

**Permanent Building Committee
Minutes of January 14, 2015**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, Doug Dooley, Michael McNamara and Paul Jussaume. Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Mr. Neofotistos opened the meeting at 4:30 p.m.

Town Hall Project

Jim Boudreau was present to discuss the agenda for the Town Hall. Mr. Boudreau stated that they have received a letter from CTA on behalf of their Auditors with regard to their contract. In discussions with Mr. Lemieux they have a concern with this form and wanted to discuss it with the Permanent Building Committee to see if they would want Town Counsel to review it before Vertex answers it.

Mr. Thibault made a motion to have Town Counsel review this letter and response before sending it back to CTA. Mr. Gagnon seconded the motion. The motion carried unanimously.

Requisition #17 - \$238,097 from CTA Construction Co. Inc.

Mr. Boudreau reported that CTA had had a PCO on this requisition which Mr. O'Brien and Mr. Boudreau did not agree with. This PCO has since been taken off the requisition and Vertex is recommending this requisition for payment. Mr. Boudreau noted there is slight retainage reduction on this PCO.

Mr. Thibault made a motion to approve CTA's Requisition #17 in the amount of \$238,097 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

Requisition #18 - \$212,778 from CTA Construction Co., Inc.

Mr. Boudreau explained that there are no change order work on this requisition and it contains items to clean up the remaining balances. Mr. Neofotistos questioned the back punching on the project. Mr. Boudreau stated that Mr. O'Brien has been called out to the site for back punching and the same items are not getting done. Mr. O'Brien stated that he will not go out to the site again until items get taken care of. The Committee discussed whether the Town should be paying CTA without Mr. O'Brien doing his back punch.

Mr. Dooley made a motion to increase the retainage back up to the 5% and bring Requisition #18 back to the Permanent Building Committee next week for an update on the back punch. Mr. Gagnon seconded the motion. The motion carried unanimously.

Vertex Budget Amendment No. 2

The Committee reviewed the budget amendment by Vertex.

Mr. Thibault made a motion to approve the budget Amendment No. 2 for Project Management Services as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

High School Project – 5:30 p.m.

Present from Hill International: Steve Broadhead, Kris Stephenson

Present from Mount Vernon Group: Bill Peters

Present from the School Department: Andrew Graham

Mr. Broadhead stated there are no new construction progress photos for the Committee in this agenda packet. Regarding the back punch items, CTA states there are minor issues remaining. Mr. Graham stated they were in on Saturday doing punch list. There was a brief discussion on who is accounting for them in the building etc.

Crawl Space Ledge Removal

Mr. Broadhead reported that CTA's response to the ledge removal from the crawl space was in the packet for the Committee's review. CTA is not agreeing with Hill International's assessment. Mr. Peters from Mount Vernon Group stated that CTA is owed something and suggested that the Town could make them an offer to try and settle it. Mr. Broadhead stated the way the PCO was submitted, you don't know what would have been contract work and what wasn't. CTA did not keep track of the amount of material taken out because they felt that the unit price for ledge removal is not relevant in this circumstance because it was in a crawl space.

Lead Paint

Mr. Broadhead reported that CTA's contractor is stating that all surfaces were concealed that contained lead paint. Mount Vernon Group is not in agreement. Mount Vernon needs to review what is CTA's and what isn't.

Mr. Jussaume arrived at the meeting at 5:50 p.m.

Change Order Approval

Mr. Broadhead reported that the change orders are in CTA's hand for signature.

PCO Review

PCO 255 – C.O. 234 – CCD #165 – Steel Plate @ D103 Tectum ceiling - \$789.00

Mr. McNamara made a motion to approve C.O. 234 as recommended. Mr. Thibault seconded the motion. The motion carried unanimously.

PCO 327 – C.O. 235 – Footings for CCD#149 for fence along s. elevation library - \$5,681.78

Mr. Thibault made a motion to approve C.O. 235 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

Miscellaneous Items by Andy Graham

Mat Light for gymnasium

Mr. Graham requested of the Committee their consideration for an electrically operated mat light for the wrestling mat in the gymnasium. They had one in the old gym and that got moved to another school. Mr. Graham presented a proposal he received from the Athletic Director for consideration by the Committee.

Mr. McNamara made motion to approve the proposal for a mat light from A&S Group Inc. in the amount of \$4,580.00. Mr. Gagnon seconded the motion. The motion carried unanimously.

Wireless Scanner, corded scanner and stand for Library - \$1,237.00

Mr. McNamara made a motion to approve the quote for Wireless Scanner for the Library as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

Copier Card Readers for Ricoh Copiers

The Committee reviewed this invoice and questioned whether the School had already received these card readers. Mr. Graham will check into it with Mr. Moge, the Information Technology Director.

Invoices

Creative Office Pavilion - \$8,351.00

Mr. Stephenson explained that the first invoice was money held for punch list items that have now been completed and can be released with the approval of Alison Smith.

The second invoice in the amount of \$7,156.00 were some desks and fixtures from a previous purchase order that have now been delivered and installed at the School and can be paid. The third invoice in the amount of \$695.00 was for items on purchase order 15240 which have been delivered and installed. The total amount for Creative Office Pavilion is \$8,351.00.

Mr. Jussaume made a motion to approve payment to Creative Office Pavilion in the amount of \$8,351.00 as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Stephenson presented an invoice from Precision Fitness for a stationary bike for the weight room which has been delivered and installed and a purchase order had been previously approved.

Mr. Thibault made a motion to approve Precision Fitness invoice in the amount of \$2,648.00. Mr. Gagnon seconded the motion. The motion carried unanimously.

Invoice from Hill International in the amount of \$24,520.00

Mr. Gagnon made a motion to approve Hill International's invoice in the amount of \$24,520.00 for Project Management Services for the High School project. Mr. Thibault seconded the motion. The motion carried unanimously.

HVAC Issues

Outdoor air temperature – boiler sensor

Mr. Broadhead stated that he is told by CTA that the sensor will be moved. In the meantime, they are using one of the rooftop units for sensor point. This has only marginally improved the issue.

Mr. Broadhead stated that the library area is still plagued with issues and he has been in touch with Rick Anderson and they are having RDK look into it.

Mr. McNamara asked about the other areas with the unit ventilators and whether CTA could point at these as causing the issue if they are old and not functioning properly. The Committee asked about the infrared scan. Hill reported that a can will be done which may detect issues.

There was a discussion with Mr. Graham about getting a price to replace all the old coils.

HV17 – Aon unit had a bad electrical board and this was reported to CTA six weeks ago.

Ongoing Items

Library Projector – CCD will be issued.

Stain at auditorium south – Roofer was up on the roof and supposedly fixed the issue. Mr. Graham reported the issue is not fixed. The staining is still occurring and the consensus of the Committee is that something interior is compromised. Mr. Peters stated he will have to go up on the roof and see what they've done if anything.

The Committee asked about Griffin Electric's claim against CTA. Mr. Broadhead stated that he believes it's in progress.

Countertops – the Committee asked how many guys it took to do the countertops. Mr. Broadhead stated there were six workers. The Committee questioned what work is scheduled for the upcoming February school vacation. Mr. Broadhead stated there hoping to have ductwork tethering and the project in.

PBC Minutes
01/14/2015

Next week's meeting: The Town Hall will be on for 4:30 p.m. The High School will be at 5:00 p.m. and if the folks show up regarding the crawl space and lead paint issue they can come in for 5:30 p.m.

Adjourn

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

PERMANENT BUILDING COMMITTEE



Harvey Gagnon




Michael S. McNamara
