

**Permanent Building Committee
Minutes of October 30, 2013**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, Michael McNamara, Doug Dooley and Paul Jussaume (5:35pm). Also present was Dennis E. Piendak, Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

The Chairman opened the meeting at 4:31 p.m.

Town Hall Project

Mr. Boudreau began the update on the progress of the Town Hall. He stated that the steel is up for the frame, sheer studs, installing major drainage, some ledge issues were encountered and Johnson and Roberts is doing a redesign to try to avoid the ledge. Catch basins are being installed. The temporary electric has been installed by Griffin Electric and they are awaiting a meter. Mr. Boudreau reported that there was a parking issue with the Day Care on Montaup and that a temporary construction fence will be put up to avoid issues in the future. There was a water main tap issue encountered on Arlington Street whereas the 8" gas line was discovered to be sitting above the water line. CTA is to provide a cost estimate to change this water line to try and tap into Montaup Avenue. Mr. Boudreau went over the progress photos taken during the month of October 2013 and stated the last seven could be put up on the Town's website. Mr. Boudreau went over the two-week look dated 10/30/2013 ahead provided by CTA.

Mr. O'Brien discussed an issue that CTA has brought forward in a PCO which should be an RFI. It is a recommendation to add slab moisture mitigation at a cost of \$17,000. Mr. O'Brien is not recommending moisture mitigation on the floors for they are above grade. Both Mr. O'Brien and Mr. Lemieux have discussed this issue and are not recommending the moisture mitigation.

Proposal Request Log

PCO008 – Relocate Verizon Services – Mr. Lemieux reported that GGD had taken a look at this proposal and feels that the proposed cost is high. This is still under review.

PCO009 – Rotate Stairs 90 degrees – Mr. O'Brien reports that he does not feel that his is worth anything however CTA is stating a \$10,000 change and a shop drawing was issued. This is still under review.

PCO010 – Structural Steel Changes – a response has been sent back to CTA.

PCO011 – Sub-slab drainage – This is under review by Nitsch Engineering.

PCO012 – Elevator Pit Ledge – Mr. Boudreau has kept slips on the time however this is within the building footprint and should be included in the previous agreement made.

PCO13 – 16 – Mr. O'Brien has just received these and they are under review. Mr. O'Brien's first initial review is zero dollars for these items. CTA is claiming a month delay. There may be a small claim for having to touch the loam twice instead of once but they need to establish merit.

PCO016 – Ledge in trench – Mr. Lemieux stated they are presenting this PCO from CTA which they feel CTA has legitimate costs. The suggested proposal amount is \$4,961.73 currently.

Mr. Lemieux provided the Committee with an updated budget dated October 30, 2013. Mr. Lemieux went over the total project budget updating the Committee on where the project stands.

Action Required

The Committee reviewed Payment Requisition #4 from CTA. Both Johnson Roberts and Vertex are recommending Requisition #4 for payment in the amount of \$587,546. The original on the penciled requisition was \$601,749 so not much was cut from this final requisition.

Mr. Gagnon made a motion to approve Requisition #4 from CTA for payment in the amount of \$587,546 as recommended by Johnson Roberts and Vertex for the Town Hall Project. Mr. Thibault seconded the motion. The motion carried unanimously.

PCO016 – Trench ledge - \$4,961.73 – Mr. Thibault made a motion to approve PCO016 for trench ledge in the amount of \$4,961.73 to become CO#3. Mr. Dooley seconded the motion. The motion carried unanimously.

OSO Furnishings Contract

The Committee was presented with a contract from OSO at the last meeting. The Committee has reviewed the contract.

Mr. Thibault made a motion to accept the contract from OSO Furnishings in the amount of \$44,000 based on a recommendation from Vertex Construction not to include the optional inventory service. Mr. Dooley seconded the motion. The motion carried unanimously.

High School Project – 5:13 p.m.

Present were: Michael Carroll, Joe Naughton, Kris Stephenson -- Collaborative Partners
Bill Peters, Matt Schweitzer – Mount Vernon Group

Mount Vernon Group is still waiting for the final punch list items from CTA so that they can back-punch the list. Mr. Stephenson reported that he will be bringing some students through the building on a tour. The Committee questioned safety. Mr. Stephenson and Mr. Carroll reported that there are requirements the students have to meet such as what to wear, hard-hats and permission slips.

Mr. Stephenson went through and explained the construction photos provided in the packet for the Committee. Mr. Carroll interjected that overall CTA is proceeding fairly well.

Mr. McNamara asked about the testing for the “G” Type windows and the progress of that. Mr. Carroll stated they are set up for testing November 11, 2013. Mr. Neofotistos asked if there were any extra hours being worked by the subcontractors. Mr. Stephenson reported that some of them are coming in on their own to work on Saturdays because they know other subs won’t be in their

way. Mr. Carroll has spoken with Paul Duross on working extra hours and he stated that he would like him to inform him now so he can bring it to the PBC and not wait six months down the road and then say they needed to work extra. Mr. Carroll has not heard anything back about needing extra hours.

Collaborative Partners Team Update

Mr. Naughton stated after looking at the cash flow he had given the Committee a proposal to review which consisted of four options for staff changes with regard to the High School project. Collaborative Partners is recommending option 2 or 3 of the four options. Mr. Naughton stated that at this juncture in the project it is more important for Mr. Carroll not to get burned out by trying to deal with every aspect of the project. They are trying to delegate some of the issues to others on the project such as Kris Stephenson and Vin Miller. By making this shift it will allow Mike Carroll to focus critical stuff to be taken care of in the office. This creates a layering affect for the project. Mr Carroll noted that all of these options assume that CTA will be working with the project team better than they have recently.

Mr. McNamara asked Mr. Naughton if he has run into this type of thing on other jobs. Mr. Naughton responded that it depends on the job. He has realized though that it is his job to recognize this issue and be responsible for keeping good people motivated and not burning them out.

Mr. McNamara clarified with Mr. Carroll that he is not advocating for option 4. Mr. Carroll responded no and felt that option 2 or 3 would be best.

Mr. Schweitzer stated that field supervision is critical currently.

The Committee discussed having the supervision needed on the project and asked about Mr. Kalous involvement at this stage. Mr. Naughton stated that both he and Mr. Kalous are kept informed on the project. Mr. Carroll stated this change will allow him to maximize his time.

Mr. Thibault asked if the Town would still have the good coverage we've been having. Mr. Naughton advised they would with both Kris and Vin in the field. Mr. McNamara asked if this agreement could be revisited. Mr. Naughton assured him it could. The Chairman asked the consensus of the Committee and they were all leaning toward Option 3.

Mr. Dooley made a motion to amend the Project Manager contract to provide for Option 3 as outlined in a letter dated October 16, 2013 by Mr. Joseph Naughton for Project Management Services for the High School Project. Mr. Jussaume seconded the motion. The motion carried unanimously.

Peer Review Update

Mr. Carroll stated he has a copy of the packet provided by Hancock Associates. He stated they received the last information they were looking for yesterday. There was a discussion on purpose of the peer review is due to the soil samples that had been taken and the test pits and borings not being taken close enough to where the detention area is actually being placed.

MVG Add Service Request

5- Geotech & 6-Geotech – Mr. Carroll stated that 4 Geotech is actually 5 Geotech. This was for field reports observed in Phase I which were not covered under the original contract cited. This cost is an additional \$16,246 by Lahlaf Geotechnical Consulting Inc.

6-Geotech – This item was not originally in the contract. Mr. Carroll stated that CTA takes longer due to going sections of pouring rather than pouring areas all at once which in turn causes the Geotech to have to come more often.

The Committee was confused by these charges and requested more information. They would like to see what was contracted for with MVG.

Mr. McNamara made a motion to table Geotech 5 & 6 for further information. Mr. Thibault seconded the motion. The motion carried unanimously.

It was stated that Marshall/Gary has a proposal for the changes to the retaining walls, ramp and elevation grading in the court yard. Mr. Neofotistos stated he is not interested in reviewing any additional paperwork from Marshall/Gary.

MVG Review of OFFE

Mr. Carroll had three invoices for discussion:

- WB Mason - \$3,927.00
- Creative Office Pavilion - \$127,906
- Creative Office Pavilion - \$1,865.00 flags
- Robert Lord - \$51,360.93
- WB Mason - \$82,081.00 – wastebaskets;

Mr. Carroll stated that he has not gotten a confirmation on items delivered. Mr. Carroll still has questions on the keying costs of the locks for the desks. The Town wants to be completely satisfied and needs complete original invoices, original documentation from MVG and what was or wasn't received, what was damaged etc. The Committee discussed getting original invoices with the cover sheet recommendation from Collaborative Partners. Mr. Carroll discussed with the Committee approving the invoices contingent upon receiving original information.

Mr. Gagnon made a motion to approve the request okayed for payment for Phase I FFE in the amount of \$268,222.93 as outlined by Alison Smith on a charted dated October 28, 2013 subject to verification of all items listed. Mr. Dooley seconded the motion. The motion failed with three opposed and three in favor.

The Committee would revisit this item at the end of the agenda.

PCO/Change Order Log

Mr. Carroll briefly pointed out three items on the PCO/CO log – PCO026, PCO039 and PCO090 – Stating that all three of these items would be at no cost.

CCD's

Mr. Carroll is trying to get everything on the list of CCDs and is trying to get a number for the pergola.

CCD42 – 6" CMU Wall steel beam needs reinforcement. Mr. Carroll explained that the partial wall needs to come down (this wall is near the language lab area). The Committee asked Mr. Carroll if he had any idea what the cost would be. Mr. Carroll stated he believed the cost would be under \$10,000 however stated this would be a time and material cost. Mr. Piendak questioned language on the CCD certifying appropriation of funds without having a figure attached. Mr. Carroll assured Mr. Piendak that they are complying with M.G.L. Chapter 44 paragraph 31C with the language and tracking time and material costs, as there are more than sufficient funds in the contingency to cover any of these costs.

CCD43 – Bathroom 6" chase walls and fixture carriers in toilet rooms -- Mr. Carroll explained that in the existing bathroom the carrier plates do not line up with the existing carriers – the will have to take these walls down and redo carriers and plumbing then rebuild the walls. Mr. Gagnon made a motion to approve CCD43 as described. Mr. McNamara seconded the motion. The motion carried unanimously.

Mr. McNamara left the meeting to attend another meeting at 7:00 p.m.

CCD44 – Provide a fixed access ladder in the northeast corner of storage room D111 door and frame in wall above to gain access to HVAC Unit#6 (in new library). Mr. Gagnon made a motion to approve CCD44. Mr. Jussaume seconded the motion. The motion carried with all members present voting in favor.

CCD45 – Relocate electrical panel and piping with existing to remain ductwork and additional slab trenching in Storage Room as indicated. Mr. Carroll was asked what he thought the cost of this would be and he responded \$5,000 plus or minus.

Mr. Thibault made a motion to approve CCD45 as described. Mr. Gagnon seconded the motion. The motion carried will all present voting in favor.

The Committee revisited CCD 42 – Mr. Gagnon made a motion to approve CCD42 as described. Mr. Dooley seconded the motion. The motion carried will all present voting in favor.

CCD46 – Mr. Carroll stated that he did not have this paperwork in the packets for the Committee however described CCD46 where they need to infill a 2" gap on the underside deck of the lower side of the locker rooms where the tile was removed. Mr. Carroll explained that this is similar to what was done in the kitchen area. Mr. Thibault made a motion to approve CCD46 as described. Mr. Jussaume seconded the motion. The motion carried unanimously.

DSCI Invoice

Mr. Carroll explained that this is the phone system invoice. Part of this invoice is the monthly charge that the School Department will incur each month and Mr. Frangiamore has been made aware of this charge. The other charge for \$16,188.77 is for install on Phase I of the purchase order. Mr. Thibault made a motion to pay \$16,188.77 to DSCI provided a cover letter is

received from Collaborative Partners recommending same. Mr. Jussaume seconded the motion. The motion carried unanimously.

LRWWA – Mr. Carroll received documents that need to be filled out by Facilities and team. This is basically a permit fee of \$50.00 to satisfy requirements of EPA. Mr Carroll noted that this is not really required by or associated with the project, but that the Design team is best equipped to answer the questions on the new system.

Mr. Carroll briefly went over the Open Items list as follows:

- Water staining – Mr. Carroll reported that the Roofing Contractor will do the fix for the water staining and that the roofing manufacturer had no issue with the fix proposed as far as the warranty for the roof
- Boiler Gas Pressure – Mr. Carroll reported that after a conference call the end result was that the Commissioning Agent will retest the boiler and he can witness the resubmittal and verify everything and the submittals
- ATC Phase I – Mr. Carroll stated that half the problem is resolved and they are working on the rooftop issues
- Floor TV Studio – a carpet sample was received and is being sent to Gary Meuse to look at
- Repeaters – DFD Subcontractor provided one price – the other two haven't. Mr. Carroll is telling them Friday is the deadline for proposals
- Working with Commissioning Agent on Testing "G" Window Type to be performed 11/11/2013
- Schedule Update 8 – Waiting on CTA
- Survey – MVG to provide – Mr. Carroll stated at this point we may want to subtract this amount from their invoice
- Tegular tiles versus flat – to be discussed at the next site visit

Mr. Carroll stated that the next meeting on the High School won't be needed until November 13, 2013 at 4:30 p.m. unless he hears otherwise.

The Committee took another look at the FF&E Invoices for reconsideration.

Mr. Thibault made a motion to reconsider the FF& E Invoices. Mr. Jussaume seconded the motion. The motion carried unanimously.

Mr. Gagnon made a motion to approve the invoices presented by Ms. Alison Smith once the Town received an original signed cover letter along with verification of what was received. Mr. Piendak can verify the changes. Mr. Dooley seconded the motion. The motion carried with all five members present voting in favor.

Mr. Thibault made a motion to adjourn the meeting at 7:45 p.m. Mr. Jussaume seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE








