

**NORTON PUBLIC SCHOOLS**  
Norton, Massachusetts  
**NORTON HIGH SCHOOL BUILDING COMMITTEE**  
**MINUTES OF MEETING**

September 24, 2013  
Norton High School – Staff Dining Room

RECEIVED  
NORTON TOWN CLERK  
mike  
2013 DEC 12 P 1:29

**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), Mike Flaherty, Brian Bouchet, Mike Yunits (Town Manager) *mackey* *(Guinan)*

**Also in attendance** – Tom O'Neil (PCI), Sean Copeland (WT Rich) Jeff Elliott (JCJ Architects), Kieran Guinan (TCI)

**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. Mark Powers made a motion to approve the minutes from the 8/27/13 meeting, Paul Helmreich seconded the motion; Committee voted unanimously to approve the minutes from the 8/27/13 Building Committee meeting. Mike Flaherty, Brian Bouchet, and Mike Yunits abstained.
3. **Site Visit**
  - The Committee toured the project. Classrooms and labs associated with the 3<sup>rd</sup> and 4<sup>th</sup> phase were reviewed as was the Phase 5 areas that are under construction.
  - The committee visited the fitness room, and reviewed the new equipment purchased by the school.
4. **Construction Update – Schedule & Phasing: Sean Copeland. WT Rich**
  - Phase 5 is on schedule for a December 31 completion
  - Two Bathroom are 90% complete and will be turned over early, possibly by the end of this month.
  - Targeting a mid-November turnover of the media center. NHS will set the library and media center up with their own personnel.
  - The Auditorium will be complete by December 31, 2013
5. **Design Update – Furnishing Package: Jeff Elliott, JCJ**
  - Furniture for Phase 5 is being coordinated at this time.
  - Punchlist for the completed phases is continuing.
  - Some additional temporary chairs are due this week.
  - All classrooms that are currently utilizing old furniture will be receiving new furniture as part of phase 5.
  - All off the old furniture has been redistributed to the other schools.
  - Some additional furniture may be needed for specific rooms and specific programs. JCJ will develop a scope and it will be priced.

**6. Design Update – Technology Package: Megan Lafayette**

- Kinks are being worked out with the newly installed technology, but overall the systems are working very well.
- The PA system is being extended to the entire school and should be operational soon.
- There may be a need for some new items. A scope will be developed and priced.

**7. 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 82.5% 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.

**8. 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.
- 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 = \$198,132
  - Tracking potential additional use of Soft Cost Contingency = \$4,700; remaining budget after committed and potential = \$193,432

**9. Budget Update – Change Order and Owner's Construction Contingency Budget Tracking (handouts): Tom O'Neil, PCI**

- Tom O'Neil 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 & #3-14) = \$749,618
  - Owner's Construction Contingency Balance after approved COs and CORs = \$196,215
  - Subtotal Potential & Pending CORs = \$290,108
  - Owner's Construction Contingency Balance with Potential CORs considered = (\$93,893)
    - If all of the potential change orders were accepted at their estimated value, the value would exceed the contingency value by \$93,893.
- The committee continues to scrutinize all potential expenditures on this project.

**10. Budget Update – Auditorium Ceiling Change Order: Tom O'Neil, PCI**

- Tom O'Neil reviewed two scenarios for potential changes to the auditorium ceiling. After determining that Option #2 was not feasible due to cost, the committee reviewed Option #1.
- Option 1 is to replace the existing auditorium ceiling a drywall ceiling in the same configuration as previous. New LED light fixtures will be installed.



- Mike Yunits motioned to accept option #1, with a Not to Exceed price of \$173,130. Mark Powers seconded the motion and the motion was unanimously approved.
- For the change order, \$98,000 will be used out of Construction Contingency and \$75,130 will be in the form of the change order.

#### **11. Budget Update – Owners Change Order #14: Tom O’Neil, PCI**

- Tom O’Neil reviewed the CORs included with Owners Change Order #14, containing 8 previously approved Change Order Requests and totaling \$72,905
- After the discussion, Mike Flaherty motioned to accept Owners Change Order #14 and increase WT Rich’s contract by this amount. Brian Bouchet seconded the motion and the committee unanimously approved the change order.

#### **12. Budget Update – Additional Construction Contingency Funding Sources: Tom O’Neil, 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).
  - Last month the committee approved a motion to allocate funds from the Capital improvement budget, but a mathematical error was found after the vote.
  - Mike Flaherty motioned to correct the mathematical error and approved the expenditure of capital improvement funds in the correct amount of \$58,735. Mark Powers seconded the motion and the motion was unanimously approved.
- Owner’s Soft Cost Contingency
  - At this point, the team feels comfortable that at least \$100K 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.
  - Mark Powers motioned to move the \$100K from the Owners Soft Cost Contingency to the Owners Construction Contingency. Andrew Mackey seconded the motion and the committee unanimously approved the motion.

#### **13. 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 after substantial completion. It is anticipated this will be voted on at the October Committee Meeting

**14. Miscellaneous:**

- PCI continues to track MSBA Budget Revision Requests and ineligible reimbursements.
- Andrew Mackey noted that the traffic patterns were confusing. This was discussed and decided to try it out for a while to see if it got better. Temporary signage may be needed for the short term, and during off hours events such as sporting events.
- The dedication plaque was discussed. PCI to review with JCJ.

- 15.** Mike Yunits made a motion to adjourn the meeting, Andrew Mackie seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:10 p.m.

**Upcoming Milestones:**

- 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 8:10 p.m.

**Next Meeting Date:**

- Tuesday, October 29, 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

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

  
  
  
  
  
  
