

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

October 29, 2013  
Norton High School – Staff Dining Room

RECEIVED  
NORTON TOWN CLERK  
2014 JAN 16 P 1:24

***12/12/13 reissued: Changes made to originally issued minutes in bold/italicized***

**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), Andrew Mackie (School Committee), Brad Bramwell (Selectman), Joe Baeta (Superintendent of Schools), Mike Yunits (Town Manager) ***12/12/13: Mark Powers left the meeting prior to Change Order vote.***

**Also in attendance** – Tom O'Neil (PCI), Steve Roman (WT Rich) Jeff Elliott (JCJ Architects)

**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. Mike Yunits made a motion to approve the minutes from the 9/24/13 meeting, Paul Helmreich seconded the motion; Committee voted unanimously to approve the minutes from the 9/24/13 Building Committee meeting. Joe Baeta, and Brad Bramwell abstained.
3. **Site Visit**
  - The Committee toured the project. The Media Lab/Library, Music Rooms, and Auditorium were reviewed as part of the Phase 5 areas that are under construction.
  - The committee also visited the Art Room and reviewed the existing wall and deck conditions.
4. **Construction Update – Schedule & Phasing: Steve Roman. WT Rich**
  - Phase 5 is on schedule for a December 31 completion
  - Demobilization has started for a number of the trades, and storage containers are being emptied and removed from the site.
  - The concrete sidewalks that were deemed unacceptable will be removed and replaced on November 2<sup>nd</sup> and 4<sup>th</sup>, respectively.
  - Targeting a mid-November turnover of the media center. NHS will set the library and media center up with their own personnel.
  - The Auditorium seating is being stored locally and is anticipated to be installed the second week of December.
  - The Auditorium will be complete by December 31, 2013 with the new light fixtures being the latest product to the job.
  - It was noted that a new sound systems and theatrical lighting package will be installed as part of this project.
5. **Design Update – Furnishing Package: Jeff Elliott, JCJ**
  - Furniture for Phase 5 is being coordinated at this time dates are being changed to match early completion schedule

- Some Media Lab Furniture will be delivered on November 18<sup>th</sup> and some December 9<sup>th</sup>.
  - Punchlist for the completed phases is continuing.
  - All classrooms that are currently utilizing old furniture will be receiving new furniture as part of phase 5.
  - 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:**
- Kinks are being worked out with the newly installed technology, but overall the systems are working very well.
  - There may be a need for some new items. A scope will be developed and priced.
- 7. Design Update – PA system**
- There appears to be a problem with the PA system and how it interacts with the Paging system in the cafeteria and gymnasium.
  - The two systems are having trouble communicating with each other, and a proposal to add two speakers appears to be a quick fix and not the right fix
  - Further review by the engineers and vendors is needed.
- 8. 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 84.7% 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.
- 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.
  - Soft cost contingency has only changed slightly since previous review.
    - Original Soft Cost Contingency Budget = \$497,366
    - Soft Cost Contingency Committed to date = \$399,234; remaining budget after committed = \$98,132
    - Tracking potential additional use of Soft Cost Contingency = \$47,485; remaining budget after committed and potential = \$50,4647
- 10. 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
    - Value relocated from Owners Soft Cost+\$100,000
    - Total Revised Owners Construction Contingency = \$1,045,833
    - Subtotal Change Orders from Owner's Contingency (CO#1 & #3-15) = \$800,339
    - Owner's Construction Contingency Balance after approved COs and CORs = \$145,494



- Subtotal Potential & Pending CORs = \$321,688
- Owners Construction Contingency Balance with Potential PCO's = (\$76194)
- Balance of Capital Funds = \$34,464
- Owner's Construction Contingency Balance with Potential CORs and capital funds considered = (\$41,730)
  - If all of the potential change orders were accepted at their estimated value, the value would exceed the contingency value by \$41,730.
- The committee continues to scrutinize all potential expenditures on this project.

#### **11. Budget Update – Owners Change Order #15: Tom O'Neil, PCI**

- Tom O'Neil reviewed the CORs included with Owners Change Order #15, containing previously approved Change Order Requests and totaling \$50,721
- ~~After the discussion, Mark Powers motioned to accept Owners Change Order #15 and increase WT Rich's contract by this amount. Tom Golota seconded the motion and the committee unanimously approved the change order.~~ ***The Committee re-voted on Owners Change Order #15 at the 11/26/13 meeting.***

#### **12. Budget Update – Additional Construction Contingency Funding Sources: Tom O'Neil, PCI**

- CM Contingency
  - A significant amount of unforeseen conditions has been located above the auditorium ceiling and no additional construction contingency funds will be released at this time.
- 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.
- Owner's Soft Cost Contingency
  - At this point, the team feels comfortable releasing an additional \$50K 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.
  - Joe Baeta motioned to move the \$50K from the Owners Soft Cost Contingency to the Owners Construction Contingency. Paul Helmreich seconded the motion and the committee unanimously approved the motion.

#### **13. Value Engineering Options (handout): Tom O'Neil, PCI**

- Music Instrument Casework; estimate savings \$26,316
  - 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 reviewed again on at the November Committee Meeting
  - Paul Helmreich noted that this is something that could be ~~differed~~ ***deferred***, and installed as part of a capital improvement in the future

#### **14. Miscellaneous:**

- PCI continues to track MSBA Budget Revision Requests and ineligible reimbursements.

15. Andrew Mackie made a motion to adjourn the meeting, Paul Helmreich seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:40 p.m.

- November 26, 2013 Building Committee Meeting
- December 17, 2013 Building Committee Meeting
- December 31, 2013 Substantial Completion

- Tuesday, November 26, 2013.

- 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

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 J. F. B. A. K.