

NORTON PUBLIC SCHOOLS  
Norton, Massachusetts

RECEIVED  
NORTON TOWN CLERK

NORTON HIGH SCHOOL BUILDING COMMITTEE  
MINUTES OF MEETING

2013 JUL -1 P 12:55

April 23, 2013

Norton High School Library

**Attending:**

**Building Committee** – Barry Nectow (Director of Operations & Finance, NPS), Michael Yunits (Norton Town Manager), Paul Helmreich (Finance Committee), Brad Bramwell (Selectman), Building Committee Chairman Kevin O'Neil, Mark Powers, Michael Flaherty (Finance Committee), Chris Martes (Interim School Superintendant)

**Also in attendance** – Bruce Kellogg (JCJ), Steve Roman (WT Rich), Tom O'Neil (PCI), Geoff Zini (High School Vice-Principal)

**Call to Order:** Kevin O'Neil called the meeting to order at 6:33 p.m.

1. Tom O'Neil of Pinck & Co. (PCI) took the minutes of the meeting.
2. Michael Yunits made a motion to approve the minutes from the 3/26/13 meeting, Michael Flaherty seconded the motion; the Committee voted unanimously to approve the minutes from the 2/26/13 with Chris Martes abstaining.
3. **Construction Update - Subcontract Buyouts (handout): Steve Roman, WTR**
  - 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.
4. **Construction Update – Schedule & Phasing (handouts): Steve Roman, WTR**
  - WT Rich handed 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: all required information has been sent to the state but as of this date, there is still not a final sign off on the elevator
    - Flooring issue: Steve Roman noted that the defective floor would be replaced over the summer.
    - *(these items left on the minutes for reference)* 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.

3) *This item was not discussed, but it should be noted that sample of each of the casters has been forwarded to the tile manufacturer (as referenced in item 2 above).*

- **Phase 2:**

- Phase 2 is complete and occupied, and the high school staff continues to set everything in place.
- Punchlist work is being done on off hours so the staff is not disturbed.

- **Phase 3:**

- The Phase 3 work is just underway. The abatement and demolition work is ongoing and is expected to be done this week. The roofing demolition continues across the front of the building and will be ready to start the new shingling within two weeks.
- Special thanks goes to the folks at the high school for accommodating abatement and underground plumbing work for Phase 4 during the April vacation week. This really helps the tight summer schedule that was made tighter due to snow days and the special election for the US Senate that is being held on June 25<sup>th</sup>.

- **Value Engineering Items:** the project team has established a list of potential cost savings ideas, as well as a list of 'latest dates' that decisions can be made. There are a few items that have a May 13 latest date, and WT Rich has agreed to change these latest dates to May 28, after the Norton Town Meeting.

- **Concrete Contractor Claim:**

- JCJ noted that they have responded to the 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. PCI will review the claim and respond to the Town.

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

- Design team working with WTR to close out Phase 1 punch list. The Phase 2 Punchlist has been completed by JCJ and WTR is working on the items now. The list is not extensive.
- *(Noted during the tour)* It was noted that there is a incompatibility issue with floor wax at Phase 2. This area will be stripped and rewaxed as soon as possible. This condition will not damage the floor.

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

- Phase 2 Furniture has been delivered. Because of a revision to the phasing, there are two rooms that will use the existing furniture until phase 3 is complete.
- Different style desks have been installed in the new phase 2 rooms. The question was raised as to why there were different style desks in each room. Bruce Kellogg will check with the furniture coordinator at JCJ.
- It was also noted that the desks have the ability to move from classroom to classroom based on need, and relocating these during the summer would be a normal operating expense.

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

- The Phase 2 delivery and set-up went well and JCJ is working closely with the school to shake out any problems.



- Geoff Zini noted that it is critical that the District Records stay accessible over the summer when the services are down.
8. **Budget Update –Owner’s Construction Contingency Budget (handouts): Tom O’Neil, PCI**
- PCI handed out Construction Contingency Report.
- 8.1 Owner’s Construction Contingency**
- Tom 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.
  - The potential exists for unforeseen conditions to exist in the work associated with the auditorium scope as very little investigative work has been able to be done above the ceiling.
- 8.2 Change Order Request (COR) Review**
- Tom reviewed new and revised pending (CORs). No new Change Orders were presented.
9. **Budget Update – Owner’s Soft Cost Contingency Budget (handout): Tom O’Neil, PCI**
- Tom handed out and reviewed Soft Cost Contingency Report.
  - Soft cost contingency changed minimally since previous review as a potential cost for furniture moving and storage was added.
  - PCI is tracing potential additional soft costs on the tracking sheet.
10. **Budget Update – Owner’s Budget Report (handout): Tom O’Neil, 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.
  - 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.
11. **Town Meeting Articles for Remaining Feasibility Study Funds:**
- Paul Helmreich read the town meeting article regarding the transfer of the remaining portion of the Feasibility Study (\$93K) to the Construction project.
  - Paul noted that this would use a short term borrowing program and would not be part of the override.
  - Kevin O’Neil noted that the history of this item was explained to the school committee at the last school committee meeting and it was well received.
  - Paul Helmreich motioned that the Building Committee should support this article. Michael Flaherty seconded the motion. The Committee voted to support this Town Meeting Article; Mike Yunits abstained from the vote and Brad Bramwell voted against support of this Town Meeting Article.
12. The Committee toured the phase 2 portion of the project prior to adorning the meeting.

13. Brad Bramwell made a motion to adjourn the meeting, Mark Powers seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:30 p.m.

**Upcoming Milestones:**

- May 28, 2013 Building Committee Meeting
- June 18, 2013 Building Committee Meeting
- July 30, 2013 Building Committee Meeting
- August 27, 2013 Building Committee Meeting
- September 24, 2013 Building Committee Meeting
- October 29, 2013 Building Committee Meeting
- November 26, 2013 Building Committee Meeting
- December 17, 2013 Building Committee Meeting

**Adjourned:** The meeting was adjourned at 8:30 p.m.

**Next Meeting Date:**

- Tuesday, May 28, 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, Tom O'Neil, Pinck & Co. Inc.

  
  
  
  
  
