 2 demolition, abatement for Phase 2 1st floor classrooms and additional abatement for future phase work (UEC lab oversight air clear tests).
 - Underground electrical and plumbing underway this week.
 - Next week start new windows; work out bugs for window replacement going forward.
 - WT Rich is being very aggressive on schedule - double shifts, getting ahead on future phases, coordinating with school for access.
 - Working out emergency egress for school and construction site. Creating temporary access for workers, including scaffolding system to do windows. Building inspector will review.
- Flooring issue: At first floor corridor, cafeteria and science labs: cupped and did not set properly; also separate seam-related installation issues at cafeteria. Tarkett flooring representatives have been out on site; WT Rich has letters confirming defective material and will be replaced in Phase 4; controlled install with Tarkett rep watching. 2nd floor corridor tile will stay; was installed later, not a defective product.
- Owner training: Started during vacation. All Phase 1 building systems commissioning training complete (full day on the 19th with Commissioning Agent). HVAC hands-on walk around last week; plumbing, electrical, security and AV hands-on training later in the week. HVAC Control system at the computer (3 sessions) and graphics this week. Committee suggested having students video-tape future training. Steve said re-training can also be done as needed,

5. Design Update – Punch list: Jeff Elliott, JCJ

- Design team reviewed Phase 1 work and created architectural, MEP, kitchen and furniture punch lists.

6. Design Update - Furnishing Package: Jeff Elliott

- Cafeteria and science lab furniture installed and punch lists created. Megan Lafayette reported that Anna from JCJ did a great job; she was here for some deliveries and punch listed everything.
- Jeff reported that there were some installation challenges, and JCJ is making efforts to insure these will not be repeated in future phases. Robert Lord install issue and some damaged pieces; Robert Lord verified they will use different installers going forward. Wrong tall table top finish at and chair leg finish at cafeteria; to be replaced.
- Future deliveries will continue to be by phase, not a lot of storage necessary.
- Barry reported on old cafeteria furniture; offered to Town entities, in the end much of it was donated to school affiliated with local Baptist church and to JCS; some pieces were saved and stored in Yelle School and NHS.

7. Design Update – Technology Package: Jeff Elliott

- Phase 1 hand sets/phone not yet coordinated with network; Paul Driscoll is working on this piece and should be done by end of week; software upgrade needed. For now, Megan reported they are using walkie-talkies.
- As requested at the last meeting, updated technology package list forwarded to Kevin O'Neil.

8. Budget Update –Owner's Construction Contingency Budget (handouts): Deborah Marai, 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. PCI contingency reporting and WT Rich COR log are slightly different; Steve updated WT Rich list just before this meeting and is more up to dated.
- Change order requests have gone down, which was expected because Phase 1 has been wrapping up and a lot is known from work in existing last summer and to date.
- Regarding unforeseen conditions, good news that most of the demolition work for Phase 2 is complete and there have been no surprises. The required slab trenching may result in unforeseen condition; some in Phase 2, most in Phase 4

8.2 Change Order Request (COR) Review

- Deborah and Steve reviewed new and revised pending (CORs).
- Regarding COR 84B, infrastructure for security cameras was installed in Addition; Megan and Paul Driscoll are looking at outside vendors for cameras, hope to get better pricing than \$21K COR WT Rich provided for design-team specified cameras; Committee may be asked to consider using soft cost contingency for cameras. Megan explained that the cameras are mainly used as a deterrent and to figure out responsibility when issues occur; do have capability for live feed if need for lock down. Mark Powers concerned about "dummying down" the cameras too much just for the sake of cost; the team reminded the Committee that the exterior cameras that are part of the original scope are phenomenal and are still part of the project.
- COR 99A and 99B are for replacing the existing flooring at 2nd floor Phase 2 and Phase 3 classrooms. The Committee is in support of both these CORs.

8.3 Change Orders

- Deborah, Steve and Jeff went through the individual approved CORs that make up Change Order No. 009. This Change Order includes Change Order Requests that were all previously approved according the delegated authority process. Steve provided clarification.
- Mark Powers moved to approve Change Order No. 009 in the amount of (\$307,181), Brian Bechet seconded the motion; the Committee voted unanimously to approve Change Order No. 009.

9. Budget Update – Owner's Soft Cost Contingency Budget (handout): Deborah Marai, PCI

- Deborah handed out and reviewed 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:

- No update at this time.

12. Potential VE items: WTR handout

- Reference the Value Engineering list reviewed at the 1/26/13 meeting. The only items that requires Committee decision is deletion of classroom speech amplification system in designated classrooms; this scope will remain. Committee to revisit VE list.

13. Fitness Equipment

- Kevin and Barry have been researching possible purchase of used gym equipment. They will report further on this at future meeting.

14. Vote to Submit Town Meeting Articles:

- A place-holder warrant has been created for the remaining Feasibility Study funds in the event that the decision is made to go to Town vote to move this money into the construction project.

15. The June Building Committee meeting will be held on 6/18/13 instead of the last Thursday of the month due to the State Special Election.

16. The Committee conducted a tour of construction progress at the new addition.

17. Brain Bechet made a motion to adjourn the meeting, Mark Powers seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:38 p.m.

Upcoming Milestones:

- March 4, 2013 Update to School 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 8:38 p.m.

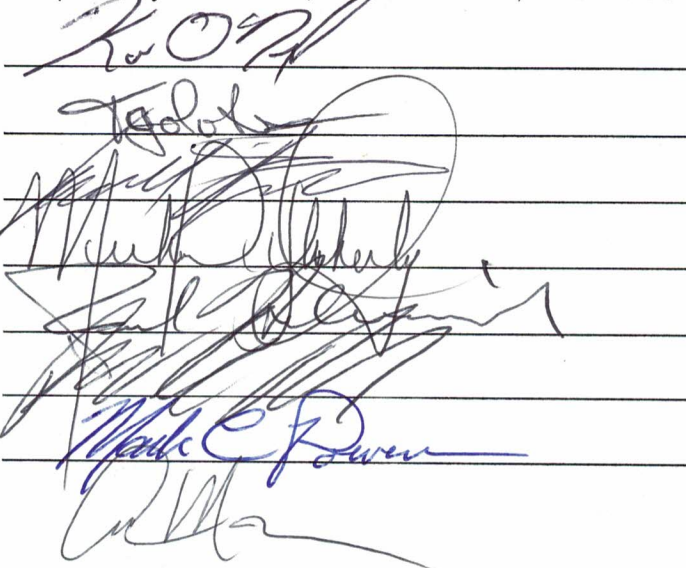
Next Meeting Date:

- Tuesday, March 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.



The block contains several handwritten signatures in black ink, written over a series of horizontal lines. The signatures are somewhat overlapping and stylized. One signature at the bottom appears to be in blue ink.