

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

RECEIVED  
NORTON TOWN CLERK

2013 JUL -1 P 12:55

**Attending:**

**Building Committee** – Barry Nectow (Director of Operations & Finance, NPS), Tom Golota, Michael Yunits (Norton Town Manager), Paul Helmreich (Finance Committee), Brian Bechet, Building Committee Chairman Kevin O'Neil, Mark Powers, Michael Flaherty (Finance Committee), Andrew Mackey (School Committee Chair)

**Also in attendance** – Bruce Kellogg (JCJ), Deborah Marai (PCI)

**Call to Order:** Kevin O'Neil called the meeting to order at 6:39 p.m.

1. Deborah Marai of Pinck & Co. (PCI) took the minutes of the meeting.
2. Kevin O'Neil reported that Steve Roman is not here tonight due to a family emergency; Deborah Marai will provide the Construction Updates. The Committee will not be able to tour Phase 2 work tonight. Kevin noted the preference to tour the work at each meeting.
3. Andrew Mackey made a motion to approve the minutes from the 2/26/13 meeting, Brian Bechet seconded the motion; the Committee voted unanimously to approve the minutes from the 2/26/13.
4. **Construction Update - Subcontract Buyouts (handout): Deborah Marai, PCI**
  - 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 line item is now \$0 as the full amount was turned over to the Town in COR #106.
5. **Construction Update – Schedule & Phasing (handouts): Deborah Marai, PCI**
  - Deborah handed out WT Rich's an abbreviated version (updated 3/25/13) of overall schedule and walked the Committee through progress since the last meeting.
  - **Phase 1:**
    - Punch list work is ongoing before/after school hours
    - Elevator: State inspection failed, inspector was not familiar with the model and believed it to be not a State-approved model. However, all the shop drawings have been reviewed and approved by the State and engineers. State installation numbers were also already provided. It is a matter of provision paper work and discussion between Delta Beckwith and Otis Corp with the State Inspector's Office. Should be resolved this week, then the inspector back will return to perform the required weight test. Old elevator remains in commission until new elevator is approved and running.
    - Flooring issue: Tarkett has been onsite for two separate issues:
      - 1) Defective Tile (cupped) has been confirmed and all tile in phase 1 related to the 2nd floor classrooms, and 1st floor cafeteria, servery and corridor area will be replaced during this coming summer renovation. This will be a controlled installation with the manufacturer observing. All costs to be covered by manufacturer. Non-defective tile was installed at the second floor corridor and there are not issues there.

- 2) Durability/Abrasion of the tile has been questioned due to the wear and tear on the cafeteria floor, after only 4 days of use. Tarkett was on site with representatives and reviewed the tiles. Caster information and finish product (wax and sealer) information was requested by Tarkett to be forwarded over to them by the project team. Finish product information has been forwarded on. Caster information is not available; however, actual samples of each caster are to be forwarded over to WTR this coming week from JCJ.
- ❖ VCT (vinyl composition tiles) was originally specified; VET (vinyl enhanced tile) was offered as a no-cost upgrade and was installed; VET is supposed to be a better, more durable product, so the issues are related to the defective product installed.
  - ❖ Brian Bechet asked about the resilient base product being installed sloppy, made up of 4' strips instead of rolled goods, and with splices too close to corner. The design team to look into these matters.
  - ❖ Brian Bechet asked about accent floor tile colors – gaps and not aligned. Deborah indicated that there are installation issue observed particularly at the cafeteria; since the tile is being replaced anyway, these issues will also be resolved in the new, controlled installation.
  - ❖ Mark Powers asked if WT Rich is holding enough money from the flooring contractor. Deborah indicated there is some money being held, but they are also bonded.
- Duct work noise issue near elevator is related to the phasing work (HVAC system is designed for whole building), and will be completely resolved by the completion of the project (completely balanced once full system on board). The design team and WT Rich are still working to resolved the noise and draft duct issues at the staff dining room.
- **Phase 2:**
    - Tracking to finish Phase 2 ahead of anticipated schedule. Targeting 4/12 construction finish, with furniture to follow the week of 4/15 - 4/19, occupancy after April vacation.
    - In the finishes stage of Phase 2: Finishing boarding walls, ceiling grid being installed, painting ongoing, storefronts being installed, windows installation ongoing, and restroom tile work started. Ceiling tile to start on 4/1 with MEP grid trim out as well. Carpet / VCT start 4/8 - 4/12.
  - **Phase 3 to start on 4/13.**
  - **Concrete Contractor Claim:**
    - Marguerite issued a formal claim in regards to the back-charge issued by WTR for the work that was done to correct the 2nd floor concrete slab per specification elevation tolerances. Response from Town, even if just to confirm the date for a formal response, required in 60 days.
    - Conference Call was held on 2/25/13 with design team, WTR and Pinck to follow up on the formal claim that has been filed by WTR on the behalf of Marguerite concrete and the next steps that need to be taken.
    - Next steps to be taken are;
      - 1) WTR reissue cover letter to clear up any confusion as to whether or not this is a claim
      - 2) JCJ to respond to the claim and Marguerite's engineer's letter
      - 3) WTR to gather all correspondences with Marguerite and their contract and issue to Pinck
      - 4) Pinck to compile JCJ and WTR information and present it to the Town



- Kevin O'Neil reminded the Committee that the summer construction schedule is tight; there is a lot on the schedule for those phases, and the number of snow days pushing school into time WT Rich expected to have in the summer. The election on 6/18 will be held in the cafeteria to help avoid conflict (the 4/30 primary will be held in the gym). WT Rich will be working double shifts, is pushing the schedule, and is making every effort to get the schedule to work. The school is working with WT Rich to identify classrooms and other areas that might be taken over earlier than the schedule shows.
- Andrew Mackey asked about the white boards in the science rooms "ghosting". Bruce Kellogg to follow up.

**6. Design Update – Punch list: Bruce Kellogg, JCJ**

- Design team working with WTR to close out Phase 1 punch list.

**7. Design Update - Furnishing Package: Bruce Kellogg, JCJ**

- Phase 2 deliveries scheduled for the week of 4/15/13.

**8. Design Update – Technology Package: Bruce Kellogg, JCJ**

- Phase 2 delivery is being coordinated with WT Rich.

**9. Design Update – Miscellaneous: Bruce Kellogg, JCJ**

- Bruce explained the Request for Information (RFI), Architect's Supplemental Instruction (ASI), Proposal Request (PR), Submittal and Change Order Request (COR) processes. Using WT Rich's Procore on-line site for communication and delivery/transfer of information.

**10. Budget Update –Owner's Construction Contingency Budget (handouts): Deborah Marai, PCI**

- PCI handed out Construction Contingency Report.

**10.1 Owner's Construction Contingency**

- Deborah reviewed new and revised items on Owner's Construction Contingency report.
- Regarding the concern for unforeseen conditions, the good news is that demolition work for Phase 2 is complete and the only surprise came with a revised detail that was required due to unseen existing condition at the windows; this work is being covered by the cutting and patching allowance. The required slab trenching, much of it in Phase 4, has the potential for unforeseen conditions; the slab trenching work done in Phase 2, however, did not encounter any issues.

**10.2 Change Order Request (COR) Review**

- Deborah reviewed new and revised pending (CORs). Team to provide info on COR 124 before signed by team (if comes to that).

**10.3 Change Orders**

- Deborah went through the individual approved CORs that make up Change Order No. 010. This Change Order includes Change Order Requests that were all previously approved according the delegated authority process.
- Paul Helmreich moved to approve Change Order No. 010 in the amount of \$140,022, Mike Flaherty seconded the motion; the Committee voted unanimously to approve Change Order No. 010 in the amount of \$140,022.

**11. 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.
- PCI is tracing potential additional soft costs on the tracking sheet.

**12. Budget Update – Owner’s Budget Report (handout): Deborah Marai, PCI**

- PCI handed out Owner Budget Report and presented an updated to the overall project budget.
- Budget has not changed; the project is on budget (\$34,589,955) and the MSBA reimbursement remains 64.42% of eligible project costs.
- Barry Nectow, Deborah Marai, Tom O’Neil, Mike Yunits and the Town’s accountant and treasurer met last week to review cash flow and MSBA reimbursement. The Town’s borrowing takes into consideration the delay in MSBA reimbursement (normal payment of invoices before getting reimbursed, then the longer delay related to MSBA process of reviewing particular items, [see below]), as well as the items that the MSBA determines are not eligible for reimbursement. The Project Funding Agreement (PFA) with the MSBA provides the Estimated Maximum Total Facilities Grant is based on eligible project costs as determined by the MSBA and is a maximum; the Town’s Estimated Share of Project Cost at the PFA is a minimum.
- Deborah Marai re-reviewed the items the MSBA reviews/scrutinizes for 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. Deborah also expect the MSBA to review the Buyout Savings and CM Contingency returned to the Town in COR #106 for reimbursement eligibility.
- Deborah re-reviewed with the Committee: (a) the MSBA does not reimburse for added scope; (b) the MSBA has a list of items they do not reimburse for (legal fees, 3<sup>rd</sup> party requested items if not a Code requirement, insurance, permitting, etc.); and (c) there are also caps on things such as site work and soft costs (the committed soft costs on this project have reached the cap, any funds moved from the remaining \$326K in the Owner’s Soft Cost Contingency and expended after this cap was reached are not eligible for reimbursement).
- Mike Yunits expressed that there exists a perception that the Town’s share of the project cost would be no more than the minimum defined in the PFA.
- Andrew Mackie indicated that for Town Meeting, the Committee will need to explain this. Paul Helmreich indicated that the only piece that may come up is related to the proposed warrant to moved the \$93K remaining from Feasibility Study into the project budget, and agreed when questions come up, need someone from Finance Committee or Kevin O’Neil to explain it.
- Kevin O’Neil reminded the Committee that the interest rate for the first disbursement was lower than anticipated, and this difference will at least partially if not wholly offset any increased Town share of the project costs.

**13. MSBA Budget Revision Requests - Update: Deborah Marai, PCI**

- Budget Revision Requests have been submitted to the MSBA for Change Orders 7, 8, 9 and for aligning the Schedule of Values after non-trade contractor Buyouts are mostly complete.

**14. Town Meeting Articles for Remaining Feasibility Study Funds:**

- Draft warrant on special next week.

15. The Committee reviewed the punch list work at Phase 1 new addition.

16. Paul Helmreich made a motion to adjourn the meeting, Tom Golata seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:30 p.m.



**Upcoming Milestones:**

- April 23, 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.

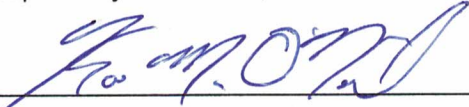

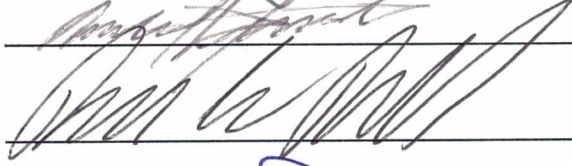
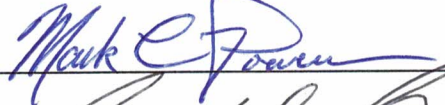
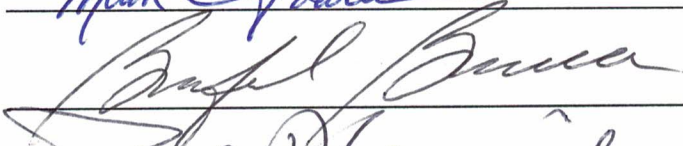
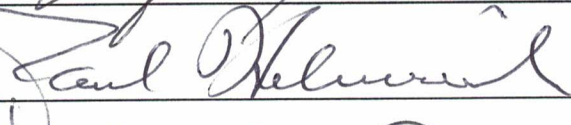
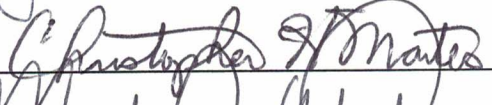
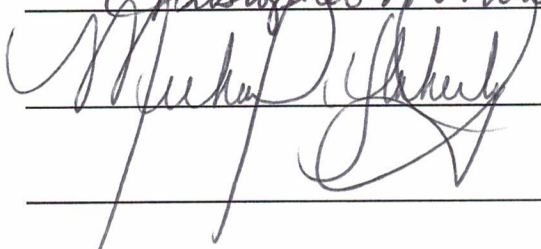
**Next Meeting Date:**

- Tuesday, April 23, 2013

**Attachments:**

- WT Rich – Buyout Status Detailed Analysis; Change Order Request log; abbreviated Construction Schedule
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report

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

  
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