

Permanent Building Committee  
Minutes of August 6, 2014

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, Doug Dooley, Michael McNamara and Paul Jussaume (6pm). Also present was James Duggan, Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Mr. Neofotistos called the meeting to order at 4:39 p.m.

**Town Hall Project**

Present from Vertex Construction: James Boudreau, Owners Project Manager  
Also present from the Town: Ann Vandal, Assistant Manager of Finance

**Elevator Machine Room Door**

Mr. Boudreau began the discussion by continuing the issue on the elevator machine room door swing. He stated that he has had a conversation with both Jon Lemieux and the Building Inspector and Vertex feels that they should move forward and change the door to swing out into the hallway as being requested by the Elevator Inspector. He discussed the issue being the shop drawing conflicts with the architectural drawing and that's how this came about however if they argue about it, it could delay the inspection on the elevator ultimately delaying other things happening with the project. The Permanent Building Committee were in agreement that the door should swing out.

**Selectmen Chambers Desk Material**

Mr. Boudreau stated he has been provided with a list of materials needed for the desks to be built by Greater Lowell Vocational Technical School. Ms. Vandal stated they have rounded the request up to \$2,500 for any unforeseen material. There was a discussion on when this would be ready and Ms. Vandal reported that it would probably not be ready until October. Phil O'Brien provided the drawing of the layout of the desk for GLTHS.

Mr. Dooley made a motion to approve the amount of \$2,500 for materials to build the desk in the selectmen's chambers for the Town Hall project. Mr. Gagnon seconded the motion. The motion carried unanimously.

**Moisture Mitigation**

Mr. Boudreau reported that UTS is coming to the site to do a calcium chloride test. Mr. Boudreau reported that they have been given a cost of \$75,000 for CTA to do the moisture mitigation. Mr. Boudreau reported that it is prudent to keep the project going and Vertex was not recommending the Town move forward with the moisture mitigation at this cost.

The Committee discussed the issue and moved forward without the moisture mitigation knowing this would void the warranty on the flooring for the carpet and VCT. The PBC were confident that if this were to affect the materials on the floor they would be able to address the issue for a lot less than paying the inflated cost of the moisture mitigation being offered by CTA at \$75,000.

Mr. Thibault made a motion to forego the moisture mitigation and it was understood by the Permanent Building Committee that this would affect the warranty for the carpet and VCT materials on the main and second floors at the Town Hall. Mr. Dooley seconded the motion. The motion carried unanimously.

### **CTA Requisition #13**

Mr. Boudreau stated they have the revised total of CTA's Requisition #13 however he did not have the signed backup with him tonight. He was asking the Committee if they would approve the requisition contingent upon receiving the necessary paperwork so that they could pay CTA. Mr. Boudreau stated that CTA has added payment on this requisition for change orders that CTA has not signed that Phil O'Brien has approved and the work has been done. The adjusted amount of this requisition is \$449,143 which was adjusted from a higher amount.

Mr. Gagnon made a motion to approve Requisition #13 from CTA in the amount of \$449,143 subject to Vertex receiving the proper paperwork prior to releasing the money. Mr. Thibault seconded the motion. The motion carried unanimously.

### **High School Project**

Present from Hill International: Paul Kalous, Mike Carroll, Steve Broadhead, Kris Stephenson  
Present from MVG: Matthew Schweitzer, Bill Peters  
Present from the School Department: Superintendent Steve Stone, Andy Graham, Buildings & Grounds

This portion of the meeting began at 5:01 p.m.

Mr. Broadhead began the discussion by going through the photographs that were provided in the agenda packet. The photos showed the pine trees removed on the site by the front of the building near the new access road off the parking lot, the new scoreboard out in the field, a picture of the lobby floor with final polish, the court yard area where the stamped concrete would be poured, and the concrete island out front where the busses will pull up.

### **CCD/PR Review**

CCD 131 – Provide additional dunnage steel at the transitional skills roof top mechanical equipment – Not to exceed \$7,300

Mr. Broadhead stated that they may have the crane onsite for another item such as the safety ladder so this charge could be concurrent with that event so they wouldn't be charged twice for

the crane. There was a question as to whether the Committee could do a not to exceed on a CCD and it was stated they could.

Mr. Thibault made a motion to approve CCD 131 in an amount not to exceed \$7,300 as recommended. Mr. McNamara seconded the motion. The motion carried unanimously.

CCD 132 – Provide (2) additional cane rails at monumental Stair D1 at lower level locker room area.

The Committee discussed where this location was and if anyone of the team had an estimated cost. It was also noted by the Team that this was a code requirement. The Team thought maybe in the vicinity of \$8,000 for the cane rails.

Mr. Thibault made a motion to approve CCD 132 as it is needed due to a code requirement and on the recommendation of Hill and MVG. Mr. McNamara seconded the motion. The motion carried unanimously.

### **Open PCOs**

PCO 23 – C.O. 118 – Slab Sawcutting in Labs - \$5,649.46

Furnish and install data outlets at lower B Teachers Desks – there was some confusion as to whether these were in the wall or in the islands in the classrooms. Mr. Neofotistos also asked what was “owned” because there should be some kind of credit also. This item was **rejected** by the Committee at this time.

PCO 152 – C.O. 118 – Infill Jambs at Café Opening - \$5,019.97

Mr. Peters stated there was damage found once a door was removed there was damage to jambs and heads at cafeteria SF door opening.

There was some confusion as to where exactly this door was located the Committee wanted this **held for further information**.

PCO 192 – C.O. 118 – Weatherproof cover plates in kitchen - \$1,436.78

Floor receptacles in kitchen area of cafeteria. Contract did not call for weatherproof receptacles. Being request by Wiring Inspector – this item **was tabled** for further information.

PCO 202 – C.O. 118 – Remove and replace door D060A with similar storefront to SF3 - \$26,330.80

This was to power a double set of doors with sidelights. Mr. Graham discussed getting a credit for the doors taken out because they were in good condition when the project started. There was some confusion as to why these were needing electricity to them and why it wasn't on the drawings in the beginning. Mr. Peters stated this is one of the three main entrances and this door

was put it to match the others. The Committee questioned the itemized description on the paperwork and Mr. Peters will look into the hardware on this door. This item **was tabled**.

### **Open Change Orders**

Mr. Broadhead stated they have change orders 112 to 117 ready for signature and would like a motion from the Committee to have them signed by the Town Manager.

Mr. McNamara made a motion to authorize the Town Manager to sign change orders 112 to 117 as previously approved by the Permanent Building Committee. Mr. Gagnon seconded the motion. The motion carried unanimously.

### **MSBA Submission Items**

Mr. Stephenson stated that he contacted Victoria Cuello at the MSBA to check on the status of BRR 3 & 4. Ms. Cuello stated she had never received them and this was sent back in April. Mr. Stephenson has resent the information to her by overnight mail and she will process it as soon as possible.

### **Invoices**

Tucard LLC for August Storage - \$1000.00

Mr. Dooley made a motion to approve the August invoice for Tucard LLC as recommended. Mr. McNamara seconded the motion. The motion carried unanimously.

Robert H. Lord Invoice #30828-1B - \$46,622.76

Mr. Gagnon made a motion to approve Invoice 30828-1B for cafeteria furniture for \$46,622.76 as recommended. Mr. Thibault seconded the motion. The motion carried unanimously.

Universal Testing Service (UTS) Invoice #55623

Mr. Gagnon made a motion to approve UTS Invoice #55623 in the amount of \$996.25 as recommended. Mr. Dooley seconded the motion. The motion carried unanimously.

Qua, Hall, Harvey & Walsh – Invoice for legal counsel - \$495.00

Mr. Dooley made a motion to approve legal cost in the amount of \$495.00 to Qua, Hall, Harvey & Walsh as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

### **Commissioning Update**

Mr. Kalous reported that Rick Anderson of Hill International had a meeting on the commissioning issue and he is yielding some results but they have a long way to go. They have established Thursday mornings for commission meetings starting with August 7, 2014.

Mr. Neofotistos asked what recourse the Owner has to get this resolved. Mr. Kalous stated that they could look at the financial side of things. Hill has already started to scrutinize the requisitions from CTA regarding the HVAC charges and have taken them out of the requisition moving forward.

There was a discussion on the role the MSBA's Commissioning Agent plays and that he would have to sign off on the system before final reimbursement to the Town is received. Mr. Thibault suggested that they determine a certain date that the commissioning should be done by and if not then establish a course of action. Mr. Graham was concerned with the training on a system that is not running properly.

Mr. Kalous reported the status of Requisition 23 from CTA and stated that both MVG and Hill have sent their comments back to CTA. He stated that to date they have approved 39% of the HVAC and have cut 61% and have cut 100% of the auto temperature control. The percentage that has been paid to date is mostly for materials and work of installation.

Mr. Neofotistos asked if subcontractor ATC was the problem. Mr. Schweitzer reported that it is the coordination of getting the systems to work together which is also the problem.

There was further discussion of outstanding issues on Phase I HVAC as well and the Team will bring everything together for the next meeting on the HVAC issues. Mr. Schweitzer mentioned that they had spent five or six months painstakingly going through the sheets on HVAC review. Mr. Kalous stated that in June, Amanti (the Plumbing contractor) reached out to Hill to question them on the requisitions and it was explained that until the HVAC is straightened out there would be requisition cuts.

Mr. Jussaume arrived at the meeting at 6:00 p.m.

### **FF & E – Ricoh Copiers**

There was a discussion on the FF & E budget and there being about \$200,000 left in the budget so the School Department working with 3Si would like to get approval for a purchase order for 10 copiers to be purchased – 7 black and 3 color.

Mr. Carroll recalled that the School was going to lease the copiers not purchase and he believed this is not a reimburseable expense. Superintendent Stone stated that he needs these copiers which will also be used as printers throughout the whole building. They have not ordered any other printers because they were working on this plan. He did not recall leasing versus buying.

The Committee would like to make sure the money is in the budget for this item. After doing a quick check on the budget Mr. Kalous reported there is about \$219,000 in the budget. These copiers would consist of spending about \$146,000.

Hill International will find out the status of whether these would be reimburseable or not by inquiring with the MSBA explaining these will be used as printers as well as copier/scanners.

### **Ongoing Items**

- Repeaters - ongoing
- Utility Update – ongoing
- Plaques – out for proof
- Sample Signage – no update on samples, however there was a discussion on changing what is called the auditorium to the Center for Performance Arts

Mr. Thibault made a motion that the PBC concurs with the name change for the auditorium. Mr. Gagnon seconded the motion. The motion carried unanimously.

### **Copiers**

There was a discussion on money left in the technology budget and the School Department intends on using that to buy copiers. There was an attachment in the agenda packet. Mr. McNamara asked if the maintenance for these copiers was in the budget. Superintendent Stone stated it is part of the first year purchase so it was not. There was a discussion on whether copiers were a reimbursable item or not through the MSBA. This will be researched. Mr. Carroll recalled that the School Department was going to lease the copiers not purchase them. Superintendent Stone stated that was not his recollection. Mr. McNamara asked if the maintenance was budgeted and Superintendent Stone stated that the first year is covered in the purchase.

Mr. McNamara made a motion to approve 3Si for printer/copiers contingent upon getting paperwork stating the full cost of the ten printers. Mr. Jussaume seconded the motion. The motion carried unanimously.

### **Letter in Response to CTA regarding D/E Classroom Floor Installation**

Mr. Kalous stated that Hill International has drafted a letter back to CTA regarding their letter in response to not knowing anything about the floor being installed in freezing temperatures in Upper D/E Classroom Wing and wanted the PBC authorization to issue the response.

The Committee were all in agreement to have Hill International send out their response letter on the floor installation issue.

Mr. Neofotistos asked about the other issue where the marmoleum was under water and whether it was adhering. Mr. Kalous responded that CTA noted it had adequate adhesion after performing a test and checking with the warranty, however in viewing the warranty on this product it has a lot of requirements in order for the warranty to be exercised.

Mr. Graham noted that when the floors were flooded there was a lack of response from CTA after the storm. He and his men handled the cleanup of the water.

Mr. Neofotistos asked whether Griffin Electric was looking for extra money to accelerate. Mr. Broadhead stated that CTA was asked for an acceleration schedule and they have not provided backup on the acceleration.

### **Meeting with Bonding Company**

Mr. Kalous briefly discussed what Hill International and the Town are looking to accomplish with this meeting with CTA's Bonding Company which will be held Thursday August 7, 2014 at 10:00 a.m. Mr. Kalous stated they will do a walk through at the site first and then continue with the meeting. Their focus will be to see what CTA will commit to getting this building on time. Hill pointed out that CTA's track record for turning areas over on time has not been good.

### **Old Home Day – Tours**

Mr. McNamara mentioned that the School Department will be providing tours of the building during the Old Home Day event on September 6<sup>th</sup>.

### **Update on Signals on Lakeview Avenue**

Mr. Graham reported that Rene Proulx was out to the site to install the vault for the signals. He will be out again once Rob from CTA calls once the granite is installed and before it's cemented. Rene Proulx will re-program the lights.

Mr. Neofotistos stated the big question is who pays for this. It was noted that CTA's site contractor dug up the wiring.

### **Minutes**

The Committee reviewed and took action on **April 2014** minutes as follows:

Motion by Mr. Thibault to approve minutes of April 2, 2014 as presented. Mr. Jussaume seconded the motion. The motion carried unanimously.

Motion by Mr. Thibault to approve minutes of April 9, 2014 as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

Motion by Mr. Thibault to approve minutes of April 16, 2014 as presented. Mr. McNamara seconded the motion. The motion carried unanimously.

Motion by Mr. Dooley to approve minutes of April 23, 2014 as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

Motion by Mr. Thibault to approve minutes of April 30, 2014 as presented. Mr. Thibault seconded the motion. The motion carried unanimously.

The Committee reviewed and took action on **May 2014** minutes as follows:

Mr. Thibault made a motion to approve minutes of May 7, 2014 as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Thibault made a motion to approve minutes of May 14, 2014 as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Thibault made a motion to approve minutes of May 21, 2014 as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Dooley made a motion to approve minutes of May 28, 2014 as presented. Mr. Jussaume seconded the motion. The motion carried unanimously.

The Committee reviewed and took action on **June 2014** minutes as follows:

Mr. Thibault made a motion to approve minutes of June 4, 2014 as presented. Mr. McNamara seconded the motion. The motion carried unanimously.

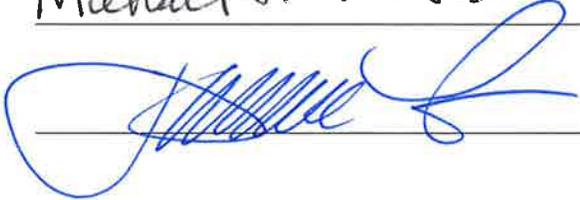
Mr. Thibault made a motion to approve minutes of June 11, 2014 as presented. Mr. McNamara seconded the motion. The motion carried unanimously.

Mr. Dooley made a motion to approve minutes of June 17, 2014 as presented. Mr. Gagnon seconded the motion. The motion carried unanimously.

**Adjourn**

Mr. Thibault made a motion to adjourn the meeting at 7:20 p.m. Mr. Gagnon seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

  
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Michael H. McNamara  
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Harvey Gagnon  
  
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Paul Jussaume  
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