

**Permanent Building Committee
Minutes of March 4, 2015**

Present from the Permanent Building Committee: Ellis Neofotistos, Harvey Gagnon, Phil Thibault and Michael McNamara. Also present Recording Secretary Samantha Carver. The meeting was held at the Historical Society Building 1660 Lakeview Avenue.

Absent: Douglas Dooley, Paul Jussaume

Town Hall Project

Present for the Town Hall Project were: Phil O'Brien of Johnson Roberts Associates
Jim Boudreau of Vertex Construction Companies

The Chairman opened the meeting at 4:37 p.m.

Mr. Boudreau handed out a budget update to the Committee on the Town Hall project. He asked if they could take this up at the end so that he could get Jon Lemieux by phone to discuss it.

The Committee went over the action actions on the agenda.

PCO 46 – Louver redesign at gable (at Town Managers office). Mr. O'Brien explained that this had to be reframed and that the contractor had already demobilized from this area so they had to bring in a lift and staging to get this done which was an added cost of \$6,233.88.

Mr. Boudreau stated that we do not have slips for the labor and Vertex was never notified when they were doing this work. They have negotiated this fee down a bit and feel this is the best price they are going to get.

Mr. Gagnon made a motion to approve PCO 46 to become C.O. 54 as recommended. Mr. Thibault seconded the motion. The motion moved to a vote with two in favor one opposed. Mr. Neofotistos voted opposed and stated he felt the cost was too high and did not like the fact we did not have verification on the slips.

PCO 47 – Removal of tank from 26 Champlain Street – Mr. O'Brien stated this is more of a bookkeeping issue whereas the PBC had issued a CCA for this work with zero days. However, when Mr. O'Brien received the PCO it was amended to include fourteen days at no additional cost. The Committee discussed these additional days.

Mr. Gagnon made a motion to approve PCO 47 to become C.O. 55 as amended to include fourteen days with no additional cost and no reservation of rights language. Mr. Thibault seconded the motion. The motion carried unanimously.

PCO 68 – Contaminated soil encountered when tank was removed at 26 Champlain Street.

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Mr. Gagnon made a motion to approve PCO 68 to become C.O. 56 in the amount of \$6,541.18 without the reservation of rights language, as recommended by Johnson Roberts Associates. Mr. Thibault seconded the motion. The motion carried unanimously.

PCO 69 – Removal of Boulders under safe at old Town Hall encountered during demolition. \$3,836.70.

Motion by Mr. Gagnon to approve PCO 69 to become C.O. 57 without the reservation of rights language in the amount of \$3,836.70. Mr. Thibault seconded the motion. The motion carried unanimously.

PCO 70 – Arch Woodwork Modification for Owner - \$340.50

Mr. Thibault made a motion to approve PCO 70 to become C.O. 58 without the reservation of right language as recommended by Vertex Construction. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 71 – Ledge Removal in Phase II - \$35,428.58

Discussion by Mr. O'Brien and Mr. Boudreau was that there were six different areas where ledge was found and it was under where the walkways are, the bushes, a little within the Champlain Street area.

Mr. Gagnon made a motion to approve PCO 71 to become C.O. 59 in the amount of \$35,428.58 without the reservation of rights language as recommended by Johnson Roberts. Mr. Thibault seconded the motion. The motion carried unanimously.

PCO 72 – Remove and replace soils at lower lot - \$6,394.50

Mr. O'Brien stated a CCA was issued for this work at a predetermined quantity and unit price.

Mr. Thibault made a motion to approve PCO 72 to become C.O. 60 in the amount of \$6,394.50 as recommended by Johnson Roberts with the reservation of rights language removed. Mr. Gagnon seconded the motion. The motion carried unanimously.

Budget Discussion

Mr. Lemieux was phoned via a conference call for this discussion. Mr. Lemieux stated that the budget the Committee is presented with is a "worst case scenario" of all the claims that may be out there and Mr. Lemieux pointed to the bottom line of a negative \$13,904 on the project. Mr. Lemieux suggested that they let CTA know the position the Town is in and take the rest of the work away from CTA because the Town is in this position. The Committee discussed the budget and agreed that Mr. Lemieux could let CTA know the budget situation on the project.

Mr. O'Brien will attach a P.R. to a draft letter with the budget constraints for review with Vertex.

Invoices

Vertex Invoices for January and February 2015

Mr. Gagnon made a motion to approve Vertex invoice in the amount of \$14,027.55 for services through January 2015 to include charges from U.T.S. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Gagnon made a motion to approve Vertex invoice in the amount of \$4243.75 for services through February 2015. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Boudreau discussed some PCO's that they have been going back and forth with CTA over.

- Utilities – Comeau's charges
- Water Line – credit not being broken out and it looks like two water lines were installed
- Downspouts – changes to the layout should be a lesser credit.
- Louver orientation
- PCO 66 – Work in the roadway (Arlington) without slips and unable to be verified by JRA, so they will not recommend it for payment
- CTA looking for money for walkway to front door which was required by CTA to provide this egress from the building
- Lower lot – adjusted grades

The next Town Hall discussion will be in two weeks at the March 18, 2015 PBC meeting.

High School Project – 5:47 p.m.

Dr. Michael McNamara was present for this portion of the meeting.

Also present were: Steve Broadhead and Kris Stephenson of Hill International
Bill Peters of Mount Vernon Group
Paul DuRoss of CTA Construction
Andy Graham – Supervisor of Buildings and Grounds of the School Department

Construction Update

Mr. DuRoss of CTA reported they are making good progress on the punch list and they have approximately eighty-nine items left, some of these items are waiting to be back punched.

HVAC Issues

The Committee tabled this item until Mr. Graham came back into the meeting.

MVG Determinations

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Mr. Broadhead stated Mr. Peters could speak in more detail on these items however he had not arrived to the meeting yet. Mr. Broadhead briefly described the items with assistance from Mr. DuRoss.

PCO. 37 – Window Cover Trim – these are in the classroom wing (B) \$37,000 this number may come down.

PCO 168 Floor prep and infill

PCO 330 – Floor infills – Hill had sent CTA an email to try to understand the costs on this item.

Change Order and PCO Review

Mr. Broadhead reported that there are no new change orders to present tonight, they are in CTA's court.

Mr. Broadhead stated there are no new PCO's processed for review tonight.

Invoices

School Furnishings - \$1,094.82

Mr. Stephenson explained that this has been received and signed off by Alison Smith of MVG and she is recommending it for payment. This should closeout this purchase order.

Mr. McNamara made a motion to approve School Furnishings in the amount of \$1,094.82. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mount Vernon Group - \$29,047.00

Mr. McNamara questioned the charge of the 10% overhead by MVG and asked why it was not separated out to reflect that on the invoice. Mr. Broadhead agreed that it should be separated out. The Committee would like a revised invoice.

Mr. Thibault made a motion to approve MVGs Invoice of \$29,047 with the stipulation that a revised invoice be received to reflect the 10% mark up as discussed. Mr. McNamara seconded the motion. The motion carried unanimously.

Ongoing Items

Library Project – given to CTA waiting on paperwork. Mr. Neofotistos asked Mr. DuRoss if he could push this paperwork so that they could get this item and it could be installed during April vacation. Mr. DuRoss stated he would do his best. Lead Paint – Mr. DuRoss stated they are 95% there with their review. Crawl Space – Mount Vernon Group has this for review

HVAC Issues

Mr. DuRoss of CTA handed the Committee a status update of the HVAC issues outstanding dated 03/04/2015. Mr. DuRoss went through each item and explained the progress to date:

- Library Temperature & HVAC #5 – the louver has been installed by Amanti and school personnel have noted it appears to have helped. The new dampers have not been air balanced and this work is scheduled to take place Thursday 3/5/2015.
- Girls Locker Room & HV #6 – Amanti is gathering data to see if the unit is operating per the design. Mr. McNamara had concerns if the Contractor is going to be in this area. Mr. Graham stated they are between athletic seasons so there is not much activity in the area with the girls however he could make this area available to the contractor without student interaction.
- Lobby Temperature & HVAC #2 – the motor had malfunctioned and is under warranty. The motor was replaced by Amanti on 2/11/2015, the space temperature appears to be maintaining the set point. Amanti has been requested to provide a trend report.
- HVAC #17 – The programming was changed.
- Unit Shutdowns from Freeze stat – the controls contractor has modified the ATC program to include a 20-30 minute delay for shutdown when the device senses cold air. The School will monitor and advise if any future unit shutdowns.
- HV6, HVAC-1 & HV-1 – HV6 was found to be in unoccupied mode when it should have been occupied and this was corrected. HV-1 is a kitchen unit which was to be found in emergency shutdown it was determined that the VFD had failed. The part was ordered by Amanti. HVAC #1 Auditorium Stage Unit – it had a bad board the board is being replaced under warranty.
- OAU#3 – this unit services the Transitional Skills area and the unit was found to be off on low temp alarm. This unit was reset and the operation checked.

The Committee asked Mr. Graham about the progress with the HVAC. Mr. Graham stated they seem to be moving in the right direction.

Mr. DuRoss reported they got the last of the rebate information and sent it over to Hill International who in turn gave it to Andrew Graham. Mr. Graham stated he submitted it to National Grid and followed up with a phone call to be sure that if anything was missing that they let him know right away.

DCAMM Evaluation

Mr. Neofotistos stated he received a call from Lyle Coghlin from CTA asking if the PBC could do the final DCAMM evaluation on CTA because he is trying to pre-qualify for a big job.

The Committee discussed whether to hold a meeting to go over the DCAMM evaluation. It was determined that the Committee will meet Monday afternoon at 3:00 p.m. to go through the evaluation. Mr. Neofotistos asked Mr. DuRoss if he wanted to say anything to the Committee on behalf of CTA. Mr. DuRoss stated that this would be a good opportunity for CTA if they can prequalify for this construction job. They need to have their DCAMM evaluation in and that is the reason for this request. Mr. DuRoss stated they have been responsive to the Town and they got the students in the building and the Town has a quality building.

Mr. Thibault made a motion to have a Permanent Building meeting on Monday March 9, 2015 at 3:00 p.m. at Town Hall to discuss the DCAMM evaluation for CTA Construction. Mr. McNamara seconded the motion. The motion carried unanimously.

School Items

Mr. Graham had a couple of invoices for the Committee to review and approve. One was for the wrestling mat light which was approved by the Committee for the work to be performed. Mr. Graham also had an invoice for materials from Atlantic Plywood for display cases which his team built. He believes this was approved for an amount not to exceed \$2,000. The third invoice was from Creative Office Pavilion for shelving materials which was part of a purchase order already approved by the Committee.

Mr. Graham presented an invoice from General Woodworking which was basically a wish list of items they would like to have built. These were items that were probably engineered out and he would really like to see a show case in the music room which is about \$14,588 of the cost of this invoice.

The Committee will review this proposal and asked Mr. Graham to get a firm quote on the items that would be needed to build the 28' display case Mr. Graham described to the Committee.

High School Restroom/Storage building – Mr. Graham reported he heard from Jay Mason who stated that another Architect in his office could sign the paperwork. The Committee will request Mr. Mason to come into the next meeting to continue the discussion on this project.

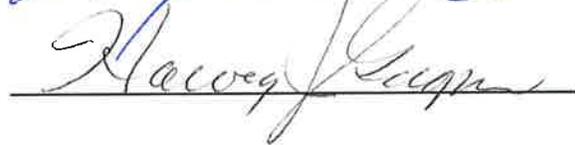
The next meeting will be March 18, 2015 and will be in the following agenda order:

- High School restroom/storage building – 4:30 p.m.
- Town Hall project – 5:00 p.m.
- High School project – 6:00 p.m.

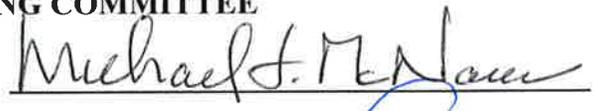
Adjourn

Mr. Thibault made a motion to adjourn the meeting at 7:22 p.m. Mr. Gagnon seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

 Absent: Paul Jussaume




 Absent: Doug Dooley