

**Permanent Building Committee
Minutes of August 14, 2013**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, Michael McNamara and Paul Jussaume. Also present was Glen A. Edwards, Assistant Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

The Chairman called the meeting to order at 4:35 p.m.

Town Hall Project

Mr. Jim Boudreau was present to discuss the update on the Town Hall Project. He stated that 50 Arlington Street's demolition began on Tuesday and they've already taken out three to four truckloads of material. The site contractor will then move some soil into the hole and bring it up to grade.

Mr. Boudreau stated there was an issue with more ledge being discovered in the corner of the foundation area and CTA may encounter added excavation. There is an issue with the machinery specified not being able to move the ledge. CTA wants to go on unit cost for the removal of the ledge. Mr. Boudreau stated the abatement on 57 Lafayette Street property will be completed on Monday and there is a clearance letter that will be coming from the testing company. There was a material found on top of the foundation similar to mastic that they are testing. Mr. Boudreau has been asked to find out from the Committee whether the ash that was found on site can be put into the foundation hole once 57 Lafayette is taken down. The Committee's consensus was that it will be buried more than six feet below ground and the Committee had no issue with putting it in this area. This is a non-hazardous material which was tested and cleared.

Mr. Boudreau asked the Committee about the wooden fence that is around the 50 Arlington Street property and whether they would like it removed. It is in the specs to stay on the property. The Committee stated that they feel there is no longer a need for this fencing now that the house is gone and it can be removed. It was noted by the Committee that this fence is acting as a part of the Contractor's construction fencing around the site.

Invoices

The Committee reviewed an invoice from CTA Construction for the first payment on the Town Hall project.

Mr. Dooley made a motion to pay Application No. 1 from CTA Construction on the Town Hall project as recommended by Vertex Construction. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Gagnon made a motion to approve Invoice #12 from Johnson Roberts in the amount of \$13,308.18 as recommended by Vertex Construction. Mr. Thibault seconded the motion. The motion carried unanimously.

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Mr. Thibault made a motion to approve Invoice #13 from Johnson Roberts in the amount of \$12,437.88 as recommended by Vertex Construction. Mr. Gagnon seconded the motion. The motion carried unanimously.

High School Project

Present: Mike Carroll, Kris Stephenson, Joe Naughton – Collaborative Partners
Matt Schweitzer, Bill Peters – Mount Vernon Group
Present from School Department – Andy Graham

Mr. Carroll began the discussion by stating that he went to the Board of Selectmen meeting last night and updated the Board on the project and invited them to the walk through at the project at 6:00 p.m. this evening.

Mr. Stephenson began the update on the project by stating the contractor is pushing to finish Upper B wing, they are cleaning and waxing floors, they are paving the fire lane on Monday. On the old A wing new D&E they are starting the demolition, old cafeteria area and old gym and locker room area. The Owner FF&E deliveries start tomorrow (August 15th) and two installers from Sterling Movers will be on site.

Mr. Carroll stated he walked the building with the Contractor to show him where FF&E could go there are a few areas not available. Mr. Graham stated there will be a little additional moving work and he will need help in those areas. There was a discussion on the sprinkler heads in the science wing and that the rooms were pretty close to being done, they need to put the ceilings in. The existing HVAC is being cleaned and the painting is being completed in areas.

Mr. Schweitzer stated that 85% of the space to be turned over they have done the punch list on.

Mr. Carroll stated they have started on the temporary corridor over to B Wing. Mr. Carroll stated he did not include one item in the packet which is the request for the MS Office Suite software. This is on the State Vendor list and the quoted price was for \$24,071.08. Mr. Thibault made a motion to approve the MS Office Suite licenses from State bid list ITS42 in the amount of \$24,071.08. Mr. Jussaume seconded the motion. The motion carried unanimously.

Mr. Carroll stated that Alison Smith has not had any response from Mega Medical on the electric pencil sharpeners and the classroom flags that were to be ordered from them. She is requesting to go to the second bidder which was Creative Office Pavilion for these items and send notification to Mega Medical to cancel the P.O. The third bidder was W.B. Mason and their quote for the items was higher.

There was a brief discussion on the amount for the electric pencil sharpeners. The Committee would like to hold off on these items and revisit it.

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Mr. McNamara made a motion to cancel the purchase order written for Mega Medical in the amount of \$4,010.00 for pencil sharpeners and classroom flags. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Thibault made a motion to approve a purchase order for flags only through Creative Office Pavilion in the amount of \$1,865.00. Mr. McNamara seconded the motion. The motion carried unanimously.

Invoices

Mr. Naughton stated that they have been looking at their invoices and have made an adjustment to the invoice. They are also looking into having a junior member do some of the work that Mr. Carroll has been doing but could be handled by a junior member without the town paying for a premium member of the team to do.

Mr. Gagnon made a motion to approve Collaborative Partners Invoice # 10960-45 in the amount of \$48,782.50 for services through July 2013. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Carroll noted that Kris found a typo on the Mount Vernon Group invoice and it has been corrected. The Committee reviewed the invoice. Mr. Thibault made a motion to pay invoices 61, 62, 63, & 64 from Mount Vernon Group in the amount of \$60,119.81 through July 2013. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Carroll stated they received a pencil requisition from CTA and they have not been able to review it yet.

Mr. Carroll stated that there are two UTS Invoices where the cost was reduced and the invoice revised due to the window testing.

Mr. Gagnon made a motion to approve UTS Invoice #52008-1 dated August 6, 2013 in the amount of \$3,858.74. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Thibault made a motion to approve UTS Invoice #52310-1 dated August 6, 2013 in the amount of \$1,309.19. Mr. Jussaume seconded the motion. The motion carried unanimously.

Mr. Thibault made a motion to approve MGM Invoice for September storage as recommended by Collaborative Partners in the amount of \$1,005.00. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Dooley made a motion to approve Invoice #467128 from Sterling Movers in the amount of \$8,937.75 as recommended by Collaborative Partners. Mr. Gagnon seconded the motion. The motion carried unanimously.

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Mr. Carroll discussed going through every room with FF&E and note what's ready and what's not and then as rooms become available Mr. Graham can furnish them with his men. There was also a discussion on having Sterling Movers come back in on August 27 & 28th and assist with moving additional items this would be an additional cost of \$10,000.

Mr. Jussaume made a motion to approve additional work by Sterling Movers as needed August 27 and 28th for an amount up to \$10,000. Mr. Dooley seconded the motion. The motion carried unanimously.

There was a discussion on the weight room and moving the items out at a cost of \$1500 to \$2500 and then back in to the building. There was a discussion on putting the items into an Eagle unit and paying for a monthly rental of the unit until February 2014. This cost would be upwards of \$7,000 at \$450 a month for the rental. Mr. Jussaume suggested that the School Department may want to look at purchasing an Eagle unit and having it for other things the cost would be about \$3,500. Mr. Graham will look at this issue and get back to the Committee.

CO/PCO Review

Mr. Carroll reported that the items in green on the P.R. log are items in progress. The new items are in yellow highlight. Mr. Edwards signed off on CCD 27, 28 and 29 today.

Mr. Carroll discussed the hydrant location along with the sidewalk and stated that they overlap. The hydrant will need to be moved four to five feet. There was a discussion on this being a design flaw and that the cost to move this hydrant would be \$5,000.

Mr. McNamara made a motion to approve CCD#27 for the relocation of the hydrant as discussed in an amount of \$5,000. Mr. Jussaume seconded the motion. The motion carried unanimously.

CCD#28 was repair and replace roof decking – Mr. Carroll stated this area may have been damaged during the demolition however they were not sure. This item will be done on time and material and Collaborative Partners or MVG will verify the work.

Mr. Thibault made a motion to approve CCD#28 to proceed under time and material to repair the roof decking that was damaged. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD#29 – is to provide labor and materials to install a 10" CCP across the fire access lane. Mr. Carroll stated this installation needs to happen prior to the pavement that will be laid in this area. Mr. McNamara made a motion to approve CCD#29 to install a 10" CPP under pavement. Mr. Jussaume seconded the motion. The motion carried unanimously.

CCD#30 – This is for work related to installing the wire light covers and had been a PR for over 140 days. They need this CCD to get going on T/M basis. Mr. Gagnon made a motion to approve

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CCD #30 (PR14) for wire light covers with the understanding that the floor protection is not the responsibility of the owner. Mr. Thibault seconded the motion. The motion carried unanimously.

CCD31 for work associated with the handrail at Stair C1 – this is the handrail that Mr. Thibault pointed out early on in the construction where the door was going to interfere with the railing and the wall would need to be moved. This cost includes moving the wall and the electrical involved. Mr. Gagnon made a motion to approve CCD31 for stair handrail in an amount of \$11,781.00. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Naughton discussed the reservation of rights language and stated he had had a conversation with Lyle Coghlin and he really is digging in his heels on this.

CCD#32 for mechanical room piping adjustment – Mr. Carroll stated the piping in the mechanical room is off a 1/2” and needs adjustment this should be a minimum cost between \$500 to \$1000. Mr. McNamara made a motion to approve CCD32 as presented. Mr. Jussaume seconded the motion. The motion carried unanimously.

CCD#33 for an Elevator Operator for the Owner FFE move in – Mr. Carroll stated they thought they would have an operational elevator when they got to this stage however the elevator is not inspected and it would need to be operated under a licensed elevator operator. This cost is \$135 per hour and it is estimated that it could cost up to \$5,000 for four days of operation. Mr. Thibault stated that unfortunately there is no way around this one. Mr. Thibault made a motion to approve CCD33 in the amount up to \$5,000 for elevator operation for the move in of Phase I. Mr. Jussaume seconded the motion. The motion carried with five in favor Mr. McNamara voted in opposition.

Radio Issues for Police and Fire

Mr. Carroll reported that during a walk through with the police and fire it was discovered that there is a “dead zone” in the building for communications on both the UHF and VHF systems which police and fire have. They would each need a repeater to be added at a cost of \$20,000 to \$25,000 plus installation. This could potentially be a \$75,000 to \$100,000 change order. Mr. Carroll noted that they will not hold up the occupancy for Phase I and the start of the new school year on this issue.

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Adjournment

Mr. Thibault made a motion to adjourn the meeting at 6:20 p.m. Mr. Jussaume seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

Michael S. Thibault

Mark J. Jussaume

James L. ...

Harvey J. ...