

**Permanent Building Committee
Minutes of September 10, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Doug Dooley, Phil Thibault, Paul Jussaume (5:20p) and Michael McNamara. Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Town Hall Project

Present from Johnson Roberts: Phil O'Brien
Present from Vertex: Jim Boudreau
Present from the Town: Ann Vandal, Mark Hamel

Mr. Boudreau began the discussion by stating he doesn't have a construction update however he did hand out an update on the budget.

There was a discussion on one of the loam piles on the site that had slight levels of lead and Mr. Boudreau asked the PBC how they would like to handle this. This material is not suitable for playgrounds or vegetable gardens. Mr. Boudreau was advised to get three quotes from people who may want the fill.

Mr. Boudreau stated he's had a conversation with Rudy Barajas of CTA about dealing with and cleaning up the open change orders. They still have the settlement change order #31 out there.

Mr. Boudreau received a pencil requisition from CTA and Vertex will be going over it with Johnson Roberts. The pencil requisition was for \$551,000. Mr. Boudreau mentioned the balance to finish as \$1,282,600.

The Committee asked Mr. Boudreau how the punch list items are going to be handled. Mr. Boudreau will be present for the punch list items and they will back charge CTA if incomplete.

There was a brief discussion on the alarm system, the doors to the cellar being glass, and outside lighting around the building. There was a discussion on checking the catch basins for cracks.

Mr. Boudreau reported that CTA will be moving the construction fencing around to the front of the new building in back of the old to begin prepping the old town hall for abatement and demolition.

Mr. Thibault stated he noticed they are working on the lightning protection for the new building.

Mr. Boudreau stated the Town Hall building has been given a temporary 30-day occupancy. Affidavits for the final construction are coming in.

High School Project

Present from Hill International: Steve Broadhead, Kris Stephenson, Rick Anderson

Present from MVG: Matt Schweitzer, Bill Peters

Present from the School Department: Andrew Graham, Michael Maguire

The Committee addressed Mr. Michael Maguire. Mr. Maguire stated he was at the meeting just to thank the Committee for all their hard work on the High School project and he wanted them to know how much they are appreciated for their work.

Mr. Stephenson went through the photographs in the agenda packet and described them for the Committee: (1) the rotunda roof being completed at the front of the school; (2) courtyard stone wall and railings; (3) baseball field dirt being moved; (4) fence at dumpster pad installed.

Mr. Rick Anderson of Hill International was present to give the Committee an update on the Commissioning progress. He had a handout for the Committee entitled: Dracut High School Commissioning Status Update 09/10/2014. Mr. Anderson also had asked Amanti to provide some agreement details so the Town knows what to look for if they go out with an RFP for maintenance services on the HVAC equipment. Mr. Anderson stated that the Town wants to make sure they purchase additional not duplicative services so they should review what they are getting with the one year warranty.

Mr. Anderson stated that commissioning means that the equipment performs as it was installed but it is not the end of the commissioning process. This is ongoing with HVAC systems. With the auditorium not up and running this system is not complete.

Mr. Graham is still hearing noise from the units up on the roof. Mr. Anderson is aware of this and discussed with the PBC the warranty and what the town should be aware of with the warranty on the system. Mr. Anderson stated that it would behoove the team to sit down and discuss the warranty issues and get familiar with what is covered. As far as the filters, Mr. Anderson corrected himself that they should be inspected every thirty days and changed out if needed and last meeting he stated they needed to be changed every thirty days.

Mr. Anderson stated that cleaning of the system should be done at substantial completion. Mr. Anderson did a quick search of things that the Town is entitled to which they should list and use as leverage. Mr. Anderson stressed that the Town should read the contract.

Letter Correspondence

The Committee reviewed and discussed a letter written by Hill International to CTA Construction regarding mechanical systems operation and commissioning. Mr. Anderson has pointed out that the specifications for this project require the Contractor to be the "champion" of the HVAC. Mr. Anderson has never seen CTA when commissioning was being done on site or any involvement by CTA. Mr. Anderson referenced 3.2.6 of the Specifications. The cost of having Mr. Anderson come on site to try and straighten out the commissioning was not an anticipated cost on the project. Mr. Anderson was asked what could be done to get CTA's attention and he stated by withholding money it always gets the Contractor's attention. The next steps need to be strategized by the Town to understand what the Town wants to do.

Mr. Broadhead reported that currently the Town is holding \$80,000 for controls and CTA has been made aware of this. Mr. Schweitzer discussed some items have been worked out. The \$80,000 is being held back plus retainage.

Transitional Skills – some items still needed for the transitional skills area are about two weeks out.

Insurance Coverage

Mr. Broadhead reported that there is an issue with insurance coverage between the Town's carrier and CTA. The Town's carrier states they won't cover the building fully while CTA is still on site. CTA had been dropping off phases as they had received substantial completion. After having a meeting with the Town's carrier it was determined that CTA will cover the insurance for the remainder of the project however the Town will pay the difference and if there is an insurance claim within this time, payment of the deductible will be the Town's responsibility.

Mr. Thibault made a motion to authorize the change order for the insurance coverage and have it passed by Town Counsel. Mr. Dooley seconded the motion. The motion carried unanimously.

MVG Determinations

Mr. Peters stated they have sent CTA responses on the following subjects:

- Ledge in Crawl Space
- Lead paint removal
- Demolition of elevator

Mr. Broadhead, the OPM, stated they will wait and see if CTA comes back with another response and will be sharing an updated budget with the PBC Committee once this is resolved. The Committee reviewed a budget summary supplied by Hill International. Mr. Neofotistos discussed the eligibility costs and the percentage. The Committee reviewed the PCO log attached to the back of the budget.

Mr. Neofotistos made a motion that Hill International not release any information on the budget until the figures are fully checked and vetted out. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD/PR Review

CCD 145 – Excavation for HV9 HV10 Access in crawl Space

Mount Vernon Group will be reviewing the issue and seeing if there is a better way to execute the solution. Mr. Neofotistos asked how far they would have to excavate, Mr. Schweitzer stated the drawing they were looking at was not to scale. Hill International was recommending CCD 145.

Mr. Thibault made a motion to authorize CCD145 as recommended by the OPM & Architect. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD 146 – Additional maple cap to center console wall in auditorium

Mr. McNamara made a motion to authorize CCD146 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD 147 – Additional security key pad as requested by Owner installed by Transitional Skills classroom area

Mr. McNamara made a motion to authorize CCD147 as recommended. Mr. Thibault seconded the motion. The motion carried unanimously.

Irrigation Pump Control – Mr. Broadhead noted that they have located a pump inside where the bleachers are that will have a remote control and a CCD will be coming before the Committee.

PCO/CO's – Ongoing

Invoices

Mount Vernon Group – invoice in the amount of \$76,465.00 showing 100% construction contract administration being completed. Mr. Neofotistos had an issue with this because the job is not done. The auditorium is still under construction, the ball field infiltration system is being worked on, the punch list is still ongoing and the HVAC system is still being worked out with commissioning. Some of the other Committee Members agreed with Mr. Neofotistos.

Mr. Dooley moved to put this invoice on hold for explanation by MVG. Mr. McNamara seconded the motion. The motion carried five in favor one opposed (PT).

CTA update on the requisition – the team is reviewing CTA's requisition

Owner FF & E

Wenger Invoice - \$45,122

Mr. McNamara made a motion to approve Wenger invoice in the amount of \$45,122.00 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

Lowell Janitorial Supply - \$3,302.24

Mr. Gagnon made a motion to approve Lowell Janitorial invoice in the amount of \$3,302.24 as recommended. Mr. McNamara seconded the motion. The motion carried unanimously.

WB Mason - \$15,250.00 & \$8,226.00 = \$23,476.00

Mr. McNamara made a motion to approve WB Mason invoice in the total amount of \$23,476.00 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

WB Mason - \$1,396.50

Mr. McNamara made a motion to approve WB Mason invoice for \$1,396.50 as recommended. Mr. Thibault seconded the motion. The motion carried unanimously.

School Furnishings - \$51,412.53

Mr. McNamara made a motion to approve School Furnishings invoice in the amount of \$51,412.53 as recommended. Mr. Thibault seconded the motion. The motion carried unanimously.

Kittredge Equipment Co. - \$9,470.21 (for Transitional Skills)

Mr. McNamara made a motion to approve Kittredge Equipment Co. for \$9,470.21 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

KBA - \$4,094.20

Mr. Thibault made a motion to approve KBA's invoice in the amount of \$4,094.20 as recommended. Mr. McNamara seconded the motion. The motion carried unanimously.

Chester Technical Services Inc. - \$31,384.00

Mr. McNamara made a motion to approve Chester Technical Services \$31,384.00 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

Sterling Movers - \$4,406.75

Mr. McNamara made a motion to approve Sterling Movers for an amount of \$4,406.75. Mr. Thibault seconded the motion. The motion carried unanimously.

Creative Office Pavilion - \$7,156.00 additional furniture request and WB Mason in the amount of \$1,380.00 – Alison Smith is requesting purchase orders for additional furniture being requested.

Mr. McNamara made a motion to approve a purchase order for additional furniture for Creative Office Pavilion in the amount of \$7,156.00. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Thibault made a motion to approve a purchase order for WB Mason in the amount of \$1,380.00 for additional furniture. Mr. McNamara seconded the motion. The motion carried unanimously.

Defibrillators

Mr. Jussaume inquired as to the defibrillators for the new buildings and whether someone was taking care of getting some installed.

Mr. Jussaume made a motion that the Town inquire with the Fire Department on defibrillators for the new building. Mr. Thibault seconded the motion. The motion carried unanimously.

The Ricoh Copiers will be delivered by 09/12/2014 and the grand piano's purchase order has been written.

Mr. Graham commended Mount Vernon Group and Alison Hughes on delivery and install of the furniture.

Ongoing Items:

- Repeaters are all set
- Utility Reimbursement – Kris Stephenson and Ellis will have a meeting
- UTS – quantify back charges
- Remaining Phone Delivery – will be getting a final count from 3Si
- Loam Update – Four more samples were taken while CTA was present because CTA was not happy it was done without informing them.
- Ribbon Cutting – Working on list of invitees

Invoice for Rene Proulx – Mr. Graham stated that although this was CTA's mess up he doesn't want to see Rene Proulx suffer by not getting paid. He is asking if the Town will pay Rene Proulx and then chase CTA.

Mr. Dooley made a motion to pay Proulx Electric \$6,275.00 to repair the wiring at the signal on the driveway on the New Boston Road entrance to the school. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Dooley made a motion that the Town pursue CTA for reimbursement on this cost to Proulx Electric for CTA's error digging up the line. Mr. Jussaume seconded the motion. The motion carried unanimously.

Mr. Graham requested additional fencing on the site. He stated there is some fencing which they are eliminating and stated the Town should be getting a credit back. He would like to add an additional gate and add fencing around a dumpster. He will work with MVG for the fencing placement. Mr. Jussaume made a motion to authorize additional fencing as requested and described by Mr. Graham, locations to be determined. Mr. Dooley seconded the motion. The motion carried unanimously.

Mr. Graham requested of the Committee additional time with Sterling Movers to move the music room equipment for October 6, 2014.

Mr. Thibault made a motion to have the OPM and Architect create a list on the project items partially fabricated or fabricated and bring it back to the Committee in two weeks. Mr. Jussaume seconded the motion. The motion carried unanimously.

Mr. McNamara made a motion to have the Project Team make a summary list of items owed to the Town relative to the project. Mr. Dooley seconded the motion. The motion carried unanimously.

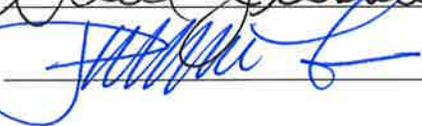
Mr. Neofotistos wanted to post an executive session for October 1, 2014 to discuss minutes and other items.

Adjourn

Mr. Gagnon made a motion to adjourn the meeting at 8:25 p.m. Mr. Dooley seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE



Saul Jussaume




Michael F. McNamara
