

**Permanent Building Committee
Minutes of December 17, 2014**

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

Mr. Neofotistos opened the meeting at 4:34 p.m.

High School – Track Restroom Project

Mr. Andy Graham and Mr. Jay Mason of Architectural Consulting Services were present.

Mr. Neofotistos began the discussion by asking Mr. Mason how he was going to proceed. Mr. Mason explained his process. Mr. Neofotistos questioned the anticipation of a private bid as stated by Mr. Mason. It was determined that this would have to be a public bid project and that Mr. Mason referenced a project in Lowell that they had used private donations and or funds for. The estimated value for this project was \$250,000 to \$275,000 and would need filed sub bids for electrical and plumbing. Mr. Mason stated that this would not be a huge additional piece of work they would just need to have sub-bids in two weeks before the general bid.

Mr. Neofotistos went through the contract and questioned the following sections:

2 g. – Mr. Mason stated they will bring on an electrical and plumbing engineer to design those portions of the plan.

Mr. Neofotistos questioned whether there was any site work. There was a discussion on allowing one day to locate the sewer line and if they cannot locate it by using other information from plans already done they may need additional time which would only be \$2,000 to \$2,500. Mr. Neofotistos asked which sewer line they would tap into whether it be the one down complex road or through the back field. Mr. Graham stated the complex road line was being considered however if they can tap the one in the field it would be closer. Mr. Neofotistos also stated that then no pavement needs to be disturbed.

Mr. Neofotistos mentioned that under #7 under terms that the Town cannot pay a deposit ahead. Mr. Mason understood.

Mr. Mason was questioned about the computer plotting, structural designs, and soil condition testing. Mr. Mason stated they do not have geotechnical in the design and ACS does have a structural engineer on staff.

Mr. Neofotistos questioned the insurance coverage by ACS and he stated that it is professional liability insurance and that they have no employees.

The Committee would like to see this contract revised to reflect the changes discussed. There will be an additional fee for electrical and plumbing scope. Fire alarm and security cameras are factored into the design.

The next meeting for this project will be January 7, 2014 at 4:30 p.m.

Town Hall Project

Present from Vertex: James Boudreau, OPM, Phil O'Brien, Johnson Roberts Associates
Present from the Town: Mark Hamel, Town Engineer, Kathy Graham, Town Clerk

Construction Progress

Mr. Boudreau stated that the paving at the Town Hall is completed except for the lower parking lot that just has a binder coat. The punch list continues to get completed. The striping and the street signage needs to be done.

Mr. Thibault had a couple of photographs to discuss with Mr. O'Brien regarding the paving and the curbing. In a few locations the pavement goes to the top of the curbing and he is trying to understand why this is laid out this way. Mr. O'Brien will look at the plans and get back to the Committee on the layout.

Mr. Boudreau expressed his frustration with CTA because it is rumored that they will be demobilizing from the site by the 19th of December however Mr. Boudreau cannot get a straight answer out of Mr. Barajas. The striping of the parking lot may take place on Saturday weather permitting.

The lower lot will be used by CTA for equipment etcetera that is why they are leaving it without a top coat. CTA will close off the area for the winter.

The Committee discussed the drainage grate that was cut by CTA and Mr. Neofotistos wanted Mr. Boudreau to keep it on his radar for a credit of some type for the damage.

The handicap accessibility door pads are being looked into for the door. There was a discussion on the handicapped parking spaces in relation to where they are with the ramp and the Building Inspector is saying they need to have a ramp closer to the spaces without the handicapped person going into traffic to get to the ramp. Mr. O'Brien will consult with Nitsch Engineering to research this.

CTA is disagreeing with a \$400 water bill they have outstanding. The Town has been advised to pay the invoice and back charge CTA.

Mr. Jussaume arrived at the meeting at 5:20 p.m. Mr. Thibault left the meeting at 5:30 p.m.

There have been no new safety or neighbor complaints on the project.

Mr. Boudreau reported that that Mr. Coghlin of CTA wants to extend the date from August to December 2, 2014 on C.O. 31 however Vertex is concerned that this would leave the Town exposed from December 2nd to December 19th if CTA demobilizes.

There was some question as to whether this issue should be discussed in executive session. Mr. Neofotistos stated they would like more information on this change and if an executive session is needed they would need to post it and they would like to have Town Counsel at this meeting.

Mr. Boudreau reported that the DCAM evaluations are coming in on the subcontractors, the utility rebates are being researched and that GGD has contacted the utility companies for any rebates for the Town.

Mr. Boudreau reported that they have had their last conference call and there would be no further job meetings until the Spring. Mr. Barajas of CTA has been asked about the concrete stairs that CTA is supposed to replace after demolishing the stairs that were to stay in place at the front of the Town Hall. Mr. Barajas stated he did not have any further information on this and that it's in the hands of the insurance company. The stairs are designed.

There was a discussion on whether the Town would accept the parking lot and take over the snow removal if it snows. Mr. Neofotistos will have a conversation with Mr. Buxton from the Department of Public Works to see if it's acceptable to the Town for the Town to take over the plowing and salting.

PCO Review

PCO 55 – C.O. 50 – Temporary lights for Certificate of Occupancy - \$3,333.50

Mr. Gagnon made a motion to approve C.O. 50 in the amount of \$3,333.50 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 59 – C.O. 51 – CCA22 for Elevator Machine Room Door Swing - \$1,474

Mr. Gagnon made a motion to approve C.O. 51 in the amount of \$1,474.00 as recommended. Mr. Dooley seconded the motion for discussion. Mr. Thibault noticed that there is sales tax on the back up that is being charged to the Town. Mr. Gagnon rescinded his motion. Mr. Jussaume seconded the motion. The motion carried unanimously.

This paperwork will be corrected.

PCO 61 – C.O. 52 – Cleaning the New Town Hall - \$1,180.40

Mr. Boudreau reported that the Town was not happy with the lack of cleaning that CTA did when the Town moved into the new building and Mr. Duggan verbally approved a cleaning company to come into clean the Town Hall. Mr. Boudreau does not have any backup paperwork other than the invoice.

The PBC will discuss this invoice with Mr. Duggan for verification.

Retainage Reduction

Mr. Boudreau discussed the conversation he had with Mr. Barajas regarding the retainage reduction and stated that he would need a letter from CTA detailing the areas where they think retainage should be reduced. Mr. Boudreau included in the agenda packet the request from CTA for a lump sum figure on the retainage estimating the value of the work left to be done by CTA. This letter does not detail the areas individually to reduce retainage as requested.

Mr. O'Brien explained that this is not what CTA was instructed to do and they also went through their requisition and put zero's next to the items they are looking for retainage for. Mr. O'Brien also noted that CTA is not substantially complete on Phase I & II. Mr. O'Brien has not had a chance to review the latest pencil requisition from CTA which was only presented to them yesterday.

Invoices

The Committee reviewed an invoice from Johnson Roberts Associates in the amount of \$5,448.74 for additional services from OTO with regards to the underground storage tank removal.

Mr. Dooley made a motion to approve Johnson Roberts invoice in the amount of \$5,448.74 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

The Committee reviewed an invoice from Vertex in the amount of \$13,931.25.

Mr. Gagnon made a motion to approve Invoice 028625 for \$13,931.25 for Vertex. Mr. Jussaume seconded the motion. The motion carried unanimously.

High School Project

Present from Hill: Steve Broadhead, Kris Stephenson

Present from MVG: Bill Peters

Present from the School Department: Andy Graham

Repeaters

Mr. Graham had a couple of things that have come up now that they've been in the building and would like to discuss them. One of the items is communication within the building. Mr. Graham has reached out to Central Communication Corporation to get a quote to add repeaters for walkie talkie use within the building. This is a safety issue for the teachers.

Loam Screening

Mr. Jussaume made a motion to approve the proposal from Central Communications Corporation in the amount of \$4,115.00 for repeaters. Mr. Dooley seconded the motion. The motion carried unanimously.

Mr. Graham also presented a quote from R.D. Vinal for screening of the loam at the Dracut School Complex. The lump sum proposal is \$6,530.00. The Committee discussed whether they could have the invoice broken down by unit cost. Mr. Graham explained that Vinal has the

contract with the Town currently which is good until June 30, 2015. He hopes to have this work done in late spring when the field is dried out.

Mr. Neofotistis would like to have a discussion with Mr. Buxton of the DPW to talk about the unit pricing to make sure this invoice is within that range. They will table this invoice until the next meeting.

Mr. Broadhead stated that Hill has written a letter to CTA regarding the Crawl Space Excavation and has included this letter in the packet for the Committee's information.

Construction Update

Mr. Broadhead described the photographs in the packet as follows:

- Panic/exit device at wind tunnel gate
- Repair of steel platform steps at boiler room
- Benches in courtyard to match others
- Benches in courtyard

Punch list – There are about 250 items left on the punch list. CTA has been closing about 120 items a week.

Mr. Broadhead discussed the budget update with the Committee. He stated there is \$2.4 million committed in change orders.

CCD 173 – Provide new room signs at Rm E139 and E144 for Career Center, Guidance and Faculty Work Room.

Mr. McNamara made a motion to approve CCD 173. Mr. Gagnon seconded the motion. The motion carried unanimously.

Change Orders – 193 – 204 – these represent CCD's that have already been approved by the Committee.

Mr. Dooley made a motion to approve Change Orders 193 – 204 as presented with zero days on all. Mr. Gagnon seconded the motion. The motion carried unanimously.

MVG – Extra Services for on-site project representation for (3) additional months, September, through November 2014.

Mr. Stephenson stated that this was an oversight on getting a signature on this extra services request for MVG and that this service had been approved at a previous PBC meeting.

PCO Review

PCO 51R – C.O. 206 – C.W. Modification at Cafeteria Wall - \$3,724.20

Mr. Jussaume made a motion to approve as recommended C.O. 206. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 62 – C.O. 207 – Removing doors from gang bathrooms (4) doors – (\$2,552.00) credit

Mr. McNamara made a motion to approve as recommended C.O. 207. Mr. Dooley seconded the motion. The motion carried unanimously.

PCO 93 – C.O. 208 – Repair clogged drain in boiler room - \$2,800.00

Mr. Gagnon made a motion to approve as recommended C.O. 208. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 138 – C.O. 209 – Acoustical sealant top of doors - \$5,000.00

Mr. Dooley made a motion to approve as recommended C.O. 209. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 250 – C.O. 210 – Crawl space lighting for emergency power - \$2,578.46
(This work is not done yet)

Mr. Gagnon made a motion to approve as recommended C.O. 210. Mr. McNamara seconded the motion. The motion carried unanimously.

PCO 257 – C.O. 211 – Drainage line work at north parking lot - \$9,405.50

Mr. Gagnon made a motion to approve as recommended C.O. 211. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 259 – C.O. 212 – Emergency Boiler Shutoff - \$3,597.62
(This work not done yet)

Mr. Gagnon made a motion to approve as recommended C.O. 212. Mr. Jussaume seconded the motion. The motion carried unanimously.

*PCO 273 – C.O. 213 – Spring/Summer Acceleration for fire alarm costs/Griffin - \$2,182.19¹

Mr. Gagnon made a motion to approve as recommended C.O. 213. Mr. McNamara seconded the motion. The motion carried unanimously.

PCO 289 – C.O. 214 – Flashing & Brick at B Wing Elevator (Science Wing) - \$2,186.86

Mr. Gagnon made a motion to approve as recommended C.O. 214. M. Jussaume seconded the motion. The motion carried unanimously.

¹ Additional cost Out of sequence work by Griffin Electric

PBC Minutes
12/17/2014

*PCO 297 – C.O. 215 – Reference CCD #82 – Out of sequence work for Griffin Electric - \$1,319.54²

Mr. Gagnon made a motion to approve as recommended C.O. 215. Mr. McNamara seconded the motion. The motion carried unanimously.

PCO 307 – C.O. 216 – Power to condensate pump in elevator machine room - \$693.32

Mr. Gagnon made a motion to approve as recommended C.O. 216. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 309 – C.O. 217 – Furnish & install additional projectors in robotics lab and Principal's conference room - \$7,793.84

Mr. McNamara made a motion to approve as recommended C.O. 217. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 310 – C.O. 218 – Power for split unit in IDF Closet – Electrical Portion - (to be done during break) - \$6,598.83

Mr. Gagnon made a motion to approve C.O. 218 as recommended. Mr. Jussaume seconded the motion. The motion carried unanimously.

PCO 311 – C.O. 219 – Relocate temporary electrical power for Transitional Skills - \$312.05

Mr. Dooley made a motion to approve C.O. 219 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

*PCO 313 – C.O. 220 – Out of sequence – Elevator Fire Alarm work at Elevator #3 (Griffin Electric) - \$1,059.68³

Mr. McNamara made a motion to approve C.O. 220 as recommended. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO 314 – C.O. 221 – Change floor sink covers in kitchen and replace existing cleanout covers - \$2,391.51

Mr. Gagnon made a motion to approve C.O. 221 as recommended. Mr. McNamara seconded the motion, subject to receiving the old floor covers. The motion carried unanimously.

PCO 317 – C.O. 222 – Install spring loaded check valve (Science wing) - \$592.14

Mr. Gagnon made a motion to approve C.O. 222 as recommended. Mr. Dooley seconded the motion. The motion carried unanimously.

² Additional Cost Out of Sequence work by Griffin Electric

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New Items

- Issue with exterior lights at bus canopy need to be checked
- D060 – Door function issues at Transitional Skills
- Puddles at wind tunnel – low spot in the stamped concrete
- Uncapped pipe at B002 Hallway – sewer leak near robotics lab adjacent to the auditorium; Mr. Graham stated that he and his crew took care of it and had to call in Clean Drains to fix it.

Ongoing Items

- Library Projector
- Water Staining – auditorium south
- Cafeteria Cart – CTA is ordering a new cart for the cafeteria
- Washout – Baseball field – they continue to track this and CTA is obligated to fix this in the Spring.

Mr. Broadhead mentioned some of these items they thought would be completed over December vacation will go into February 2015 vacation time period.

Mr. McNamara brought up the lighting in the auditorium and had asked for that to be on the agenda. He also mentioned a dead spot for the microphone in the auditorium over by the piano that they need to address.

Mr. Dooley left the meeting at 7:56 p.m.

509 Hildreth Street – Invoice from Watermark – The Committee questioned the work that has been done to date and would like to see the construction bids. This was postponed to the January 7, 2014 meeting.

Adjourn

Mr. McNamara made a motion to adjourn the meeting at 8:09 p.m. Mr. Jussaume seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE










