

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

August 27, 2013
Norton High School – Staff Dining Room

RECEIVED
NORTON TOWN CLERK
2013 DEC 12 P 1:30

Attending:

Building Committee – Paul Helmreich (Finance Committee), Building Committee Chairman Kevin O'Neil, Mark Powers, Tom Golota, Barry Nectow (Director of Operations & Finance NPS), Megan Lafayette (HS Principal), Drew Mackey (School Committee), Joe Baeta (Superintendent of Schools)

Also in attendance – Deborah Marai (PCI), Jeff Elliott (JCJ Architects)

Call to Order: Kevin O'Neil called the meeting to order at 6:34 p.m.

1. Deborah Marai of Pinck & Co. (PCI) took the minutes of the meeting.
2. Steve Roman needed to leave before the meeting began; his wife is in labor.
3. Paul Helmreich made a motion to approve the minutes from the 7/30/13 meeting, Mark Powers seconded the motion; Committee voted unanimously to approve the minutes from the 7/30/13 Building Committee meeting.

4. Site Visit

- The Committee toured the project; Phases 3 and 4 are wrapping up, work at Phase 5 is underway.
- Mark Powers noted that the ductwork at the north side of the new media center was very loud; Jeff Elliott will look into this.
- Tom Golota noted there is an issue with the film on the storefront glazing outside the new locker rooms; Jeff Elliott will look into this.
- Kevin O'Neil and Joe Baeta made note of the unfinished look of the CMU/grout joints at the top of art room walls (above where the ceiling was removed); this is cosmetic. Once everything is settled with the end of Phases 3 and 4 and school is underway, the team will look into including options and cost for a more finished appearance.
- Kevin O'Neil is concerned about the protection of lockers being taken down while furniture delivery is underway. Megan Lafayette indicated the protection needed to be taken down so the lockers could be cleaned, there is not enough time to wait until furniture delivery is complete.

5. Personnel changes:

- Dominick Eno is currently the temporary head custodian at the High School.
- Scott Barbato is no longer the Norton building inspector. The assistant, Brian Butler, is currently the acting building inspector. Applications for a permanent replacement are currently being received.

6. Construction Update – Schedule & Phasing: Deborah Marai. PCI

- Phase 3 and 4 are nearing completion, will be turned over to the school for the start of the new academic year. School starts Wednesday students, teachers will return on Tuesday – although all staff should be able to access the building once the final inspections are complete, which is scheduled for Friday morning.

- Steve Roman reported in an email about the inspection from earlier today. The fire alarm and fire protections were inspected and passed, the paper work was signed off on by all parties; however, the school is not able to occupy the building yet. Issues arose from the appearance of the site and some items that the FD and Building Inspector want completed prior to full approval. In his email, Steve indicated that all items are being addressed and assured that they will be completed prior to the re-inspection scheduled for Friday 8/30/13 at 8:00 AM.
 - Joe Baeta indicated in a response to Steve's email that the inability to get into the building on Thursday does put a damper on having the professionals come into their rooms and "set up" their teaching space in preparation for students. Regardless, pending the final approval on Friday, Joe indicated we will do what we can to make it work and get ready for students for Wednesday, September 4th.
 - Megan confirmed with the custodial staff that all of the boxed classroom supplies have been removed from the trailers and distributed to the classrooms.
 - Site work underway. All plantings be done by end of week.
 - Workforce upwards of 150, they have been working two shifts and Saturdays.
 - Phase 5 has been underway since July. Demolition is ongoing in the auditorium. WT Rich is on target for end of year completion.
 - With the current head custodian transition, it was noted that Dom Eno and Wade Lizotte need to be trained on the HVAC systems.
7. **Construction Update – Specific Construction Items: Deborah Marai, PCI and Jeff Elliott, JCJ**
- **VET Flooring**
 - The VET flooring issues have been resolved. The Phase 1 defective tile has been removed and replaced. An "approved manufacturer" wax product was being used previously but there were issues with the wax application failing; these wax application issues were resolved by using a higher grade product.
 - **Roofing**
 - The discolored asphalt tiles on the north-facing sloped roof have been replaced. The theory on why this happened is related to heat conditions when the shingles are stacked in bundles, transfer of material from the bottom of shingles to the top/finish side of the shingles below.
 - **Auditorium Ceiling: Jeff Elliott, JCJ (handout)**
 - There have been concerns that the auditorium scope would require more work than originally anticipated; WT Rich has been holding \$70K in CM contingency funds to deal with potential issues.
 - Once demolition began, it was discovered that the steel holding up the large partition dividers (which are called to be removed) rests on the CMU extension walls at the entry to the auditorium. Because these extension walls are also called to be removed, the beams needed to be removed. This extensive work, along with the already-anticipated additional affect to the existing ceiling, made it apparent that the existing lath and plaster ceiling was not worth saving and would need to be demolished.
 - Jeff Elliott presented 2 ceiling replacement options:
 - ❖ Replace with the same profile but with gyp board instead of lathe and plaster. JCJ's acoustical consultant indicated that the acoustics with this existing ceiling type and profile are okay, but not how a new space would be designed. This scheme requires new lighting, which

would be specified with long-lasting LED lamps to prevent the need for more frequent (and difficult) lamp replacement.

- ❖ Jeff explained that a new design preference would be with 50% curved surface acoustic clouds (richer, fuller sound); this option has been reviewed with the acoustical consultant. The specific location of the clouds is important. JCJ would call for black paint on the CMU above the brick line and also for the ductwork. New LED pendent down-lighting would drop between the clouds.
- JCJ's team putting together a package for WT Rich to price. Pricing of the options will be presented at next month's Building Committee meeting for decision. It is acknowledged that the \$70K WT Rich has been holding in the CM contingency may not cover all of the ceiling demolition and new ceiling work required.
- For the cloud option, Mark Powers is concerned about noise from rooftop units being a factor; Kevin O'Neil asked if rain on would be a noise factor. Jeff will review these concerns with acoustician and report back.

8. Design Update – Furnishing Package: Jeff Elliott, JCJ

- Furniture for Phase 3 and 4 was delivered on Monday; some furniture has been distributed to classrooms, and this effort continues. Emily Czarnecki from JCJ was on site yesterday for the delivery, and she will be back on Thursday and Friday.
- Joe Baeta is concerned about the Phase 3 and 4 furniture being staged in the cafeteria and the potential damage to the new flooring. There is some floor protection, but not over the entire floor. Jeff Elliott indicated Emily will follow up with the vendors and JCJ will review track any damage to the floor.

9. Design Update – Technology Package: Megan Lafayette

- Once desks are in place, computers will be brought in and set up; there is a lot happening behind scene (prepping laptops).
- Internet connection to the High School will be restored on Friday.
- Phone lines to the High School were restored today.
- Tech vendors will be on site when teachers arrive on Tuesday to troubleshoot.
- Megan indicated the Smart Board vendor/installer has been very good to work with.
- Andrew Mackie is concerned about upgrading the wireless in the future. Megan Lafayette indicated Paul Driscoll has been involved since the start of design and has been forward thinking in terms of infrastructure. Joe Baeta will ask Paul Driscoll for an update to share with the Building Committee at the September meeting.
- In response to a question from Kevin O'Neil, Megan Lafayette indicated that the clocks would be synchronized after everything up and running on Friday by Ockers.

10. Budget Update – Project Budget Tracking (handout): Deborah Marai, PCI

- Deborah Marai handed out PCI's Owner Budget Report and presented an updated to the overall project budget. It was noted during the meeting that some items were incorrect on the budget tracking sheet; attachment to minutes has been corrected.
- Approximately 74.4% 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 – Owner’s Soft Cost Contingency Budget (handout): Deborah Marai, PCI

- Deborah Marai handed out and reviewed PCI’s Soft Cost Contingency Report.
- There is an error on the page
- 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
- Barry Nectow and Deborah Marai reviewed the existing soft cost committed line items today. Some categories are over-funded, some are under-funded; overall, there should be plenty of soft cost funding already committed to cover known soft cost expenditures. If unknown expenditures come up, there is still over \$180K remaining in soft cost contingency.
- Andrew Mackie is concerned about what Detective Franco want in terms of security; Joe Baeta to follow up. Megan Lafayette said as far as security cameras are concerned, she sat down with Detective Franco early on to figure out where coverage was needed. The project already included excellent exterior coverage; Megan indicated Detective Franco has concerns about the wooded area at rear, and exterior cameras will address this. For interior cameras, a design was worked out with JCJ’s team. The project covered new infrastructure for the Phase 1 addition, and cameras were purchased and installed out of soft cost funding; there are additional drops to add cameras if desired. For the existing building, cameras are being replaced and added using soft cost funding. ML cameras to start year with additional drops; resolution is good.
- Kevin O’Neil asked about the \$120K allocated for permitting. As previously reported, Michael Yunits contracted with JP Moriarty for these services. Barry Nectow explained that this is for permitting and inspection services; the contract is for \$120K hourly not-to-exceed; this line items is about 65% billed, and it is anticipated that it will be sufficient to finish the project.

12. Budget Update – Change Order and Owner’s Construction Contingency Budget Tracking (handouts): Deborah Marai, PCI

- Deborah Marai handed out PCI’s Construction Contingency Report and WT Rich’s Change Order Request Log.
 - Original Owner’s Construction Contingency = \$945,833
 - Subtotal Change Orders from Owner’s Contingency (CO#1 & #3-13) = \$676,713
 - Owner’s Construction Contingency Balance after approved COs and CORs = \$269,0120
 - Subtotal Potential & Pending CORs = \$278,902
 - Owner’s Construction Contingency Balance with Potential CORs considered = (\$9,782)
 - If all of the potential change orders were accepted at their estimated value, the value would exceed the contingency value by \$9,782.
- The committee continues to scrutinize all potential expenditures on this project.
- Regarding the work at the Auditorium ceiling; WT Rich is holding \$70K of CM contingency, but if that is exceeded, additional funds will be required, potentially from the Owner’s Construction Contingency.
- Mark Powers expressed concern about the pricing of electrical change orders. Jeff Elliott explained the process of change order review – WT Rich does an initial review

of subcontractor pricing, puts together change order requests and distributes to the team with all back up; JCJ's team performs a detailed review, particularly any consultant in a trade represented in the COR; JCJ responds with comments from the design team, PCI also reviews and comments; review/comments/revisions takes place until the COR is found appropriate to scope. The design team and PCI review every change order.

13. Budget Update – Owners Change Order #13: Deborah Marai, PCI

- Deborah Marai reviewed the CORs included with Owners Change Order #13, containing 9 previously approved Change Order Requests and totaling \$72,615.
- After the discussion, Paul Helmreich motioned to accept Owners Change Order #13 and increase WT Rich's contract by this amount. Andrew Mackie seconded the motion and the committee unanimously approved the change order.

14. Budget Update – Additional Construction Contingency Funding Sources: Deborah Marai, PCI

- CM Contingency
 - At this point, WT Rich will not be releasing any additional CM Contingency funding back to the Owner; once the scope of the auditorium ceiling is fully understood, this may be revisited.
- Capital Improvement
 - \$93,197 remaining from Feasibility Study currently exists as part of the Town's Capital Improvement budget, voted as such during the Spring Town meeting. These funds are now separate from the other project funds. Paul Helmreich indicated the Building Committee is authorized to allocate the funds; this must go through the Town Manager and Accountant.
 - WT Rich is tracking the use of this \$93,197 as part of their COR log.
 - Barry Nectow said the team is proposing to allocate costs related the NHS construction project to this source of capital. Specifically, the proposal is to use \$45,327 to cover the cost of CORs #17A, 17B, 17C, 17D and 17E for exterior building improvements (maintenance strips, replacing existing downspouts, and added splash blocks). Paul Helmreich moved to authorize the use of \$45,327 from the \$93,197 voted into Capital Improvements for use on this project at the spring 2013 Town meeting, Andrew Mackie second the motion and the committee unanimously in favor.
 - ❖ NOTE: After the meeting, a mathematical error was found in the calculation for value of CORs #17A, 17B, 17C, 17D and 17E; the value is \$58,735 (not \$45,327). The Building Committee will re-vote on this item at the next Building Committee meeting.
- Owner's Soft Cost Contingency
 - At this point, the team feels comfortable that at least \$75K from Owner's Soft Cost Contingency can be transferred to Owner's Construction Contingency if needed for Change Orders. Any Change Orders paid for with funds transferred from Soft Cost Contingency will not be eligible for reimbursement from the MSBA.

15. Value Engineering Options (handout): Deborah Marai, 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 September Committee Meeting

16. Miscellaneous:

- PCI continues to track MSBA Budget Revision Requests and ineligible reimbursements.
- Kevin O'Neil noted that 20 parking spaces were temporarily lost with the re-striping of the parking lot; more spaces will become available in January when project closes out.
- September 12, 2013 is Meet the Teacher's night at NHS. Kevin O'Neil asked that WT Rich try to get punch list items done in advance.

17. Andrew Mackie made a motion to adjourn the meeting, Mark Powers seconded the motion; the Committee voted unanimously to adjourn the meeting at 9:00 p.m.

Upcoming Milestones:

- August 2013 Completion of Phase 3 and Phase 4
- September 4, 2013 First Day of School
- September 12 meet the teacher's night
- 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 9:00 p.m.

Next Meeting Date:

- Tuesday, September 24, 2013.

Attachments:

- WT Rich – Change Order Request log; Value Engineering Options tracking sheet
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report
- JCJ – Auditorium Ceiling Options

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






