

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

March 4, 2014
Norton High School – Media Center

RECEIVED
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2014 MAY 16 P 1:21

Attending:

Building Committee – Building Committee Chairman Kevin O'Neil, Paul Helmreich (Finance Committee), Tom Golota, Barry Nectow (Director of Operations & Finance NPS), Megan Lafayette (HS Principal), Mike Yunits (Town Manager), Brian Bechet, Brad Bramwell (Board of Selectmen), Mark Powers Joe Baeta (Superintendent of Schools) (partial, due to another school event) *Mike Klakety*

Also in attendance – Tom O'Neil (PCI), Sean Copeland (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. **Construction Update – Schedule & Phasing (handout): Sean Copland, WT Rich**
 - Sean handed out the punchlist.
 - The construction job trailers and the site has been cleaned. 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 30 to 45 items to complete and the progress is well under control.
 - The Sewer manhole near the front entrance should be painted. WTR to check the gaskets as well.
 - 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.
3. **Design Update – Furnishing Package: Jeff Elloit, JCJ**
 - There is an apparent warrantee issue with the science room chairs that the manufacturer has agreed to remedy.
 - The additional new science room tables are in and the new chairs are on order.
4. **Design Update – Technology Package: Jeff Elliott, JCJ**
 - The technology is basically done, and Paul Driscoll is working directly with the vendors on a few telephone and technology issues.
 - Barry Nectow is working with Paul and is in the process of purchasing a new switch that will solve most of the problems.
 - The Training for the Media Center is complete.
 - The Café Monitor does not work and the vendor (Signet) has been non-responsive. All parties will continue to work on this.
5. **MAAB Variance**
 - PCI is seeking a variance relative to the distribution and accessibility of H/C seating.

- And application has been submitted to the Massachusetts Architectural Access Board (MAAB) and initial discussions appear favorable
- All requested information has been provided to the Board and We are awaiting a resolution.

6. Noise from Roof Top HVAC Units

- The drywall has been cut away from the ductwork and caulking was installed against the ductwork. The results were minimal sound reduction, although the vibration seems to have diminished.
- Sean Copland reported that they have developed an alternate solution for the interior noise which will add a drywall enclosure to the bottom of the units. This should reduce the interior noise.
- Sagamore Plumbing and Heating has been unresponsive with all items that are considered their scope. That includes.
 - Access panels will be installed in the roof curbs for vibration spring maintenance.
 - Install internal vibration control on the fan motors
 - Exterior rain hoods. This is intended to reduce the exterior noise.
- WTR is following procedure to deal with their lack of response, and the potential to have someone else perform this work. This, unfortunately is slowing the response to this item.
- This is a major item and all members of the team are working diligently to resolve this as soon as possible.

7. 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.
- JCJ has engaged a code consultant and they believe there is a valid interpretation of the code that will allow this wall to be used as a display wall.
- JCJ will contact the building inspector to review this item.
- This item is in process and JCJ will continue to pursue this item.

8. VET Flooring

- There is a problem with the wear of the VET flooring. JCJ has had manufacturers' representatives review the flooring and they will issue a report on their findings.
- The manufacturer is trying to schedule some representatives to come to the site during April vacation to review the finish application.
- JCJ, WTR and PCI will continue to pursue this item.

9. 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 96.8% 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.

10. 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 = \$497,366; remaining budget after committed = \$0
 - 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.

11. 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 \$65K available as the project is closed out.
- The Prioritized Deferred Scope Items (handout) was distributed. The priority remains the same.

12. Budget Update – Change Order and Owner's Construction Contingency Budget Tracking (handouts): Sean Copland, 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 +\$198,132
 - Total Revised Owners Construction Contingency = \$1,143,965
 - Subtotal Change Orders from Owner's Contingency (CO#1 & #3-18) = \$954,864
 - Owner's Construction Contingency Balance after approved COs & CORs = \$189,101
 - Subtotal Potential & Pending CORs = \$231,690
 - Owners Construction Contingency Balance with Potential PCO's = (\$42,589)
 - Owner's Construction Contingency Balance with Potential CORs and capital funds considered = (\$42,589)
 - ❖ If all of the potential change orders were accepted at their estimated value, the value would exceed the contingency value by \$42,589.
 - ❖ Can move \$42,589 from soft cost contingency, when needed
- 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.

13. Dedication Ceremony

- The dedication ceremony is scheduled for Saturday, March 29th 2014.
- Kevin O'Neil noted that he is working on the presentation.
- Tours will be given and possible start from several different locations in order to conserve time.
- Snacks will be available in the cafeteria at the conclusion of the tours.
- The building committee will meet three weeks from tonight (March 25th) in the HS Auditorium to rehearse the dedication presentation.
- Kevin O'Neil discussed that the Selectman approved a shadow box display honoring Master Sargent Gregory Trent, who died in 2012 while serving in Operation Enduring Freedom. The presentation of the shadow box will be part of the dedication ceremony.

14. Miscellaneous:

- PCI continues to track MSBA Budget Revision Requests and ineligible reimbursements.
- Kevin O'Neil noted that the Building Project Website will be taken down on March 27th, 2014. The e-mail addresses associated with the site will be good for one more year.
- Brad Bramwell made a motion to adjourn the meeting, Tom Golota seconded the motion; the Committee voted unanimously to adjourn the meeting at 8:25 p.m.

Upcoming Milestone

- Dedication Ceremony, Saturday, March 29th, 2014

Adjourned: The meeting was adjourned at 8:25 p.m.

Next Meeting Date:

- (TBD) *Note: prior to generating these Minutes, it was determined that the next meeting would be Tuesday, April 15, 2014 at 6:30 p.m.*

Attachments:

- WT Rich – Master COR Log; Copy of the Punchlist
- 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.







