

**Permanent Building Committee
Minutes of August 20, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, Doug Dooley and Paul Jussaume (5:45pm). 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.

Absent: Michael McNamara

High School Project

Present from Hill International: Steve Broadhead, Kris Stephenson, Paul Kalous

Present from MVG: Frank Tedesco

Present from the School Department: Superintendent Steve Stone, Andy Graham, Buildings & Grounds

Mr. Neofotistos called the meeting to order at 4:38 p.m.

Construction Progress Photos

The construction progress photos reflected the following: transitional skills cabinets and appliances; concrete at the front sidewalks, stamped concrete pad, courtyard stone veneer installed by Lighthouse Masonry, Auditorium – panels and rigging work; Lobby entrance ceiling tiles installed, Library rails installed at the mezzanine; Library – furniture set up; cain rails D1, 2 & 3 stair – lower D wing.

Mr. Graham stated that when the rubber was put on the stairs the seam was put in the middle of the stairway (the stairs by the old gymnasium) and he stated that it should be off to the side. Mr. Tedesco stated he would find out if this will be a problem. Mr. Dooley agreed with Mr. Graham stating the seam should be off to the side. Mr. Tedesco stated that most students would walk down one side and up the other side and thought the seam in the middle would get less foot traffic.

Letter Correspondence

Mr. Kalous noted a response letter back to CTA regarding an issue they had with the meeting notes from 08/11/2014. CTA reinforced their comment on the 102 days they feel is owed to them.

Mr. Kalous reported on the logistics plan for the two week look ahead and it shows that CTA is tracking on time to the original commitments made on 08/11/2014. The final inspection for the Building Inspector is looking to be scheduled in the next coming weeks. Some of the furniture will be arriving next week. The auditorium is looking at a finish date of October 6th however it may be achieved sooner.

There is functional testing for the HVAC building wide and a lot of things are not complete. Rick Anderson from Hill International is on site and will be practically every day until the end to try and straighten out the balancing issue.

There is a Commissioning Meeting tomorrow at 9:00 a.m. at the trailer and they usually last about one and one half hours. Mr. Graham noted that Mr. Anderson has brought things to light on the balancing issue. CTA doesn't have a dedicated mechanical person so this help has been much needed. The Committee asked if the Building Inspector has been out to the site. Mr. Broadhead reported that he has been out on several occasions. The Committee asked if the elevators were all set. Mr. Broadhead reported that they were all set except that the new lift in the auditorium would need an inspection.

Current Budget Status

The Committee reviewed a handout on the budget up to June 2014 and discussed it briefly. Superintendent Stone discussed the technology budget and stated there is about \$40,000 worth of items that are still needed to come out of this budget that were presented on the sheet with the copiers.

CCD/PR Review

Mr. Broadhead explained that on **CCD134R** it was revised as per the Committee to include a 6" haunch at the doors when preparing the stampcrete as described. Mr. Thibault made a motion to approve CCD134R as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD 135R – Install sod in the main courtyard in lieu of loam and seed loam only at the upper area and add three benches. The cost is estimated at \$7,500 plus or minus.

Mr. Thibault made a motion to ratify CCD 135R as amended. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD 136 – Additional sprinkler head in the bank area – This work will be done through the project but will be reimbursed by Jeanne D'Arc to the Town.

Mr. Thibault made a motion to approve CCD 136 as recommended by Hill. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD 137 – Utility metering for BMS to connect and meet MA CHPS requirements. This cost is estimated at approximately \$10,000.

Mr. Broadhead stated it was listed as a spec but not in the contract documents, there was a vague reference however the unit was not bought. It was listed in the scope of work but not defined.

Mr. Thibault questioned whether it was a prerequisite for Mass CHPS. Mr. Tedesco would have to check but believed it was a pre-requisite.

Mr. Thibault made a motion to approve contingent upon this item being a prerequisite for the Mass CHPS program. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD 138 – Provide additional wall grills for cabinetry placement

Mr. Thibault made a motion to approve CCD 138 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Broadhead reported that he has had a regular dialogue with CTA on the CCD's and the chair rail on the dog-legged corridor was discussed and CTA will install this at no cost and a \$1700 credit will be issued. Mr. Graham stated the walls in that corridor should also be painted.

It was noted by the Team that by getting these change orders through it seems to have helped motivate the subcontractors to get moving.

Mr. Broadhead reported that on the large door discussed from last meeting there was no new hardware set in the drawings for these doors.

Mr. Stephenson reported that he checked the windows in the 2C & D/E classroom wings for replacement and he verified that there are ten windows looking to be replaced. He had dropped off a drawing with the secretary showing the windows that they wanted to replace for Mr. Neofotistos to review.

Mr. Broadhead reported that CTA supplied the MSBA sheet to them late Monday which was given to the Town so that they could release payment on Requisition #23 to CTA.

Invoices

Heartland Invoice 5578 in the amount of \$11,340

Mr. Stephenson stated they have verified the materials that have come in and he has marked up the invoice that shows the missing items and adjusted the invoice accordingly.

Mr. Gagnon made a motion to approve Heartland Invoice #5578 in the amount of \$11,340. Mr. Thibault seconded the motion. The motion carried unanimously.

Automoblox Invoice ABX00134932 in the amount of \$565.31

Mr. Stephenson stated this was additional equipment in the science area.

Mr. Gagnon made a motion to approve Automoblox Invoice in the amount of \$565.31 as recommended. Mr. Thibault seconded the motion. The motion carried unanimously.

MGM Invoice for September 2014 – Mr. Graham stated he is trying to clear out the storage that he has here in the Lowell storage area. The Committee will hold off paying September unless Mr. Graham is unable to get everything out by the end of August.

Wenger purchase order – it was noted that they will not be ordering six tables that were on the purchase order for Wenger so this purchase order will be reduced.

Training for HVAC

Mr. Graham stated that this is a bad time for him and his men to be training because they are trying to get the schools ready for the school year. They had training today and Mr. Graham stated they would have to postpone further training until after school begins. There is also the issue of the system not being balanced and they are training on a system that is not currently working properly.

C.O. 2 Monitors

There was a brief discussion on the C.O.2 monitors in the library that are not located where they are supposed to be. This will be followed up with the Team to resolve this issue and to double check that it is not a systemic issue back to the first phase. These C.O.2 monitors are in the larger assembly rooms and is an energy saving device. Mr. Tedesco stated he'd have to look at it. The Committee would like a full report on this.

FF & E Update

Mr. Graham stated that they have received the purchase order for the copiers and the bid is out for the piano. The bids close next week. Mr. Graham was unsure whether they were going to receive any bids.

Delivery schedule for the remaining FF & E is scheduled for delivery next week for items throughout the building.

Freedom of information request – The Committee discussed this request and it has been referred to Town Counsel because the bonding issue is not resolved with CTA. This information may not be able to be released due to the issues on the project unresolved at this time.

Trailers at South Lot without protection – Mr. Graham reported that CTA moved trailers onto the pavement and they are sinking into the pavement. This will have to be addressed by CTA. Mr. Graham had also mentioned that if CTA is going to use the northeast parking lot for a staging area he would prefer they not put the finish coat down because they will ruin it with the equipment. Mr. Graham also noted that he wanted to make sure the angle of the paving does not tilt toward the building for this will cause flooding. The Committee asked Mr. Stephenson to make sure he takes pictures if the finish paving is put down and if equipment gets placed on it they have before and after photos of any damage if it occurs.

There was a discussion on the lights at New Boston and that Rene Proulx had finished up the repair work at the box that was damaged from CTA's site subcontractor. The cost of this repair was \$6,200. The Team will follow up with CTA.

Ongoing Items

Repeaters – The Fire Station portion of the repeaters will be done after August 26, 2014 when Rich Patterson is back from vacation. Everything else is done at the School. This will not hold up the opening of the School.

Utility Reimbursement – a meeting will be scheduled with Kris Stephenson, Ellis Neofotistos and Paul DuRoss.

Plaques – The locations will be finalized with Matt Schweitzer

Nutrikids – Meetings will be held every Friday with Darlene and Mike Maguire to work on the system.

Insurance Company – Mr. Graham has asked that the Town take over the insurance on the new building. The Town Clerk who also handles the insurance for the town buildings will be checking with the carrier on this.

Musical Instrument Interface System (MIIS)

Superintendent Stone stated that the equipment has not been ordered for this system and Mr. Moge had an old quote for the system of \$19,000. They will be requesting a new quote but would like the authorization to move forward with ordering this system.

Mr. Thibault made a motion to authorize money for the MIIS system not to exceed \$21,000. Mr. Jussaume seconded the motion. The motion carried unanimously.

Document Camera

There has been a request for a document camera to accommodate other equipment in the science lab. This would be for a quantity of twenty-five cameras at a cost of \$84 a piece totaling \$2,115.00.

Mr. Jussaume made a motion to approve twenty-five cad lab cameras in the amount of \$2,115 as recommended. Mr. Dooley seconded the motion. The motion carried unanimously.

Fire Alarm Testing

It was noted by the Team that fire alarm testing will take place Thursday, Friday and Saturday.

Adjourn

Mr. Gagnon made a motion to adjourn the meeting at 6:15 p.m. Mr. Jussaume seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE







