

Minutes accepted on 9/14/2022

Joint Permanent Building Committee/School Building Committee Minutes
Wednesday August 17, 2022
5:00 PM
Via Zoom Remote Participation
Westwood, MA 02090

Pursuant to Chapter 20 of the Acts of 2021, On June 16, 2021, Governor Baker signed into law An Act Extending Certain COVID-19 Measures Adopted during the State of Emergency. This Act includes an extension, until March 31, 2023, of the remote meeting provisions of his March 12, 2020, Executive Order. Pursuant to Chapter 20 of the Acts of 2021. The August 17, 2022 Joint Permanent Building Committee/School Building Committee meeting was conducted via remote participation by the Boards.

Call to Order and Attendance:

The Joint School Building Committee/Permanent Building Committee meeting, held remotely, was called to order at 5:01pm by Chair John Cummings.

Roll call vote was done by both committees, Ms. Plotkin did a roll call of the SBC and Mr. Cummings did a roll call of the PBC.

Present on the video conference were:

John Cummings, Lyle Coghlin, Ken Aries, Brian Bayer, Nancy Hyde, Maya Plotkin, William Scoble, Emily Parks, Josh Baumer, Christopher Coleman, Robert Gotti, Matt Kuklantz & Michelle Miller. Bryan Jarvis & Chin Lin of Compass Project Management; Don Walter & Steve Haskell of Dore and Whittier.

Jessica Cole recorded the minutes.

Chair Reports:

Mr. Cummings gave an update on what has been happening since our last meeting.

- We voted to accept Brait Builders as our General Contractor and sent them the Notice of Award.
- The Contract for Construction was signed by all parties.
- 'Notice to Proceed' signed and sent, it is the official start of the contract.
- PBC asked SB for \$1.1 Million for the project, possibly from the ARPA funds.
- On behalf of the Select Board and at their request, Chris Coleman and Pam Dukeman met with Norfolk County representatives about ARPA funds.
- Town Administrator, D+W and Compass met with Norfolk County to specifically discuss what work for the new school could be covered under the ARPA restricted funds.
- Rob Fitzgerald from D+W filled out the Norfolk document on our HVAC system for Chris Coleman,
- Chris Coleman submitted the form/application through the Norfolk County portal. The results may be on the Select Board agenda for discussion for the 8/22 meeting.
- First letter of introduction and construction forecast was sent out by Compass.
- Neighbors are encouraged to sign up for the weekly updates from Compass.
- Temporary fencing went up, installation of erosion control measures.
- Started to clear trees and brush to install the new entrance of the Fire Access Trail.
- The Fire Chief and Assistant Chief walked the proposed new access trail.
- Karon Skinner Catrone, Town Conservation Agent, walked the entire perimeter and approved the installation of erosion control.
- First AOC (Trailer Meeting), formal procedure of communications were discussed with representatives from School District, D&W, Compass, Brait Builders and PBC.
- All construction related communications need to go through the PBC Chair, from there the email will be sent out to the appropriate parties. You will be cc'd on sent and replied email. Please use the Town email address so the Town has a record of all communications.

- Use John.Cummings-PBC@Townhall.westwood.ma.us for all correspondence. All replies and emails for this group will be sent through this email address. Jessica Cole will distribute emails to the group.
- The Organizational Chart of the Brait Team, D&W and Compass will be sent shortly.
- PBC and SBC members can be added too.
- We received the draft Critical Path Flow chart, once reviewed by Compass will be distributed.
- Disclosure of Appearance of Conflict of Interest. Anyone knowing someone from Brait Builders, Compass, D&W, or is in a related business please contact Michelle Miller and she will help you so there is no conflict of interest.

Ms. Plotkin clarified that Allison Borchers is no longer on the School Building Committee. There have also been a few concerns from residents in regards to dust control and the fence looking short. Mr. Jarvis went over the concerns.

- Dust: He stated that Brait owns dust control on the site. It is dry, they have a water truck and are putting in a gravel trucking road, and are actively monitoring the dust. May look into a/c in the facing classrooms. Mr. Aires: Has concerns because the electrical needs in the building are tight, it may not be a possibility.
- Fencing: It is a 6 foot high fence and will add screening. It seems low, but it is 6 feet tall. Balls will be monitored daily and could possibly look into netting if necessary. Site will be fenced off by the end of the week.

Ms. Plotkin stated that if any resident has any questions or concerns email: hanlondeerfieldproject@westwood.k12.ma.us. The address is on the District website and Town Hall will direct emails to this address too.

Discussion Item:

Construction Update:

Mr. Lin gave an update that included photos. Trees with a lot of rot inside and have been tough to cut down.

One Month Look Ahead:

Mr. Lin discussed that tree clearing would happen for the next 2-3 weeks.

Prep for ledge removal will happen in early September, and earthmoving is on-going.

Comments:

- Ledge removal and processing of ledge will start once school starts. Estimating 4-6 weeks, and will start closest to the school.
- Have we established the process for doing a topo and evaluating quantities? *There is a process and will be discussed in the pre-construction meeting with the geotech and design team.*
- Under the current contract we would have to survey it to verify the quantity.
- Any concerns about blasting during school? *Mr. Lin: The blasting is not as bad as the warning siren. The actual blasting site you will feel a vibration, not too noisy.*
- The School has had multiple noise meetings and how to accommodate kids.
- Where is the crushing plant going to be? *In the footprint of the new building.*
- Build the berm before blasting? *That is the intent.*

PCO#1:

Mr. Chin explained PCO #1.

Change from allowance to lump sum for ledge removal, trenching in ledge, and bolder removal work including rock processing and potential import of material. Owner will not be charged for any additional cost or receive any refund. Brait will take the risk/reward for an amount above or below allowance.

Mr. Lin stated that this area has ledge. If the committee accepts the proposal, Brait will own the risk or savings related to four categories. The benefit for Brait is that they do not need to survey and can continue to work. The amount of yardage is based on the construction document. He explained that to convert unit price for ledge removal and boulder processing into lump sum.

Comments:

- The bulk of the ledge is on the northern side and near the parking lot near Laura Lane. Not near the footprint of the building.
- Would like to look at the takeoff. How much ledge do we anticipate? Design team has looked at it. Mr. Coghlin would like to look at the estimate. The Committee should have the information because of the extensive change. The survey part still needs to happen.
- For clarification: Really looking at volume differences? Want to understand the risks? Qualitative assessment. Is it worth locking in the price? Cost per yard is fixed. This is their best guess based on the information given. There is a risk, no matter what.
- The contractor is willing to take the risk.
- Impressed with the design in the refusals. Working out the topography. Recommendation is to determine a process to manage the risk, he is happy to look at it.
- This will speed up the project. Have done it both ways. *It was brought up as an idea, when thought it was a 3% contingency. Now that it is funded, it may not need to be done. This could be a credit back to the Town. We are fine doing it either way and don't have a recommendation.*
- Contingency is still 3%, would prefer to lock in a price and move on, not enough information to vote on today.
- Mr. Bonfati clarified that they don't have a recommendation, it is an option.
- Mr. Cummings proposed tabling PCO#1.
- Mr. Jarvis did lower this amount from 11,000 to 8,000 yards of ledge based on a geotech report.
- Can get the PMC estimate and provide it to the committee, not sure how long this will be on the table.
- Mr. Coghlin: In concept, doing a lump sum is unique, it is creative and is happy to provide an opinion. He thinks it will be a credit.
- When is the decision needed? *Next meeting week 2 of September and excavation of rock will have begun.*
- Don Walter: You make your best assessment where the ledge lies, it is not a complete grid, it is about managing risk. He will release the estimate to the committee from PMC.
- Point of clarification: Mr. Coleman: At the Select Board meeting on Aug 22, Mr. Coleman and Ms. Dukeman will present an update, the Board has not voted yet on the \$1.1M. Meet with Norfolk County and seem interested in trying to help us.
- Mr. Coghlin wants to talk through who made the estimate. Assumption: Clear the site, remove the topsoil, exposing the ledge, next step would be to do a topography survey of the area, that would be used as a basis to determine the quantities. The Initial survey is important. To manage the risk, the Town should do a survey separate from Brait.
- The survey would be an additional service through Dore + Whittier.
- Do an independent surveyor and move along with the unit price.
- We don't have enough info to make a decision. We should be prepared to manage the project as it is currently designed, we should have our own surveyor. It is not a lot of money to do a survey.
- Decide to continue with the project and have an independent surveyor. Lump sum or not? Will get the estimate from PMC
- PMC has the information and probably can get the info in a week.
- If you don't choose lump sum we should have an independent surveyor.

- 3rd party surveyor is not common.
- Get the PMC estimate over to Mr. Coghlin/Meeting next week, it is only an option.

Mr. Cummings asked if any Board members were interested in the lump sum option, none were. He asked about having a meeting on 8/24? All Board members were in agreement via roll call. The Board will revisit PCO#1 on August 24, 2022 at 5pm.. Mr. Cummings stated that it is too soon to discuss PCO#2.

Action Item

Vote to approve meeting minutes of the Joint Permanent Building Committee/School Building Committee from July 12, 2022.

Action Taken:

Upon a motion made by Mr. Aries and seconded by Ms. Plotkin, the Permanent Building Committee voted in favor (6-0) via roll call vote to approve the meeting minutes from July 12, 2022 as submitted.

Upon a motion made by Mr. Aries and seconded by Mr. Cummings, the School Building Committee voted in favor (6-0) via roll call vote to approve the meeting minutes from July 12, 2022 as submitted.

Vote to approve Vendor Invoice Package for the month of July 2022.

Mr. Lin was present to present the billing for July 2022 consisting of 3 items: Compass, Dore+Whittier and Brait Builders. Payment #1-Bond for the project 875,000 and the earthwork which totaled \$926, 250.00.

Comments:

- Mr. Cummings explained that invoices are looked over before meetings and Mr. Coghlin would be representing the PBC for the Hanlon Deerfield School Project.
- Lyle recommended the bond cost should probably be closer to .6%. \$875,000 seemed high. It is pretty standard to ask for an invoice to support the bond cost. The earthwork, same issue, wants to see 2 invoices to back up the cost.

Action Taken:

Upon a motion made by Mr. Cummings and seconded by Mr. Coghlin, the Permanent Building Committee/School Building Committee voted in favor (6-0) via roll call vote to approve the payment to Compass totaling \$68, 375.00 for the period ending July 31, 2022.

Upon a motion made by Mr. Cummings and seconded by Mr. Aries, the Permanent Building Committee/School Building Committee voted in favor (6-0) via roll call vote to approve the payment to Dore + Whittier for \$118, 732.41 for the period ending July 31, 2022.

Mr. Lin will need to modify and process the paperwork. D+W agreed to the bond cost. Did D+W review the invoice, specifically the Bond? *Mr. Walter: It was done as a team, he did not recall the details.*

All invoices are totaled and the package is part of the MSBA process, and sent together. Will vote on Brait builders next week.

Point of clarification: Requesting more information before we pay this invoice.

Specifically invoice from 2 agents (2 Bonds) to support their request, 2 invoices for the back up.

Vote to approve PBC chair, emergency discretionary authorization.

Mr. Cummings stated there is a discretionary fund for each project, it is \$25,000.

Action Taken:

Upon a motion made by Ms. Plotkin and seconded by Mr. Aries, the Permanent Building Committee/School Building Committee voted in favor (6-0) via roll call vote to approve the Chair's ability to authorize emergency discretionary funds not to exceed \$25,000.

New Business

Any new business not reasonably anticipated by the Chair.

Staff?

Mr. Cummings requested the vetted process, prequal, Gary Brait was on the original org chart, when it gets qualified can you send it.

Contract needs to be accepted by the owner, The Town of Westwood.

Who is the proposed superintendent? *Mike Brait-General Superintendent, Nick Brait-General Superintendent, and an Assistant Superintendent.*

Does Nick have the experience? *Mr. Jarvis: Based on his resume, we need to review.*

We need everyone named in the contract.

Adjournment:

Upon a motion made by Ms. Plotkin and seconded by Mr. Aries, The Permanent Building Committee/School Building Committee voted in favor (5-0) via roll call vote to adjourn the meeting at 6:53pm.