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NORTON PUBLIC SCHOOLS

Norton, Massachusetts

NORTON HIGH SCHOOL BUILDING COMMITTEE

MINUTES OF MEETING

February 4, 2014

Norton High School – Staff Dining Room

Attending:

Building Committee – Building Committee Chairman Kevin O'Neil, Paul Helmreich (Finance Committee), Tom Golota, Barry Nectow (Director of Operations & Finance NPS), Andrew Mackie (School Committee), Joe Baeta (Superintendent of Schools), Mike Yunits (Town Manager), Brian Bechet, Brad Bramwell (Board of Selectmen)

Also in attendance – Tom O'Neil (PCI), Steve Roman (WT Rich), Sean Copeland (WT Rich), Bruce Kellogg (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. **Site Visit**

WT Rich led a tour of the Auditorium, Media Center and Band Room areas.

3. **Minutes from 1/7/14 Building Committee Meeting**

- Drew Mackie motioned to approve the meeting minutes from the January 7th, 2014 meeting. Tom Golota seconded the motion and the motion was unanimously passed.

4. **Construction Update – Schedule & Phasing (handout): Steve Roman. WT Rich**

- Steve handed out the punchlist.
- All contract scope of work except at the Auditorium was substantially complete as of December 31, 2014. The Auditorium was substantially complete on January 31, 2014.
- The construction job trailers have been removed and the site is being cleaned up. One storage box remains.
- On the exterior, there are a few parking lot lines to be striped and a small amount of landscaping to do on near the generator and bud turn around.
- The Punchlist work is proceeding. There are 80 to 100 items to complete and the progress is well under control.
- Some of the phase one occupancy sensors continue to be a problem and are being replaced.
- The Sewer manhole near the front entrance should be painted. WTR to review where this item was left when discussed previously
- It was also noted that there is a smell coming from these sewer manholes. WTR to verify that the gaskets are in place.
- The original site lighting is not operational. WTR is looking to back-feed one of the lights near the flagpole but it appears that the light in the parking lot may need to have conduit replaced.
- The Band Storage units are due to ship on February 24th.

5. **Design Update – Furnishing Package: Bruce Kellogg, JCJ**

- Outstanding freestanding bookshelves for media center/library was shipped on 1/3. There are some minor clips and connectors that have shipped, and are due soon.

- There is an apparent warrantee issue with the science room chairs that JCJ and the manufacturer are looking into – JCJ keep on top of this item.

6. Design Update – Technology Package: Bruce Kellogg, JCJ

- The technology is basically done, and Paul Driscoll is working directly with the vendors on a few telephone and technology issues.

7. MAAB Variance

- Tom O'Neil noted that there is a problem with accessibility relative to the distribution of the H/C seating.
- Two seats were installed in the front row, two in the middle and two in the back row. This meets the requirements for equal distribution, but the front seats are accessible by a slope greater than allowed, and the rear seats do not have an accessible route to the stage.
- Deborah Marai from PCI has had several discussions with the Massachusetts Architectural Access Board and they suggested the town seek a variance for this area.
- Deb Maria is working on this application now, and the item will be heard by the MAAB on February 24th, 2014.

8. Noise from Roof Top HVAC Units

- Tom O'Neil distributed a Comment Matrix that deals with the progress of the Roof Top unit Noise issues.
- The matrix chronicles each of the 10 major discussion points surrounding the roof top unit noise issues
- Tom O'Neil noted that 4 of the items dealt with verification and procedural issues and they are complete.
- Tom O'Neil also noted that WT Rich, JCJ Architects and Pinck & Co. are in agreement with 3 of the remaining items of work and WTR will schedule this work to be complete.
 1. The drywall will be cut away from the ductwork and sound caulking will be installed.
 2. Access panels will be installed in the roof curbs for vibration spring maintenance.
 3. Install internal vibration control on the fan motors
- Three items remain open for discussion:
 1. Exterior rain hoods: WTR will notify their vendor that the owner feels these are part of the contract and should be installed.
 2. Steel decking under the units and
 3. Gypsum sound barrier package
 - These two items are being treated as one and WTR will work with their vendors on these items to develop an acceptable solution.
- This is a major item and all members of the team are working diligently to resolve this as soon as possible.

9. Art Display wall

- A discussion was held on the Art Display wall inside the front entrance. The fire department has determined that this area is a means of egress and therefore no art work or projects can be displayed on this wall.
- Joe Baeta noted that it is difficult to have this wall and not be able to display any of the students artwork. Dr. Baeta asked if there were any other options to utilize this space to display art.

- JCJ will review the code and further evaluate this area.

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 93.6% 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): 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 = \$449,234; remaining budget after committed = \$48,132
 - Tracking of potential additional use of Soft Cost Contingency has been moved to prioritization tracking.
 - Barry Nectow and Deborah Marai are reviewing committed soft cost line items for funds that will not be used; there will be funds remaining, actual amount not known at this time.

12. Budget Update – Availability of Committed Soft Costs (handout): Tom O'Neil, PCI

- Tom O'Neil handed out and reviewed a sheet outlining the Availability of Committed Soft Costs.
- Some of the funds that have been committed, may not be used. It appears that there is approx. \$65K of previously committed soft cost available now, and potentially another \$48K available as the project is closed out.
- Drew Mackie motioned to make the previously committed soft costs (approximately \$65K) available for use in funding the prioritized deferred scope items. Tom Golota seconded the motion and the motion carried.
- The Prioritized Deferred Scope Items (handout) list was not discussed as Meghan Lafayette was not present.

13. Budget Update – Change Order and Owner's Construction Contingency Budget Tracking (handouts): Steve Roman, WTR and Tom O'Neil, PCI

- Tom O'Neil distributed out PCI's Construction Contingency Report and Steve Roman distributed WT Rich's Change Order Request Log.
 - Original Owner's Construction Contingency = \$945,833
 - Value relocated from Owners Soft Cost +\$150,000
 - Total Revised Owners Construction Contingency = \$1,095,833
 - Subtotal Change Orders from Owner's Contingency (CO#1 & #3-18) = \$954,864
 - Owner's Construction Contingency Balance after approved COs & CORs = \$140,969
 - Subtotal Potential & Pending CORs = \$205,071
 - Owners Construction Contingency Balance with Potential PCO's = (\$64,102)
 - Balance of Capital Funds = \$0 (funds appropriated at the last meeting)
 - Owner's Construction Contingency Balance with Potential CORs and capital funds considered = (\$64,102)

- ❖ If all of the potential change orders were accepted at their estimated value, the value would exceed the contingency value by \$64,102.
- ❖ Can move \$48,132 from soft cost contingency.
- Drew Mackie motioned to move available soft costs to hard costs to offset the contingency items. Tom Golota seconded the motion and the motion carried.
- WT Rich is reviewing all remaining CORs with subcontractors to finalizing pricing and to verify which CORs will formally be issued and which, if any, will be voided.
- The committee continues to scrutinize all potential expenditures on this project.

14. Budget Update – Owners Change Order #18: Tom O'Neil, PCI

- The Committee reviewed and voted on Change Order #18.
 - CORs included in Change Order #18 were reviewed and discussed.
 - Drew Mackie motioned to approve Change Order #18 for the amount \$73,020, Paul Helmreich seconded the motion; the Committee voted unanimously to approve Change Order #18 for the amount \$73,020.

15. Dedication Ceremony

- The dedication ceremony is scheduled for Saturday, March 29th 2014.
- Kevin O'Neil distributed a Project Closeout Ceremony Draft for review.
- Tours will be given and possible start from several different locations in order to conserve time.
- Joe Baeta recommended student presentations throughout the school, potentially a short videos produced by students about the life of a student.

16. Miscellaneous:

- PCI continues to track MSBA Budget Revision Requests and ineligible reimbursements.
- Kevin O'Neil noted that the license for the Building Project Website is up for renewal and, after discussion, it was determined that it should not be renewed. The site will be taken down on March 12th, 2014. Kevin will look into a way of possibly archiving the site.
- Paul Helmreich made a motion to adjourn the meeting, Mike Yunits seconded the motion; the Committee voted unanimously to adjourn the meeting at 9:38 p.m.

Upcoming Milestone

- LEED Posting 2/10 to 2/15
- Closeout documents 2/10 to 2/15
- March 4, 2014 Building Committee Meeting
- Saturday, end of March Dedication Ceremony

Adjourned: The meeting was adjourned at 9:38 p.m.

Next Meeting Date:

- *Tuesday, March 4, 2014 at 6:30 p.m.*

Attachments:

- WT Rich – Master COR Log; Copy of the PunchlistPhase
- PCI – Monthly Budget Report; Owner's Construction Contingency Report; Owner's Soft Cost Contingency Report; Scope Items Not On COR Log Prioritization, Availability of Committed Soft Cost sheet, RTU noise Comment Summary Matrix.

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

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

Thomas O'Neil

Donna M. Hall

Robert F. Hall

Deborah

Paula Brown

Deborah

Robert F. Hall