

**Permanent Building Committee
Minutes of October 15, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, Paul Jussuame (5:15 p.m.) and Michael McNamara. Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Absent: Doug Dooley

Monahan Restroom Project

Mark Hamel, the Town Engineer was present to discuss the restroom project at Monahan field. The Committee had two sketches to review and decide which theme of bathrooms to go with. One sketch showed five standard and one handicap bathroom; the other showed four handicap and one standard bathroom. These bathrooms will have full walls and will be unisex.

Mr. Hamel stated when it comes to recreational fields there is no clear guidance on handicap accessibility. In a building it is one for eight. The foundation will be reused for this project to save money. The concrete foundation is in good shape with an existing 10" concrete foundation. This building will have no windows to try and make it as vandal proof as possible.

Mr. Thibault made a motion to approve Sketch 2 which shows five standard and one handicap bathroom. Mr. Gagnon seconded the motion. The motion carried unanimously.

Town Hall Project

Mr. O'Brien stated that he has sent a letter as suggested by Town Counsel and CTA took an exception to it regarding changing the substantial completion certificate and still wanting to get the forty-five days.

Change Order Proposals

PCO 27 to become C.O. 35 – Add 25 twisted pair cable

Motion by Mr. Thibault to approve PCO 27 in the amount of \$1,531.12 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 45 to become C.O. 36 Add 4" EMT conduit for cable T.V. \$4,576.32

Mr. Thibault made a motion to approve PCO 45 in the amount of \$4,576.32 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 48 to become C.O. 37 – Additional server rack \$1,478.91

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Mr. Thibault made a motion to approve PCO 48 in the amount of \$1,478.91 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 008A – WJGEI Utility Relocation – Vertex is waiting for a revised number on this.

Payment Requisition 015 from CTA – Mr. Boudreau stated that the calculation on the front was incorrect so they will correct this page and have CTA sign the requisition.

Mr. O'Brien updated the Committee on the meeting minutes. There was a discussion on the elevator needing to be locked off to the basement. Currently the panel in the elevator is not designed to be locked off and would need to be changed by the Elevator Contractor. The Committee felt that this was a safety concern and needed to move forward with getting this panel changed.

Mr. Gagnon made a motion to authorize a CCA for installing a lock off for basement access in the elevator at Town Hall. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Boudreau stated that all the asbestos on the old town hall should be removed by the end of the day today and demolition of the old town hall should begin tomorrow.

Mr. Neofotistos mentioned having a police detail to keep traffic flowing in case people stop on Arlington Street. Mr. Boudreau reported that the demolition would take four to five days and there is some rain coming which will help keep the dust down.

Mr. O'Brien discussed being over his invoice allotment for this project and they are at 100% of construction. They have punch list and site work to complete and he stated that he would not have to come to the weekly meetings going forward. He will bring back a proposal to the Committee for additional time.

Mr. Boudreau read down the weekly report in the agenda date October 15, 2014 he noted that the punch list items are being done, they have excavated for the curbing at the lower lot. The abatement is being completed at the old town hall, the demolition begins tomorrow. CTA has been given direction on the brass lettering for the town offices for the new town hall on 10/15/2014. The posting board has been completed at the doorway outside the building.

Mr. Boudreau went through the discussion items on the agenda. The windows are an issue with some offices reporting having trouble opening and closing the windows. CTA has a Pella Representative coming out to the site. On 26 Champlain Street UTS has done samples of the soils and the report will be sent to the Town Manager. Vertex does not have the complete number on the soil removal as of yet.

Training is moving along on the systems at the town hall. Sound mixer training and HVAC training is scheduled.

Outstanding utility bills – CTA is reviewing and bringing all accounts current for the town to takeover.

Vinyl signage changes – Mr. Boudreau asked if they wanted JSR to issue a P.R. for these signs or whether the Town wanted to go to their own vendor. The consensus of the Committee was that they wanted all the signs outside the offices to be uniform so they would like a P.R. issued.

There was nothing to report on safety and the complaint from the Montaup resident regarding noise by the HVAC unit may have been resolved now that the fencing is up around it. Mr. Boudreau has not gotten any other complaints.

Vertex has not received any type of schedule from CTA in a while. Mr. O'Brien is still trying to obtain the substantial completion certificate. Mr. Boudreau stated that he will be working on the energy rebates.

Invoices

There was a discussion on the Scribner's error on Change Order 08A whereas the percentages were incorrect on the second sheet.

Mr. Thibault made a motion to approve C.O. 08A with the condition that the Scribner's error on the percentages is changed with the total amount being \$19,568.54. Mr. Jussaume seconded the motion. The motion carried unanimously.

Requisition from CTA in the amount of \$302,299. This was adjusted down from \$342,465 according to Mr. O'Brien for items not finished.

Mr. Thibault made a motion to approve Requisition from CTA in an amount not to exceed \$302,299 assuming C.O.08A percentages are corrected. Mr. Gagnon seconded the motion. The motion carried unanimously.

The Committee reviewed the invoice from Proulx Electric which has already been paid by the Town for the work however the Committee needed to ratify the invoice with a vote.

Mr. Gagnon made a motion to approve R.L. Proulx invoice for work at the Town Hall project. Mr. Jussaume seconded the motion. The motion carried unanimously.

Sterling Movers – Invoice \$18,758.00

Mr. Thibault made a motion to approve invoice from \$18,758.00 from Sterling for the Town Hall move as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Thibault left the meeting at 5:45 p.m.

Johnson Roberts Associates Invoice in the amount of \$13,200 for FF & E

Mr. Gagnon made a motion to approve the invoice from Johnson Roberts Associates in the amount of \$13,200 for 100% of FF&E. Mr. Jussaume seconded the motion. The motion carried unanimously.

Johnson Roberts Associates – Invoice \$12,437.88

Mr. Gagnon made a motion to approve an invoice from Johnson Roberts Associates in the amount of \$12,437.88 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

Johnson Roberts Associates – Invoice #27 - \$14,311.18

Mr. Gagnon made a motion to approve Invoice #27 in the amount of \$14,311.18 to Johnson Roberts as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

Johnson Roberts Associates – Invoice #28 - \$1,320 for additional services regrade
The Committee wanted further information on this invoice and held off approving it.

Vertex Invoice #24406 - \$16,964.75 which includes asbestos testing

Mr. Gagnon made a motion to approve Invoice 24406 in the amount of \$16,964.75 as presented. Mr. Jussaume seconded the motion. The motion carried unanimously.

Mr. Gagnon made a motion to approve Invoice 25558 from Vertex in the amount of \$24,675.00 which includes charges from UTS Invoice 56789.

Mr. Gagnon made a motion to approve Invoice 25558 from Vertex as presented. Mr. Jussaume seconded the motion. The motion carried unanimously.

Vertex Invoice #26480 - \$19,790.75 including charges from UTS

Motion by Mr. Gagnon to approve Invoice 26480 from Vertex in the amount of \$19,790.75. Mr. Jussaume seconded the motion. The motion carried unanimously.

High School Project

Present from Mount Vernon Group – Matt Schweitzer
Present from Hill International – Steve Broadhead, Kris Stephenson

Abest Abatement Ron Racca was present to discuss money owed to his company.

Mr. Neofotistos began this portion of the meeting at 5:55 p.m. and allowed Mr. Racca to speak with Mr. Broadhead of Hill International to get his information on payments due to his company.

Mr. Broadhead began the discussion with describing the photographs in the agenda packet:

1. Hydroseeding of the ball field
2. Island debris and weeds taken out of island and seeded lawn
3. Gate installed at the tunnel and now painted black
4. Stamped concrete in the wind tunnel

The Committee would like additional samples taken in random locations of areas where the soil had failed and to have locations agreed upon by both parties.

CCD 161 – to install boiler room shut off switch requested by Inspector

Mr. McNamara made a motion to approve CCD 161 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

Change Order Review

Change Order 119 from PCO238 – Courtyard Improvements \$14,836.04

Mr. McNamara made a motion to approve C.O. 119 in the amount of \$14,836.04. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO Review

PCO 23R – to become C.O. 120 – Saw cut S.O.G. in B Wing Science Lab

Mr. McNamara made a motion to approve PCO 23R to become C.O. 120 in the amount of \$5,649.46. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 65 to become C.O. 121 – Change kitchen bath to office \$2,207.34

Mr. McNamara made a motion to approve PCO65 to become C.O. 121 in the amount of \$2,207.34. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 67 to become C.O. 122 – Auto Elevator Damper - \$10,089.02

The State required MVG to connect into the Fire Alarm system

Mr. McNamara made a motion to approve PCO67 to become C.O. 122 in the amount of \$10,089.02. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 113 to become C.O. 123 – Relocate electric panels in storage room next to café

Mr. McNamara made a motion to approve PCO113 C.O. 123 in the amount of \$9,038.75 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 117 to become C.O. 124 – Rebuild locker tops in D & E Wing

Mr. McNamara made a motion to approve PCO 117 C.O. 124 in the amount of \$19,755.71 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 125 to become C.O. 125 – Adjust ductwork for G9 column install

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Mr. McNamara made a motion to approve PCO 125 to become C.O. 125 in the amount of \$7,656.72 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 133 to become C.O. 126 – infill areas in kitchen - \$1,697.41

Mr. McNamara made a motion to approve PCO 133 C.O. 126 in the amount of \$1,697.41 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 135 to become C.O. 127 – Add roof drain to old nurses room

Mr. McNamara made a motion to approve PCO 135 C.O. 127 in the amount of \$1,697.41 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 192 to become C.O. 128 – Install weather proof covers in kitchen - \$1,436.78

Mr. McNamara made a motion to approve PCO192 C.O. 128 in the amount of \$1,436.78 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 231 to become C.O. 129 – New classroom counters \$44,528.87

There was a discussion on when these counters would be installed. There was some discussion that they would be installed over Christmas vacation however there was no guarantee that when ordered these would be in by then. Mr. Graham did not want the cleaning included on the PCO because he stated they could take care of that in house.

Mr. Jussaume made a motion to approve PCO231 C.O. 129 not to exceed \$41,500 minus the cleaning. Mr. Gagnon seconded the motion. The motion carried unanimously.

Invoices

UTS - \$1,318.76 for testing soil

Mr. McNamara made a motion to approve UTS Invoice in the amount of \$1,318.76 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

Mr. McNamara made a motion to approve UTS Invoice in the amount of \$2,366.50 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

Creative Office Pavilion - Invoice #197227 - \$126,964.00

Mr. McNamara made a motion to approve Creative Office Pavilion Invoice #197227 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

Creative Office Pavilion – Invoice #174557.3 - \$352,152.00

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Mr. Gagnon made a motion to approve Invoice 174557.3 for Creative Office Pavilion as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

CTA Requisition #25 - \$757,844.00

Mr. Broadhead stated that CTA has been put on notice with regard to the building information system. The requisition has been reduced by \$130,000 from the original submittal. Mr. Broadhead stated that he and Mount Vernon Group did an incredible amount of work on the PCO's and are hoping to clean up some more PCO's next week.

Mr. Broadhead stated that Brian McCourt of CTA is leaving the project and they will have Tom Prenavil back on the project from CTA.

Mr. Gagnon made a motion to approve CTA's Requisition #25 in the amount of \$757,844.00 as recommended. Mr. McNamara seconded the motion. The motion carried unanimously.

Ongoing Items

Utilities – Meeting 10/10/2014 – Mr. Neofotistos noted that they will probably only be able to recoup another \$30,000 to \$35,000 from CTA.

Commission Meeting – the next Commission Meeting is October 16, 2014 at 9:00 a.m.

Mr. Broadhead stated that CTA is trying to knock down the punch lists and there are still about 100 items from Phase I still to be done.

Mr. Schweitzer talked about wanting items listed and he'll back punch it and then see where CTA is at. They are working on it.

Mr. McNamara asked about the construction workers making sure that everyone is still CORI checked and badges are worn.

Mr. Graham had a few items he was requesting for the PBC to consider –

- A projector in the ceiling in the library
- Sterling Movers in again to help move band room equipment etcetera
- There was a discussion on pallet racks for books in storage for the library

Adjourn

Mr. McNamara made a motion to adjourn the meeting at 8:13 p.m. Mr. Jussaume seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE











