

**Permanent Building Committee
Minutes of March 13, 2013**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, and Doug Dooley. Also present was Dennis E. Piendak, Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Absent: Paul Jussaume

Dracut High School Project

Present from Collaborative Partners: Michael Carroll, Paul Kalous
Present from Mount Vernon Group: Jorge Figueiredo

The Chairman opened the meeting at 4:35 p.m.

Update - Schedule

Mr. Carroll stated that he has received a new schedule from CTA this morning however has not had time to review it. CP and MVG will review and provide comments and then will have a meeting with CTA next week to discuss the schedule.

Website Photographs

Mr. Carroll provided seven more photos of the site in the packet to be reviewed for the School Department to post on the website. The Committee did not have any issues with the photos being posted.

Mr. Dooley asked about the section of concrete that is to be removed and whether that had been completed. Mr. Carroll reported that most of the area has been dug out.

Invoices

Collaborative Partners Invoice - 10960-40 in the amount of \$52,626.25

The Committee reviewed this invoice and questioned the cash flow. The Committee felt that the invoices were getting ahead of the project and felt that this month's invoice was high. Mr. Neofotistos and Mr. Piendak calculated what the project cash flow at these invoice rates would bring the project to and stated that they are getting ahead of the budget. Mr. Carroll felt they were right on target and stated he'd show them the cash flow projection.

Mr. McNamara made a motion to approve Invoice 10960-40 in the amount of \$52,626.25 for payment to Collaborative Partners for the month of February 2013. Mr. Thibault seconded the motion. The motion carried unanimously.

Mount Vernon Group Invoice – Invoices 48, 49 & 50 - \$100,132.50

After review of the invoice from Mount Vernon Group and upon the recommendation of Collaborative Partners Mr. McNamara made a motion to approve Invoices 48, 49, & 50 from Mount Vernon Group in the amount of \$100,132.50 for Construction Administration services for February 2013 for the High School Project. Mr. Thibault seconded the motion. The motion carried unanimously.

CTA Construction – Invoice No. 6 - \$2,026,948.00

Mr. Carroll was asked about the subcontractors and making sure they are not getting ahead of really where they are on these requisitions. Mr. Carroll stated that he is keeping an eye on the Subcontractors progress stating that when it shows they are further along than what the actual project reflects he has a discussion with the Contractor. Mr. Carroll noted that the Committee will note the bonds and insurance paperwork attached to the requisition. Mr. Carroll noted that the cover sheet reflects an incorrect amount and will initial and date each copy to reflect the correct amount of \$2,026,948.00

Mr. McNamara made a motion to approve Requisition No. 6 to CTA Construction Co. in the amount of \$2,026,948.00 as corrected and recommended by Collaborative Partners. Mr. Thibault seconded the motion. The motion carried unanimously.

UTS Invoice #50963 - \$94.00

Mr. Carroll stated that the invoice from UTS is for testing the spray fire proofing.

Mr. Thibault made a motion to pay Invoice 50963 from UTS Testing Services in the amount of \$94.00 as recommended by Collaborative Partners. Mr. Dooley seconded the motion. The motion carried unanimously.

MGM Realty Trust – Invoice for March 2013 - \$1005.00

Mr. Gagnon moved to approve the invoice from MGM Realty Trust in the amount of \$1,005.00 for the month of March 2013 for storage for the High School project as recommended by Mr. Graham. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Gagnon made a motion to approve the invoice from Tucard LLC in the amount of \$2,000 for storage for the months of January and February 2013 for the High School project as recommended by Mr. Graham. Mr. Dooley seconded the motion. The motion carried unanimously.

Update Culinary Arts

Mr. Carroll reported they are still waiting for an answer from the MSBA. He stated that the representative of the MSBA is coming out for a site review tomorrow and Mr. Carroll would try to broach the subject on the decision.

Mr. Figueiredo stated that he will wait until the next meeting to discuss the design work proposal. The Committee questioned the issue and Mr. Figueiredo stated currently the cost for the design is \$35,000 with mark up \$38,000. He stated that he will have them look at the number to try and get it down.

There was a discussion on a credit coming back to the Town for the culinary arts area and all the equipment that is not going to be purchased for this area. The electric and HVAC will be reduced in this area as well. There was a discussion on the makeup air for this area and Mr. Carroll stated the same unit also feeds the kitchen and this area.

Owner FFE Update

Mr. Carroll stated the bid packets are being put together for the furniture bid. The bids are due on April 2, 2013 at 2:00 p.m. and will be opened at Harmony Hall at 2:30 p.m. Mr. Carroll asked Mr. Gagnon if Harmony Hall was available and booked the hall for this opening.

The technology update has been given to 3Si to process for the bid packet. They will hold off on the equipment until Phase II.

Mr. Carroll stated that the first go around the technology budget was over by \$600,000 and it has been cut down. They have reduced it down to the base package with several alternates and if the bids come in below they will be able to go with the different options or come back to the PBC to ask for money from the contingency. Mr. Carroll noted that they will be re-using seventy-five computers. There was a discussion on the State Bid list versus going out to bid. Mr. Kalous stated that sometimes they get a better number going out to bid bringing the unit prices lower than what you could get off of the State Bid list. Mr. Piendak asked if anyone looks at this when the bids come in to see if the items are less costly. Mr. Figueiredo stated they would have to look at the bid to see how it is written. Mr. Carroll stated he believed the bid was written in sections and groups so you don't have to accept it as a whole.

Mr. Carroll stated he has the signed CCD's approved by the PBC at the last meeting and he has also provided an updated PCO log for the Committee's review.

CO/PCO Review

CTA PCO#05R – Elevator Rooftop Penthouse Louvers

Mr. Carroll presented the Committee with PCO request #5R for Elevator Rooftop Penthouse Louvers in the amount of \$12,267.74 which is a reduction of the amount from \$15,246 as noted on the PCO log.

The Committee discussed this change and asked how this was missed on the plans. Mr. Figueiredo stated that it was drawn on the plans however the type of louver was not specified in the specs. The Committee questioned how this should be a cost to the Town. Mr. Neofostos questioned whether any additional work is required for this such as electrical, metal or carpentry.

It was stated that no additional work would be charged for this install. Mr. Dooley wanted to know why this wasn't included in the bid. Mr. Figueiredo stated he understood the Committee's frustration and they could have further conversations with Mount Vernon Group on this however he did not want to stop the work progressing forward. There was a discussion on the submittal by CTA and it was noted by Mr. Neofotistos that the model numbers are different for the louvers requested. Mr. Carroll looked at the backup paperwork and noted that the numbers noted are part of the same model calling out different part items on the same model and CTA just picked up a different number. Mr. McNamara questioned whether they would be able to approve a figure up to a certain number to see if Mr. Figueiredo could go back to get a better number on this item to keep things moving. There was a discussion on why such a length of time passed from the first time this item came up in December 2012 on the PCO log until now. Mr. Figueiredo explained the process back and forth between the Contractor, himself and the Project Manager on these PCOs.

Mr. Gagnon made a motion to approve CTA PCO #5 from CTA under protest in the amount of \$12,267.74. The motion died for lack of second.

Mr. Thibault made a motion to approve PCO#5 and convert to a CCD in an amount not to exceed \$11,000. Mr. Gagnon seconded the motion. The motion carried with a 4 to 1 vote. Mr. Dooley voted opposed. Mr. Figueiredo will work on trying to get the figure down tomorrow.

CTA PCO#022 – Add Bollards at Transformer Pad Per N-Grid's Requirements (T&M)

Mr. Carroll noted on this PCO it was mistakenly noted that the bollards would be in stainless steel instead of galvanized. This has been corrected. These bollards are a code requirement from National Grid. Mr. Piendak asked who was responsible for this omission. Mr. Figueiredo stated that this falls under Marshall Garry.

Mr. McNamara made a motion to approve CTA PCO #22 to add bollards at Transformer pad as submitted. Mr. Gagnon seconded the motion. The motion carried with a 4 to 1 vote. Mr. Dooley voted opposed.

CTA PCO#035 – Interactive White Board Modifications

Mr. Carroll stated that the technical details are being reviewed by Mount Vernon Group but wanted to bring this to the attention of the Committee. Originally with the last Administration only thirty interactive boards were thought to be needed. With the new Administration they would like to provide an interactive board in every classroom this is an additional request for 45 additional interactive boards for a total of 75. There was a discussion on having them put in the Contractor's budget for the potential to be reimbursed. If they are added under the technology budget they may not be reimbursed. Mr. Carroll was asked about the boards already owned at the school and Mr. Carroll reported that these will be relocated to the Junior High or other schools.

The Committee accepted the concept without accepting a figure at this time and that this was being brought to the Committee for informational purposes at this time.

The Committee asked Mr. Figueiredo and Mr. Carroll if there were any other “surprises” out there they should know about. Mr. Figueiredo stated that there is an issue regarding the windows and the mullen that goes in between the windows as far as ownership.

MVG Extra Reimbursable Services

Mr. Carroll stated they are still awaiting the weather to complete the survey. Mr. Figueiredo had an Amendment No. 4 for the Manager to sign. Mr. Piendak questioned where Amendments 1 through 3 were to MVG’s contract. There was a discussion on what the other amendments were for such as modulars, HVAC changes etc. Mr. Figueiredo and Mr. Carroll will look into this.

Carpenter’s Union RFI

The Committee reviewed a letter received from The Public Records Division dated March 11, 2013 in response to Mr. Steve Falvey regarding his public records request and the costs associated with same. Mr. Carroll is also working on a separate second request by Mr. Falvey. The Mason’s Union has sent a letter for records also and Mr. Carroll has responded with the costs for this request and is awaiting a check.

Ongoing Items

Phase 2 Egress Review – this is an ongoing item that is currently being discussed by the Contractor with Mr. Manley and Mr. Graham with regard to turning over the next section of the school to the Contractor and possibly increasing the area to be turned over. Mr. Manley walked the site with Mr. Carroll to see if the area being discussed can be worked out this issue is under consideration.

Next Meeting

The next meeting was discussed and the Committee will conduct a site visit with Mr. Carroll beginning at 4:00 p.m. and then Committee meeting will begin at 5:00 p.m. at the Historic Society building.

Minutes

Minutes will be reviewed at the next meeting.

Adjourn

Mr. Gagnon made a motion to adjourn the meeting at 7:00 p.m. Mr. Thibault seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

_____Absent: Paul Jussaume_____