

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

JULY 30, 2013

Norton Superintendents Office – Conference Room

RECEIVED
NORTON TOWN CLERK

2013 OCT 25 P 1:25

Attending:

Building Committee – Paul Helmreich (Finance Committee), Brad Bramwell (Selectman), Building Committee Chairman Kevin O'Neil, Mark Powers, Tom Golota, Brian Bechet, Barry Nectow (Director of Operations & Finance NPS), Meghan Lafayette (HS Principal)

Also in attendance – Tom O'Neil (PCI), Sean Copeland (WT Rich), Steve Roman (WT Rich, via telephone), Bruce Kellogg (JCJ Architects), Emily Czarnecki (JCJ Architects) Joe Baeta (Superintendent of Schools)

Call to Order: Kevin O'Neil called the meeting to order at 6:30 p.m.

1. Tom O'Neil of Pinck & Co. (PCI) took the minutes of the meeting.
2. Paul Helmreich made a motion to approve the minutes from the 6/30/13 meeting, Brian Bechet seconded the motion; Committee voted unanimously to approve the minutes from the 6/30/13 Building Committee meeting with Brad Bramwell and Meghan Lafayette abstaining
3. **Personnel Changes**
 - Joe Baeta was introduced to the team as the new superintendent. Joe is coming from the Holbrook system and looks forward to the challenge of wrapping this project up.
 - The Facilities Director's position vacated by Laura Carew has been filled internally by Wade Lizzote, Wade will perform and increased role managing facilities, buildings and grounds. Barry Nectow will still be the point of contact for the High School Project.
4. **Construction Update - Subcontract Buyouts (handout): Steve Roman, WT Rich**
 - The last remaining item, the auditorium scaffolding has been bought out for \$60,000, resulting in a savings of \$2,700. (Estimated value \$62,700). The final Buyout savings (not including savings from early bid packages, which was incorporated into the GMP) is \$224,397.
5. **Construction Update – Schedule & Phasing (handouts): Steve Roman, WT Rich**
 - Sean handed out a 30-day look-ahead schedule and phasing schedule and Steve walked the committee through progress since the last Building Committee meeting.
 - Steve noted that the defective flooring in the cafeteria is being replaced, and the wax issue on the new tile has been resolved. The cafeteria tile will be waxed using the new process and the existing Phase 2 tile will be stripped and re-waxed.
 - Phase 3 work is nearly complete with some ceiling tile and flooring remaining. A moisture barrier has been installed on the first floor. Final electrical and HVAC is in process.
 - Phase 4 interior work – is progressing on schedule w new partitions being painted, tile work at 80%, ceiling installation has started and the floors are being prepped. The HVAC equipment is in place, ductwork is ongoing, new Fire alarm and sprinkler work is in process.

- Steve noted that they are ahead of schedule on the Phase 5 work, with most of the demolition, HVAC equipment, and electrical distribution in place. Investigative work has started in the auditorium, and the work in the auditorium will start the first week in August.
- Steve noted that site work is on schedule with the grading and topsoil work nearly complete. Paving is set to begin soon, and the line stripping is scheduled to occur before the TPC event.
- Steve noted that they are maintaining a workforce upwards of 150, working two shifts and Saturday.
- The manholes in the front walkways were discussed. It was decided that the best approach was to paint these with a grey/white paint to match the walk.
- Brick Pavers. There are two types of fonts on the commemorative bricks that will go into the brick walkways and patios. Kevin O'Neil asked that the bricks of each font be grouped together. Steve Roman will do a layout and prepare a sketch.
- It was noted that the Sewer Pump station was turned over to the town and their treatment engineer in the fall of 2012 and is approaching the end of its one-year warrantee. The Town noted that the system has been working fine and they will check with the treatment engineer to see if there are any concerns.
- Steve noted that they would be commissioning the new equipment and some additional training would be needed along with some refresher training on some systems. This will be scheduled closer to the end of the phase.

6. Construction Update – Marguerite Concrete Claim : Tom O'Neil

- Tom O'Neil reported that the Marguerite's claim against a backcharge associated with corrective on the second floor slabs has been amicably resolved. Tom also noted that the resolution was reviewed with Town Manager Michael Yunits before it was finalized with the vendor.

7. Design Update – Furnishing Package: Deborah Marai, PCI

- Bruce Kellogg from JCJ introduced Emily Czarnecki as a new member of the NHS team. Emily will be handling the furniture installation for Phases 3, 4 & 5.
- Emily noted that Phase 3 & 4 would be installed as one phase, and the work will start the week of August 26th. All of the furniture has been procured and is in the vendor's warehouse.
- Emily noted that the punchlist for the furniture would be developed as it was installed and it is anticipated that any problems will be corrected before the start of school. All stickers and tags will be removed at the time of installation.
- Emily also noted that the glides on the high top cafeteria tables will be replaced soon, but a precise date is not known at this time.
- Emily was informed that Meghan Lafayette, Geoff Zini and Barry Nectow were the only members of the team that could make decisions regarding furniture during the installation.

8. Design Update – Technology Package: Barry Nectow, Town of Norton

- Barry noted that the network installation, the Smartboard hookups and the switch and hub installation will start the week of August 12, 2013.
- The majority of this work will be performed by the town, or the town's vendors, and Barry noted that additional manpower has been made available for this installation.
- Barry noted that there were some coordination issues with Verizon at this time but he was working towards a resolution on these issues. These issues centered on work limit demarcation, and internal construction vs. service issues with Verizon.

9. Budget Update – Owner's Soft Cost Contingency Budget (handout): Tom O'Neil, PCI

- Tom O'Neil handed out and reviewed PCI's Soft Cost Contingency Report. (see attachment)
- Soft cost contingency has only changed slightly since previous review.
 - Original Soft Cost Contingency Budget = \$497,366
 - Soft Cost Contingency Committed to date = \$299,234; remaining budget after committed = \$186,720
 - Tracking potential additional use of Soft Cost Contingency = \$4,700; remaining budget after committed and potential = \$182,020

10. Budget Update – Project Budget Tracking (handout): Tom O'Neil, PCI

- Tom O'Neil handed out PCI's Owner Budget Report and presented an updated to the overall project budget. Approximately 62% of total project budget has been expended.
- The 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. Budget Update – Change Order and Owner's Construction Contingency Budget Tracking (handouts): Tom O'Neil, PCI and Steve Roman, WT Rich

- Deborah Marai handed out PCI's Construction Contingency Report and Sean Copland handed out WT Rich's Change Order Request Log.
 - Original Owner's Construction Contingency = \$945,833
 - Subtotal Change Orders from Owner's Contingency = \$604,098
 - Owner's Construction Contingency Balance after approved COs and CORs = \$381,023
 - Subtotal Potential & Pending CORs = \$341,735
 - Owner's Construction Contingency Balance with Potential CORs considered = **(\$6,213)**
 - Tom O'Neil noted that if all of the potential change orders were accepted at their estimated value, the value would exceed the contingency value by \$6,213.
 - The committee noted that the cost for modifying the existing mailboxes should be removed from the list.
- Change Order Prequest#175 (parts A, B, C, D, &E) was discussed at length. This request centers on rain water management in the areas around the perimeter of the existing building. Paul Helmreich motioned that Change Orders Request 175A, B, C, D & E be approved to in order to prevent potential water infiltration and protect the investment in the new High School. Mark Powers seconded the motion and the Committee voted unanimously to accept this Change Order Request.
- The committee continues to scrutinize all potential expenditures on this project.
- One potential unknown/unforeseen condition is the work at the Auditorium ceiling; there is a cutting and patching allowance, and CM contingency if that is exceeded.

12. Budget Update – Additional Construction Contingency Funding Sources (handout) Tom O'Neil, PCI

- Tom O'Neil presented a list of additional construction contingency sources. These amounts are within the overall budget and could be transferred and used for construction related items. These items would not be subject to reimbursement.

13. Budget Update – Owners Change Order #12 Tom O'Neil, PCI

Tom O'Neil reviewed a copy of Owners Change Order #12, containing 10 previously approved Change Order Requests and totaling \$39,288.00.

After the discussion, Paul Helmreich motioned to accept Owners Change Order #12 and increase WT Rich's contract by this amount. Tom Golota seconded the motion and the committee unanimously approved the change order.

14. Value Engineering Options (WT Rich handout): Tom O'Neil, PCI

- Music Instrument Casework; estimate savings \$30,260
 - This item was discussed and decided to be left on HOLD. The release of the Music Instrument Casework will be kept on HOLD. It is understood that this will likely be installed out-of-phase and possibly after substantial completion. It is anticipated this will be voted on at the August Committee Meeting

15. Miscellaneous:

- PCI continues to track MSBA Budget Revision Requests and ineligible reimbursements.
- Brad Bramwell motioned that Joe Baeta be named to the Building Committee to replace interim Superintendent Chris Martes. Paul Helmreich seconded the motion. The committee voted unanimously to have Dr. Baeta join the Building Committee.

16. Paul Helmreich made a motion to adjourn the meeting, Brad Bramwell seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:35 p.m.

Upcoming Milestones:

- August 2013 Completion of Phase 4
- August 27, 2013 Building Committee Meeting
- September 4, 2013 First Day of School
- September 24, 2013 Building Committee Meeting
- October 29, 2013 Building Committee Meeting
- November 26, 2013 Building Committee Meeting
- December 17, 2013 Building Committee Meeting
- December 31, 2013 Substantial Completion

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

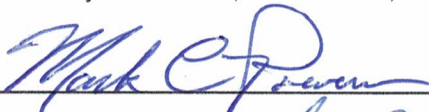
Next Meeting Date:

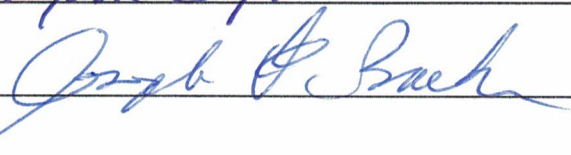
- Tuesday, August 27th, 2013.

Attachments:

- WT Rich – Buyout Savings; 30-Day Look-Ahead & Phasing Schedules; Change Order Request log; Value Engineering Options tracking sheet
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report

Respectfully Submitted, Tom O'Neil, Pinck & Co. Inc.





Paul (Klein)

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Today

Removal

Alan