

**Permanent Building Committee
Minutes of May 7, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Harvey Gagnon and Phil Thibault. Also present was Ann M. Vandal, Acting Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Absent: Paul Jussaume, Doug Dooley

Town Hall Project

Present were: Jon Lemieux, Phil O'Brien, Jim Boudreau, Mark Hamel, Kathy Graham, Glen Edwards

Mr. Boudreau of Vertex went over the construction progress for the last week as noted on the agenda dated May 7, 2014. Mr. Boudreau reported that they have dug the trench for the utility relocation. National Grid inspected it and found it too deep so CTA is correcting this issue. The Building Inspector and the Electrical Inspector inspected the building and gave the okay for the sheetrock to go up.

The Committee questioned whether any ledge had been encountered while digging the trench. Mr. Boudreau responded they had not yet however they are digging into the hill now and may encounter some.

The Contractor is finishing with the ice and water covering and will begin installing roof shingles in the near future. The mason is complete and has demobilized. The in wall blocking is almost done and the window veneers have been installed. Taping and insulation has begun throughout. Mr. Boudreau stated they are back working on the elevator and have taken care of chiseling out the wall area. The Committee asked if there was any ground water being observed in the elevator pit or in the basement. Mr. Boudreau responded there was not. He did comment that the drainage system is working as designed.

Discussion Items

Mr. Boudreau reported that the egress stair is being delivered in two weeks.

Main Floor Copy Room Entrance Redesign – some sheet rock has been put up in this area. Mr. Kelleher thought the issue was a dead issue. The Committee asked Mr. O'Brien to stay on this design because the window is closing as to whether they'll be able to create this area without holding up the Contractor.

Mr. Boudreau reported he has not received any safety issues or complaints from the neighbors.

Project Schedule

Mr. Lemieux reported that Mr. O'Brien has written up C.O. #31 which is the settlement they have agreed to with CTA. CTA had two small issues with the draft whereas they wanted the PCO's listed out and the grass to be down by 10/15/2014. Mr. Lemieux reported that if after review, Ms. Flynn does not come back with anything substantive, they will move forward with the agreement.

Mr. Lemieux stated that they have reviewed CTA's requisition #10 and are awaiting C.O. 12 & 13 to be signed by CTA and returned. Mr. Lemieux stated that they would like to receive these before the payment for this requisition is released.

Mr. Lemieux reported that Ms. Flynn's last day for CTA is Friday and she is being replaced by Rudy Barajas. CTA also stated at the construction meeting that they have a schedule update and that Mr. Coghlin is looking at it currently.

Mr. Lemieux stated they will be working on a scope of work for movers so they can solicit bids. There will be a meeting in two weeks on the technology. Mr. Lemieux reported that CTA has stated there will be no more acceleration on this project.

Abatement & Demolition

They have abated the property at 26 Champlain Street (the green house being used as the trailer) and the demolition was going to be Monday however that has been put off. Mr. Boudreau is still waiting for a plan of where CTA is going to relocate their operation inside the new town hall. Mr. Neofotistos asked about a credit on this issue.

Moving Meeting

Ms. Vandal reported that they had a meeting scheduled today to plan the move however CTA did not come to the meeting and when they were called they rescheduled because they were not prepared.

Invoices

Requisition #10 from CTA was being presented for payment. Mr. Boudreau stated the pencil requisition was reduced by \$35,000. Mr. Lemieux stated that he would like the motion on this authorization to reflect a contingency upon receiving the paperwork signed on Change Orders 12 & 13.

Mr. Gagnon made a motion to authorize payment of Requisition #10 in the amount of \$438,399 contingent upon receipt of signed Change Orders 12 & 13 by CTA as recommended by Vertex and Johnson Roberts Associates. Mr. Thibault seconded the motion. The motion carried unanimously.

The Committee reviewed the Verizon utility back charge invoice in the amount of \$6,200.23. Mr. O'Brien stated that he had their consultants GGD review the charge and is recommending it for payment.

Mr. Thibault made a motion to pay Verizon \$6,200.23 for utility back charge as recommended by JRA and Vertex. Mr. Gagnon seconded the motion. The motion carried unanimously.

Johnson Roberts Invoice #20 for additional Geotechnical Consulting Service – Mr. Lemieux explained that this invoice has been paid except for the \$651.75 geotechnical service. This issue was with regard to the under slab drainage issue on the project. Mr. Lemieux had questioned the charge and is now ready to recommend it for payment.

Mr. Gagnon made a motion to pay the additional cost related to Invoice #20 in the amount of \$651.75 now recommended by Vertex. Mr. Thibault seconded the motion. The motion carried unanimously.

The Committee reviewed Invoice #23 for period billing from Johnson Roberts in the amount of \$12,437.88.

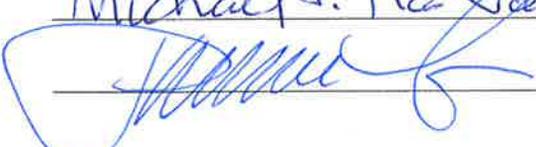
Mr. Thibault made a motion to pay Invoice #23 in the amount of \$12,437.88 from Johnson Roberts Associates as recommended by Vertex. Mr. Gagnon seconded the motion. The motion carried unanimously.

Settlement Agreement – This will be brought before the Committee for next week if all parties have signed it.

Adjourn

Mr. Thibault made a motion to adjourn the meeting at 5:35 p.m. Mr. Gagnon seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

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Michael S. Maxson _____	_____
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**Permanent Building Committee
Minutes of May 14, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Phil Thibault, Harvey Gagnon, Doug Dooley and Paul Jussaume. 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, School Committee Representative

High School Project

Present from Hill International: Paul Kalous, Michael Carroll, Kris Stephenson, Stephen Broadhead

Present from Mount Vernon Group: Matthew Schweitzer

Present from School Department: Superintendent Steve Stone, Andrew Graham, Supervisor Buildings & Grounds

The Chairman opened the meeting at 4:40 p.m. Mr. Carroll began the discussion on the agenda for the High School Project.

Auditorium Slab on Grade

Mr. Carroll reported that an email was sent to CTA regarding the slab on grade pour and removing the concrete in the areas where overall slab thickness does not meet the specifications in the contract documents. Mr. Dooley and other committee members were under the impression at the meeting two weeks ago that all of the concrete would be taken out. Mr. Schweitzer stated they reviewed this with SouzaTrue and they don't have any structural issues. The solution they've come up is to have the Contractor drill holes in the concrete down to 3 ¾ depth to make sure there is at least the required 4" thickness. Mr. Broadhead stated they looked at the South side and most of it is at the 4" thickness the north side the thickness of concrete by design varies.

Mr. Dooley asked about whether grade stakes were used? Mr. Broadhead stated that he did not observe them and discussed the control joint against the wall where there is a void. MVG consulted SouzaTrue and they did not feel it's a structural issue. There was a question as to how big an area they are "patching" and it was stated 24x15 and that the other side was less of an area.

Mr. Neofotistos stated that of the portion that remains in place how is the thickness going to be measured?

Mr. Schweitzer stated they are going to drill six or eight holes to check the thickness. Mr. Neofotistos wanted to know what criteria the Town will use to make CTA remove the whole slab if these test holes prove that the concrete thickness is not at 4"? There was a discussion amongst the group and it was agreed that if one hole fails. Mr. Neofotistos stated that then both slabs come out? Mr. Schweitzer stated no each side has to be handled differently, the north side is smaller and has a larger potential for issues.

In summary it was determined that when they drill down 3 ¾ inches and do not hit the vapor barrier if one on each side fails they will redo the whole slab. Six holes on each side will be drilled large enough to see down into the hole.

Sewage Ejector Pit

Mr. Carroll reported that there was a flow fill issue and they were alerted to this by the Site Contractor. They have fixed a pitch issue however there is still an issue according to Andy Graham and they will be doing a more exploratory test on the pipe. Both the Building Inspector and Board of Health Director have been consulted.

Remaining Phase II Construction

Mr. Stephenson reported on the Phase II construction in 2C Wing. The majority of the framing is done, the electrical is roughed in the walls, and an inspection was done today on the rough. The bathroom by the old gymnasium is being demolished; the walls in the administration wing are being drywalled, taped and painted.

There is some work going on in the lobby area of the school and some work is being done in the library however still not a lot of personnel being observed in the library area the same with the auditorium area.

The Committee asked if there was a laborer on the job site and Mr. Stephenson reported there is not one there every day maybe only a few times a month. Mr. Broadhead stated they had a discussion with CTA wanting to bring on a second shift starting next Monday. Mr. Neofotistos asked at whose cost this would be. Mr. DuRoss was hesitant on whose cost it would be at. Mr. Neofotistos also mentioned that CTA should check with the Building Department Police Department to see if any permits or permissions are required.

Schedule 14 from CTA has been presented to Hill and they stated that dates are inconsistent with what has been agreed to.

Transitional Skills/Culinary Arts area – Hill International reported that they have not received a change order which will affect the schedule. There was a discussion of getting a recovery schedule from CTA.

Hill International showed the Committee a manpower schedule of CTA and some of the workers counted on this schedule include Hill Personnel and Andy Graham. This schedule shows a peak in workers when

Transitional Skills/Culinary Arts area – Hill International reported that they have not received a change order which will affect the schedule. There was a discussion of getting a recovery schedule from CTA.

Hill International showed the Committee a chart showing the manpower of CTA and some of the workers counted on this schedule include Hill Personnel and Andy Graham. This schedule shows a peak in workers when they are trying to achieve a deadline for occupancy.

Commissioning Status

Mr. Carroll reported they are having a meeting tomorrow with the Commissioning Agent. There are still items in Phase I particularly the balancing of the HVAC system. Mr. Kalous received a call from the Commissioning Agent on this issue. It was discussed that the mechanical subcontractor should not be paid until the controls issue has been resolved. This issue has been ongoing since October and it is feared that it won't be looked at again too much because we are entering into the summer months where the heating system is not utilized. There is also a noise factor with the system. Mr. Thibault questioned whether there is any issue with the CHPS program requirement with this issue. Mr. Kalous stated they have met or exceeded their required points so it does not affect the CHPS points. The Commissioning Agent cannot complete his job because the controls are not working properly.

CCD/PR Review

Currently there are no new CCD's or PR's to review.

Zoning Board of Appeals

Mr. Neofotistos reported that they had a meeting with Ben Gary to discuss his presentation to the Zoning Board of Appeals regarding the existing conditions with the parking and landscaping and what they are looking to vary. Mr. Neofotistos stated that they need to have a plan of what's existing, what they are looking to vary. If they were to do what's in the zoning bylaws they would lose some spaces from 361 to 271. Mr. Graham was asked how many spaces they had before the project was started. He stated there were about 271 spaces before the project began. They really need about 400. Mr. Neofotistos asked for as much support at the zoning meeting as possible and encouraged other members to join him at the meeting.

Executive Session

Attorney James P. Hall arrived at the meeting for the scheduled executive session on the High School project only. Mr. Dooley made a motion to go into executive session at 5:30 p.m. with Mr. Gagnon seconding the motion. By roll call vote: Mr. Jussaume – yes, Mr. Dooley – yes, Mr. Gagnon – yes, Mr. Thibault – yes, and Mr. Neofotistos – yes.

A motion by Mr. Thibault was made to come out of executive session at 6:24 p.m. Mr. Jussaume seconded the motion. By roll call vote: Mr. Jussaume – yes, Mr. Dooley – yes, Mr. Gagnon – yes, Mr. Thibault – yes, and Mr. Neofotistos – yes.

Mr. Neofotistos stated that while in executive session no motions were made by the Committee. The discussion was ongoing relative to the High School project and no Town Hall project was discussed.

Mr. Dooley made a motion to send a letter to CTA regarding general conditions and failure to manage and supervise the Dracut job. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Carroll reported that Requisition #19 the March invoice has been given to the Town for payment. Requisition #20 for April is being reviewed an modifications from Requisition 19 need to be reflected in #20.

The Committee asked when the pencil requisition was received. Mr. Carroll stated Thursday last week and they are working on finalizing the requisition.

Invoices

The Committee reviewed the invoice from Mount Vernon Group for #89, 90, 91R. Mr. Stephenson stated that after reviewing #91 it was noted there were some charges that should not have been on the invoice and they were revised by MVG.

Mr. Thibault made a motion to pay Invoices 89, 90, 91R in the amount of \$75,926 to Mount Vernon Group for services through April 30, 2014. Mr. Gagnon seconded the motion. The motion carried unanimously.

The Committee reviewed the invoice from Hill International for project management services through April 2014.

Mr. Gagnon made a motion to approve the invoice from Hill International for project management services in the amount of \$60,820.00 through April 2014. Mr. Jussaume seconded the motion. The motion carried unanimously.

The Committee reviewed an invoice showing \$75.00 charge from Town Counsel for work done on the High School project.

Mr. Dooley made a motion to pay Qua, Hall, Harvey & Walsh \$75.00 for services provided on the High School Project. Mr. Jussaume seconded the motion. The motion carried unanimously.

Change Orders

Mr. Carroll noted that change orders 46-53 are in CTA's hands and they are waiting for backup paperwork and they will be put through as long as none of them include anything in Phase I.

Change orders 54 through 63 are in the packet for review.

Mr. Carroll reported that 50% will be paid for in the March requisition marked up by MVG and change orders will be approved at values shown by Hill.

C.O. 54 PCO 75 – Water Line Conflict at Bus Lane

Mr. Thibault made a motion to approve C.O.54 PCO 75 in the amount of \$18,876.27 as recommended by Hill Int'l. Mr. Dooley seconded the motion. The motion carried unanimously.

C.O.55 PCO85 – Temporary Student Pathway & Bus Line

Mr. Jussaume made a motion to approve C.O. 55 PCO85 in the amount of \$2,812.24 as recommended by Hill Int'l. Mr. Dooley seconded the motion. The motion carried unanimously.

C.O. 56 PCO81 – Electrical Service for Snack Shack and Press Box

Mr. Thibault made a motion to approve C.O.56 PCO81 in the amount of \$58,034.77 as recommended by Hill Int'l. Mr. Gagnon seconded the motion. The motion carried unanimously.

C.O. 57 PCO79 – Infill under slab plenum in Building D

Mr. Jussaume made a motion to approve C.O.57 PCO79 in the amount of \$7,694.71 as recommended by Hill Int'l. Mr. Thibault seconded the motion. The motion carried unanimously.

C.O. 58 PCO92 – Grout Block for Library Edge Angles

Mr. Thibault made a motion to approve C.O.58 PCO92 in the amount of \$7,658.56 as recommended by Hill Int'l. Mr. Gagnon seconded the motion. The motion carried unanimously.

C.O. 59 PCO111 – Replace wet wall/hangers etc. in toilet D123/D124

Mr. Thibault made a motion to approve C.O.59 PCO111 in the amount of \$41,553.42 as recommended by Hill Int'l. Mr. Gagnon seconded the motion. The motion carried unanimously.

C.O. 60 PCO114 – Change walk-in cooler flooring

Mr. Thibault made a motion to approve C.O.60 PCO114 in the amount of \$6,132.07 as recommended by Hill Int'l. Mr. Gagnon seconded the motion. The motion carried unanimously.

C.O. 61 PCO166 – Ceramic Tile Change in D123 & D124

Mr. Jussaume made a motion to approve C.O.61 PCO166 in the amount of \$5,417.06 as recommended by Hill Int'l. Mr. Gagnon seconded the motion. The motion carried unanimously.

C.O. 62 PCO 170 – Replace Kitchen Expansion Fittings

Mr. Thibault made a motion to approve C.O.62 PCO170 in the amount of \$5,770.17 as recommended by Hill Int'l. Mr. Gagnon seconded the motion. The motion carried unanimously.

C.O. 63 PCO 178 – Stainless Steel in Kitchen

Mr. Gagnon made a motion to approve C.O. 63 PCO 178 in the amount of \$11,171.85 as recommended by Hill Int'l. Mr. Thibault seconded the motion. The motion carried unanimously.

Mr. Carroll noted that there are no PCO's put on the April requisition.

Mr. Carroll discussed PCO146 for the Increase infiltration system size and noted that the lump sum figure they were given is at \$177,542.43 and Mr. Carroll did not foresee this figure coming in any lower. He noted that they were able to cut some cost from the site contractor and they cut some supervision cost from CTA. Mr. Neofotistos questioned the CTA Direct Supervision cost of \$3,000 and felt that this was part of the contract. Mr. Carroll stated that Brian is a salaried

employee on this job. Mr. Neofotistos asked if CTA was bringing in someone else to over see this and Mr. Carroll stated no. The Committee asked how long of a duration this system would take to put in place. Mr. Carroll stated it would take two to three weeks. Mr. Graham stated they have already lost a year with the fields and this will cause them to lose two more because once the field is in place they have to let it mature for a year.

Mr. Thibault made a motion to approve PCO146 to become C.O. 64 in the amount of \$177,542.43 for the infiltration system as recommended by Hill Int'l. Mr. Jussaume seconded the motion. The motion carried unanimously.

Plaques/Wayfinding Signage

Mr. Carroll noted that Mr. McNamara was not present and noted that they will keep this on the agenda for next meeting on the High School.

Owner FF & E

Mr. Carroll stated that bids were opened for the FF&E some bidders only bid 50% and one bidder only bid 30%. They have asked the FF&E Consultant to put an item list together. Mr. Graham noted that he has a list of items that will be withdrawn because he can get them at less cost through other State Vendors.

Mr. Jussaume asked Mr. Graham about the list and what can be acquired for less cost. He stated an item such as a snow blower can be purchased for less money. Mr. Jussaume suggested that the vendor and Mr. Graham take the time to go over the list to see if there are other items that may be acquired for less costs as well.

The Committee reviewed a request for additional items through Creative Office Pavilion in the amount of \$2,351.00.

Mr. Thibault made a motion to approve the additional four items through Creative Office Pavilion in the amount of \$2,351.00 as requested. Mr. Jussaume seconded the motion. The motion carried with four members voting in favor, Mr. Gagnon briefly left the room.

Nutri Kids

Mr. Stephenson stated that he has been trying to get a questionnaire done by Mr. Moge to determine the type of server needed for this system. He has been in contact with Mike DiBari from 3Si and also Matt Schweitzer of MVG. The server for this system would be approximately \$2,000. Mr. Moge is researching this issue.

Mr. Dooley made a motion to approve the additional server for \$2,000. Mr. Jussaume seconded the motion. The motion carried unanimously.

Hill International Additional Services

Mr. Kalous presented the Committee with a handout showing a chart of costs through to the end of the High School Project for Hill International. Mr. Kalous noted that due to the project being extended they will need additional services to closeout this project. They will continue with their PCO review, scrubbing the change orders and will keep track of the hours they spend which is actually CTA's responsibility. Mr. Kalous was asked how many extra hours it has taken for the review of this last requisition to get some idea how much time is being spent where CTA should actually be spending. Mr. Carroll stated they have spent an extra eighteen hours on this paperwork for this particular requisition as an example.

Ongoing

VCT Flooring – D/E Wing (Temperature Issue) there was a discussion on whether there will be an extended warranty issued for the floor or have the floor taken out. Right now the floor seems to be laying fine.

VCT Flooring – D/E Wing Perimeter Tiles – the perimeter tiles throughout the classrooms in A Wing are lifting and curling; there was a discussion that this may be due to the kids balancing in the chairs however there was also a discussion with the Contractor regarding the warranty after occupancy.

Sewerage Backup Issue

Mr. Graham mentioned a plumbing problem they are having at the school for the last two weeks, they will be putting a camera through the pipe to try and determine what the issue is. The pitch of the pipe has already been modified.

Mr. Graham also mentioned the utility bills from last year which amount to \$115,000; last winter they were \$15,000. CTA is responsible for this bill.

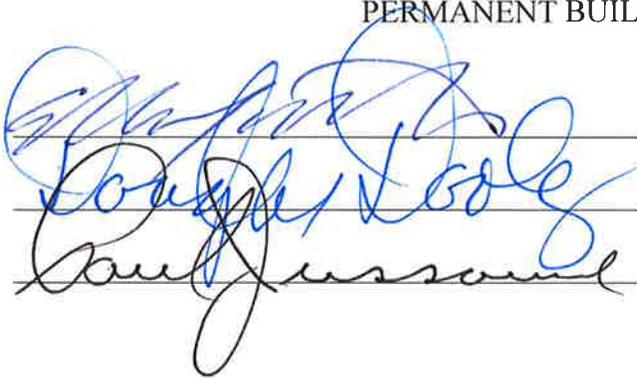
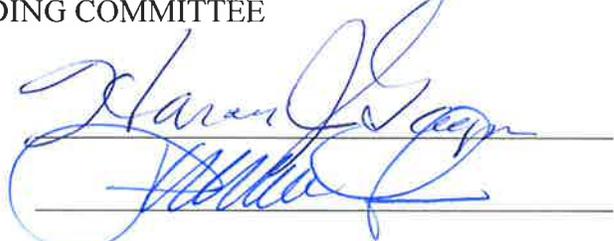
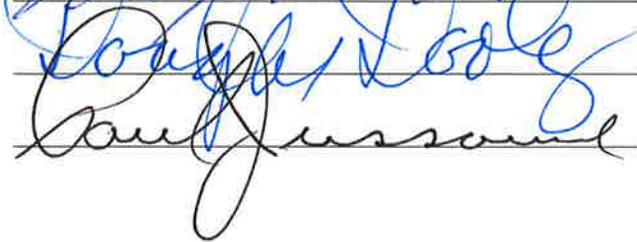
Public Records Requests

The secretary mentioned the public records requests that she has received and asked Hill International the status of the figure for research and copies so that she can respond to the folks looking for information.

Adjourn

Mr. Dooley made a motion to adjourn the meeting at 7:53 p.m. Mr. Gagnon seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

	
	Absent: Michael McNamara

**Permanent Building Committee
Minutes of May 21, 2014**

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

Absent: Paul Jussaume

Town Hall Project

Present were: Jon Lemieux and Jim Boudreau of Vertex Construction, Phil O'Brien of Johnson Roberts Associates, Mark Hamel, Kathy Graham, Glen Edwards and Ann Vandal from the Town. Rudy Barajas from CTA was also present.

Mr. Lemieux began the discussion by introducing Rudy Barajas from CTA he is the new Project Manager on site replacing Davida Flynn. Mr. Barajas discussed his background and projects that he supervised. He stated he was aware of the target date that the Town is looking to achieve of August 18, 2014 for FF&E move in and 09/02/2014 for personnel move in.

Mr. Lemieux stated that they are still waiting for CTA to sign the settlement agreement. He is being told that they will receive a schedule by the end of the week. Mr. Barajas shared with the Committee that CTA has some concerns with the 09/18 date. Mr. Coghlin knows that a decision needs to be made on the date to have the FF&E and the completion done.

Mr. Lemieux stated that the progress on the building is moving along nicely. The Building Inspector gave his okay to do drywall. The Verizon change order for the utilities relocation is progressing. Mr. Lemieux stated that even though they don't have the settlement agreement signed the job is still moving forward and that is a positive thing.

The Committee asked if there is anything holding CTA up. Mr. O'Brien is waiting on a couple of items from GGD and Mr. Boudreau stated they are waiting on National Grid to take care of the disconnecting the gas on the green house so that CTA can begin the demolition.

Mr. O'Brien stated they are still waiting on a cost of the P.R. for the copier room change however Mr. Boudreau came up with an alternative solution at the meeting today which may not cost as much. Mr. O'Brien sketched a quick drawing for the Committee on installing a wall and an opening for a door to block off the copier and try to muffle some of the sound that may come from that room. This option would be easier to accomplish than the other plan they had in mind. He is looking for direction from the Committee which would rescind the P.R. and allow them to issue a CCA to extend the partition wall and add an opening.

Mr. Thibault made a motion to rescind the P.R. to create the enclosed space under the stairway and have the Architect issue a CCA to extend a partition wall and create an opening for the copier room. Mr. Gagnon seconded the motion. The motion carried unanimously.

Construction Progress

Mr. Boudreau went through the weekly report dated May 21, 2014 for the week ending 05/17/2014. The electrical is being installed and sprinkler and rough framing inspections have been done. Interior wall insulation is being installed and drywall is being installed upstairs and down. Outside the PVC trim is being installed and window sealant is being completed. Site work for utility relocation is continuing. Next week the final inspection from National Grid on the underground utilities should take place. They are trying to coordinate the vault door delivery and the elevator install is ready to proceed now that the shaft is ready.

Discussion Items

Mr. Boudreau stated CTA is waiting on National Grid to disconnect the gas from the green house. Ms. Vandal stated she could give Mr. Boudreau another contact in National Grid that may be able to assist in the process.

Hardie Siding at Flares – Mr. O'Brien stated that instead of single shingle type siding they will be using a panel which will look the same as the individual shingles. The second part of this issue is that the Sales Representative from Hardie Siding stated that at the flared section of the building they cannot warranty the siding because it is only warrantied on a vertical. Mr. O'Brien did not foresee this as a problem. He has seen this siding on other projects and it hasn't been a problem. He discussed the flare on the building as not being extreme and it should not affect the siding.

- Main Stair Case Redesign – This item is completed and they are awaiting a revised PCO.
- Egress Stair – installation is ongoing and UTS is coming out to do a structural inspection.
- Main Floor Copy Room – this item has been discussed earlier on.
- Safety Report – There are no issues to report.
- Neighbor Complaint – There are no issues to report.
- Review of Project Schedule – Schedule update pending.

Mr. Boudreau reported that there is a utility meeting next Wednesday with Comcast at 10:00 a.m. and that he has started his inquiry into any energy rebates for the building. Mr. Lemieux stated they had a movers meeting today and they have Sterling Movers giving them an idea of the volume of items that will need to be moved to prepare a scope of work for bidding for a moving contractor. They asked Sterling only because they are being used on the High School project and they were good enough to assist us. Mr. Lemieux reported that the time frame for the move for Town Hall shouldn't be an issue with move in schedules for schools. Sterling stated their busiest time is usually in June not September.

Mr. Boudreau reported the PCO/COs are backlogged due to language or time issues. Mr. Boudreau also reported there was a foreman meeting with the Subcontractors today and they went through item by item on the schedule and it seemed that the Subcontractors were on board with the scheduled date of completion for August 18th.

DCAM Evaluation – 50%

The Committee went over the DCAM evaluation prepared by Mr. Boudreau line by line asking questions and making comments on the line items. Mr. Boudreau will make the changes and have an original to the Committee for a signature for their next scheduled meeting.

Mr. Thibault left the meeting at 5:32 p.m.

PCO42 Bathroom 107 & 108 Light Fixtures – Mr. O'Brien explained that the light fixtures have to be changed from recessed to wall mounted because there is not enough room inside the ceiling area due to the duct work for the HVAC. There is a 6 to 8 week lead time for the fixtures. They are looking for a CCA to issue to order the lights this is not to accept the proposed price at this point. They will look into whether there is any type of credit coming back to make this change although it was noted that the wall mounted lights are more expensive than recessed.

Mr. Gagnon made a motion to issue a CCA for wall mounted light fixtures as recommended by the Architect and the OPM. Mr. Dooley seconded the motion. The motion carried unanimously.

Invoice

The Committee reviewed the invoice from Vertex Construction for project management services for April 2014 in the amount of \$19,199.50. This amount includes \$332 for UTS for construction testing services.

Mr. Gagnon made a motion to approve Vertex Construction Invoice #0022172 in the amount of \$19,199.50. Mr. Dooley seconded the motion. The motion carried unanimously.

Requisition #10 – Mr. Lemieux stated that at the last meeting this requisition amount was approved but they had asked the Town to hold it until Vertex received the paperwork for C.O. 12 & 13. Mr. Lemieux is requesting that this requisition be processed for payment and they will ratify it at the next meeting when hopefully they have the change order paperwork resolved.

High School Project

Mr. Neofotistos reported that they went to the Zoning Board of Appeals on the high school parking lot issue and it was voted for approval. Mr. Gary is supposed to get the plans to the Zoning Board not later than Friday so that the secretary can stamp them to begin the 21-day appeal process.

Mr. Neofotistos also reported that the letter went out to CTA letting them know that the Town is not in agreement with the delay claims by CTA and that the bonding company may be contacted within seven days of receipt of the letter to CTA if no response from CTA is received.

It was noted by Mr. Neofotistos after having attended the construction meeting for the High School project today that the holes have not been drilled into the slab in the auditorium to check for thickness as of yet.

Mr. Neofotistos also noted that the transitional skills area was mentioned at the construction meeting that they are looking to put in temporary HVAC for this area.

Adjourn

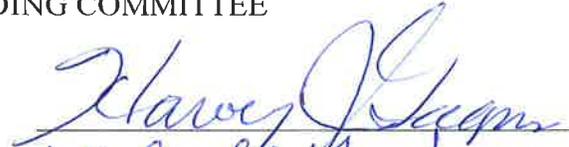
Mr. Gagnon made a motion to adjourn the meeting at 6:25 p.m. Mr. Dooley seconded the motion. The motion carried unanimously.

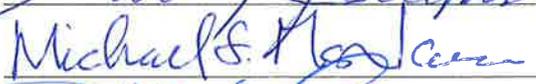
PERMANENT BUILDING COMMITTEE

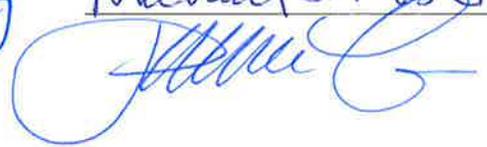


Douglas Dooley

Absent: Paul Jussaume



Harvey J. Gagnon


Michael S. Neofotistos


Paul Jussaume

**Permanent Building Committee
Minutes of May 28, 2014**

Present for the Building Committee was: Chairman Ellis Neofotistos, Phil Thibault, Harvey Gagnon, Doug Dooley, Michael McNamara and Paul Jussaume. 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.

High School Project

Present from Hill International: Paul Kalous, Michael Carroll, Kris Stephenson, Stephen Broadhead

Present from Mount Vernon Group: Matthew Schweitzer, Bill Peters

Present from CTA: Lyle Coghlin, Paul DuRoss, Jarod Smith

Present from School Department: Andrew Graham, Supervisor Buildings & Grounds

The Chairman opened the meeting at 4:39 p.m. Mr. Carroll began the discussion on the agenda for the High School Project.

PCO 87R1

First item for discussion was PCO 87R1 – this PCO is for modifications to the culinary arts area known as the Transitional Skills area. Mr. Carroll stated that they have marked up the PCO and were questioning Amanti's number. Hill International would be comfortable recommending an amount not to exceed \$325,000. Mr. Kalous noted that they need to get the work authorized and started immediately. Mr. Neofotistos asked about the asterisk items on the PCO. Mr. Carroll noted these items had already been previously approved.

Mr. Carroll stated that the initial review of this PCO was January 3, 2014 and some of these items for this area were approved on March 21, 2014. This PCO includes everything except the steel tonnage to modify the culinary arts.

There was a discussion on the HVAC for the culinary arts area and the rooftop unit that was to be removed to put in another smaller unit for this change. There was a discussion on what will be done with the original unit. Mr. Peters stated it goes back to the Town. Mr. Kalous talked about the timeline on the transitional skills area being talked about in August 2013 and that MVG issued their first response in January 2014. Mr. Neofotistos noted that they would have to rescind their previous vote done on March 19, 2014. To move things along it was discussed that the Committee could approve the full amount and they could make adjustments.

Mr. Thibault made a motion to approve PCO87R1 to become C.O. 65 based upon the recommendation of the OPM in the amount of \$361,541.40. Mr. Gagnon seconded the motion. The motion carried unanimously.

Mr. Thibault made a motion to rescind the action taken at the March 19, 2014 meeting relative to the five items noted on CCD88 in the amounts shown. Mr. Gagnon seconded the motion. The motion carried unanimously.

C.O. 64R

This change order is for the increase in size for the infiltration system. Mr. Smith of CTA stated that CTA would not sign this change order until the date on the contract is changed and the reservation of rights language is added.

Mr. Neofotistos stated the PBC had agreed to add this language back onto the change orders over a month and one half ago. Mr. Carroll stated an email was sent out notifying CTA of this. Mr. Kalous will send a second email directing them to put the reservation of rights language back on the change orders. Mr. Neofotistos got an agreement from all parties and it was agreed that Lyle Coghlin will add the language onto the change orders.

There was a brief discussion on the extension of days and that CTA was only given nine days because of the snow days.

CTA Schedule Update

Mr. Neofotistos stated that they had received response letters back from CTA and he stated the PBC will not be commenting on them at this time.

Change Orders 46-63

There was a discussion on the status of these change orders. The discussion ensued about the reservation of rights language and that it was determined that CTA (Lyle Coghlin) will put the language on the change orders initial and date them. They will have the change orders back to the PBC next meeting.

CTA Presentation

Paul DuRoss of CTA went over their current milestone dates and stated the following:

- 08/26 – Band/Stagecraft and administration area
- 07/28/14 – Library and locker room area
- 08/26/2014 – C-Wing upper
- 11/14/14 – Auditorium, he stated that they have added shifts due to the slab redesign they have lost a week
- 11/14/14 – Transitional Skills – he stated that this work is not currently released

Mr. Neofotistos asked about a schedule to substantiate the dates. Mr. DuRoss stated it is in progress and it will ready on Monday. Mr. Neofotistos stated the Town will have it Monday and CTA confirmed.

Mr. Duggan stated that he had a conversation with the Superintendent on the dates being proposed. There was a statement by Mr. DuRoss of the changes to parking lot that was approved

by the Zoning Board and he stated that the changes were not major. It was noted that there are also issues with the courtyard area that they need to work out. CTA stated that the field should be done before October 2014 to try and achieve seeding the field. Mr. Kalous asked CTA if they could achieve closeout of the project sixty-days following the 11/14 date on the auditorium and they responded yes.

Mr. Kalous noted that in the specifications it notes that the Owner can determine extra time on the project but not extra money. Mr. Coghlin disagreed and stated according to Massachusetts General Law it depends on the changes and circumstances.

Mr. Kalous cited 8.3.4 and 8.3.5 of the Supplemental General Conditions in M.G.L. 30 this can be discussed amongst Hill and CTA.

Mr. Neofotistos stated he knows the Superintendent of Schools is aware of the Administration and Library areas however he asked if the Superintendent was aware of the date for Transitional Skills? Mr. Graham stated he did not believe the Superintendent was aware of this date and this would be ten weeks late from the beginning of school which is unacceptable. Mr. Graham questioned what in the transitional skills area could be so complicated and take six months? Mr. DuRoss stated it could be finished but they would have to pull other workers from other areas he talked about the HVAC System and the mill work.

Mr. Dooley stated manpower has always been an issue on this project and he asked how a job could be run without manpower. Mr. Kalous stated that there are sixty workers on site including management. Mr. Neofotistos reiterated that CTA will have the schedule to Hill and MVG by close of business Monday 06/2/2014.

Auditorium Slab on Grade

Mr. Neofotistos recapped the issue with the slab on grade in the auditorium and how MVG was going to arrange to have test holes drilled into the concrete to check the thickness and have the structural engineer confirm there are no structural issues with the wall attachment. Mr. Schweitzer reported that the structural engineer had no issues and he will include his report for the record and attach it to this report on this issue. There was a question on the center slab area and it was noted that they had removed the whole center section and had redone it.

Construction Progress – 2C Wing/E Wing Admin/A Wing Auditorium

Mr. Stephenson went through and explained the photographs in the agenda packet dated May 28, 2014 to the Committee on the construction progress.

Owner FF&E

Mr. Broadhead explained the FF&E purchase orders showing the items being purchased from each vendor. They are also going through the State bid list for some of the items needed. It was noted that they are still working on getting a grand piano and there are also some non-bid items that are not included in the total amount of \$539,760.07. There are fifteen vendors that they will be ordering from.

Mr. McNamara made a motion to approve the amount of \$539,760.07 as shown on the summary sheet provided by Alison Smith for FF&E for the High School Project as recommended by Hill International. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD/PR Review

CCD113 – As discussed previously this is to provide dust covers for the lights in the cafeteria area. Mr. Dooley made a motion to approve CCD113 as recommended by Hill International. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD114 – As discussed this is for D-Wing furring to provide a gypsum box out. Mr. Thibault made a motion to approve CCD114 as recommended by Hill International. Mr. Gagnon seconded the motion. The motion carried unanimously.

CCD115 – Miscellaneous plumbing exposed provide drywall covers. This finish level was done in previous phases and Hill International is recommending they stay consistent with the finish. Mr. Dooley questioned whether this was an omission on the plan. Mr. Schweitzer responded that on the drawings the pipes were to remain exposed this was not an omission. Mr. Thibault made a motion to approve CCD115 as recommended by Hill International. Mr. Jussaume seconded the motion. The motion carried unanimously.

PR Pine Tree Removal and Redesign

The landscape drawing is going out to CTA tomorrow.

Zoning Board of Appeals

Parking and planting plan status – the plan was approved at the ZBA and will be filed at the registry once the 21 day appeal period is up. This plan was to be delivered to the Building Department for them to stamp which starts the time clock for the appeal period. Mr. Neofotistos drove to Wakefield to get the plan.

Requisition #20 from CTA

Hill International has approved requisition #20 from CTA with some adjustments. The total of this requisition for approval is \$1,756,033.00. Mr. Jussaume seconded the motion. The motion carried unanimously.

Mr. McNamara made a motion to approve Requisition #20 from CTA in the amount of \$1,756,033.00 as recommended by Hill International.

Invoices

The Committee reviewed a Lowell Sun Invoice in the amount of \$197.96 for the FF&E for the High School Project.

Mr. McNamara made a motion to approve Lowell Sun invoice for \$197.96 as recommended by Hill International. Mr. Thibault seconded the motion. The motion carried unanimously.

The Committee reviewed an invoice from 123 Security in the amount of \$1006.80 for converters.

Mr. McNamara made a motion to approve invoice #SI262139 for NVT Converters from 123 Security in the amount of \$1,006.80 as recommended by Hill International. Mr. Gagnon seconded the motion. The motion carried unanimously.

Parking Sink Hole

It was noted by Hill International that there is a sink hole near the construction trailers in the parking lot. Jarod Smith will have the Site Contractor take a look at it and repair.

2-Way Communications – There was a discussion on this vendor and how they were going to have CTA put this through the project. This Vendor will have to be deemed a sole source vendor due to the fact that they are the only vendor who can supply the communications for the fire department as discussed in the presentations. The other vendor could only supply one-way communication and the third Vendor did not provide a proposal. CTA had concerns taking on the responsibility for this contractor for the Town. The details will be worked out among CTA/Town/Hill

CTA and MVG left the meeting at this point of discussion.

Ongoing Items

VCT Flooring – Mr. Kalous will write a letter to the vendor regarding an extended warranty. The flooring that was put down in cold temperatures seems to be adhering however the Committee would like to see an extended warranty.

The other VCT flooring in the classrooms the perimeter tiles are coming up. Mr. Dooley suggested that they be cut back to provide a thicker perimeter for the glue and this may alleviate the issue. This will be discussed with the flooring vendor for repair.

Phase I – Commissioning is ongoing RDK will be on site this week.

RFI for two flow stations in contract, RFI Alarm System – freezer/cooler – Mr. Smith reported this won't done by the end of the month.

Plaques/Sample Signage

Mr. McNamara reported that he had a vote by the School Committee on the signage but they need to come up with final wording. The lead time for this is August. Mr. McNamara should have something for next meeting.

Town Manager Duggan left the meeting at 6:26 p.m.

Executive Session

Mr. Neofotistos entertained a motion to go into executive session for litigation strategy discussion on the High School Project.

Mr. McNamara made a motion to go into executive session for litigation strategy discussions at 6:27 p.m. Mr. Jussaume seconded the motion. By roll call vote: Mr. McNamara – yes, Mr. Jussaume – yes, Mr. Dooley – yes, Mr. Thibault – yes, Mr. Gagnon – yes and Mr. Neofotistos – yes.

Mr. Dooley made a motion to come out of executive session at 7:36 p.m. Mr. Jussaume seconded the motion. By roll call: Mr. Dooley – yes, Mr. Jussaume – yes, Mr. Gagnon – yes, Mr. Thibault – yes, Mr. Neofotistos – yes.

The Chairman announced that while in executive session no votes or action was taken in executive session.

Adjourn

Mr. Jussaume made a motion to adjourn the meeting at 7:37 p.m. Mr. Thibault seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE





