

Accepted 5/10/2023

Joint Permanent Building Committee/School Building Committee Minutes
Wednesday March 8, 2023
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 March 8, 2023 Joint Permanent Building Committee/School Building Committee meeting was conducted via remote participation by the Boards.

Call to Order and Attendance

The Joint Permanent Building Committee/School Building Committee meeting was held remotely and was called to order at 5:04pm by Chair John Cummings.

Roll call was done for the PBC by Mr. Cummings and Ms. Plotkin did the roll call for the SBC.

Present on the video conference were:

John Cummings, Lyle Coghlin, Nancy Hyde & Maya Plotkin. Emily Parks, Matt Kuklantz & Tom Carey

Chin Lin & Tim Bonfatti of The Vertex Companies LLC; Rob Fitzgerald and Don Walter of Dore and Whittier.

Jessica Cole recorded the minutes.

Chair Update

Mr. Cummings was present. He stated that Buildings A & B: The siding is up and the window openings have been framed with a reinforced plastic wrap. The stairs are in place and the roof on Building A should be finished by the end of the week.

Most of building C has been sided and the rest is framed in the reinforced plastic wrap. The Gym concrete block wall is progressing and the Geothermal wells have been dug, the well loops are in the wells and they are being tested.

The school needs a new name. The School Committee “crowdsourced” and has been collecting and tallying potential names from the community for the last month. At tomorrow’s School Committee meeting there will be a vote and reveal the name of the new school.

The Names under consideration are:

- Avery Oak Elementary School
- Islington Elementary School
- Lowell Woods Elementary School
- Pine Hill Elementary School
- Pine Oak Elementary School
- Shuttleworth Woods Elementary School

Mr. Cummings announced that next month’s meeting is Wednesday April 12 at 6pm and the Committees will meet in person at the Jaillet Meeting Room inside the Police Station.

Construction Update

Mr. Lin was present and he discussed the progress since last month.

The switchgear is still being monitored. He will look at furniture next week and will start the ordering process. Roofing work is ongoing. Building A is complete. Interior, mechanical work is being done, ductwork and copper piping. Some door frames are on site.

Keeping an eye on Electrical Rough in building A.
And continue to look at the SwitchGear delivery.

Comments:

- How is the FF&E list compiled and how is the ultimate decision being made? *D&W Has been meeting with the school administration and receiving input from faculty and user groups on the furniture and equipment needs. A small group of school administration officials will review and sign off to each room. Once the budget is finalized with the complete list, it will go to the PBC for review and authorization to go out for pricing.*
- Does the PBC do final approval? *Mr. Cummings: The PBC will vote on the invoice.*

Schedule Update

Mr. Lin discussed the 3 weeks look ahead:

- Continue CMU wall at B&C buildings.
- Continue Exterior AVB taping when weather allows.
- Install staging and tenting for AVB and masonry.
- Continue roof installation.
- Continue with interior framing and MEP rough in.
- With slab on grade in B & C.
- Continue installation of mock up.
- Continue with Geothermal Well loop piping installation.

Discuss & Possibly Approve Technology Package Item

Mr. Lin stated that they are seeking approval for a Technology-Charging Cart. Steve Oulette reviewed it. This is the only technology item they are looking for approval for.

Comments:

None

Action Taken:

Ms. Hyde made a motion to authorize Michelle Miller, Procurement Manager, to issue a purchase order in the amount of \$555.00 for one Technology Charging Cart for the Hanlon School Project.

Ms. Plotkin: Second. Motion Carried.

Vote: 4-0-0

Cummings-Yes
Coghlin-Yes
Hyde-Yes
Plotkin-Yes

Budget Update

Monthly Vendor Invoice Package-February 2023

The Vertex Companies Invoice:

Action Taken:

Ms. Plotkin made a motion to approve Invoice #OPM 78-42 The Vertex Companies LLC in the amount of \$56,000.00 for the period ending February 28, 2023.

Ms. Hyde: Second. Motion Carried.

Vote: 4-0-0

Cummings-Yes

Coghlin-Yes
Hyde-Yes
Plotkin-Yes

Dore & Whittier Invoice:

Action Taken:

Ms. Plotkin made a motion to approve Invoice #40 to Dore & Whittier Architects, Inc. in the amount of \$124,730.46 for the period ending February 28, 2023.

Ms. Hyde: Second. Motion Carried.

Vote: 4-0-0

Cummings-Yes
Coghlin-Yes
Hyde-Yes
Plotkin-Yes

Brait Builders Corporation:

Board Comments:

- There was some discussion on the number of cuts made to the payment requisition. The board asked where some of these cuts were made. *Mr. Lin: Contractor and subcontractor need to submit a week before the end of the month and they over estimated.*
- Do we have an approved schedule? *Mr. Lin: No, without an approved baseline schedule they cannot have a claim against the schedule and delay.*
- The Substantial Completion date for the building is still the same: Jan 5, 2024.
- Is there a reason why we don't have a baseline schedule yet? *Mr. Lin: A long list of excuses. Hope to have it in the next week or 2.*
- Is there a scheduling consultant? *Mr. Lin: Yes, not in town which has caused a delay. Mr. Lin will forward for review when he receives it.*

Action Taken:

Ms. Plotkin made a motion to approve Invoice #APP 08 to Brait Builders Corporation in the amount of \$3,192,780.61 for the period ending February 28, 2023.

Ms. Hyde : Second. Motion Carried.

Vote: 4-0-0

Cummings-Yes
Coghlin-Yes
Hyde-Yes
Plotkin-Yes

Vote Change Order

Change Order #4

Mr. Fitzgerald went through description of Change Order #4.

Total amount of (\$96,954.75). credit.

Action Taken:

Ms. Hyde made a motion to accept Change Order #4 for the credit in the amount of \$96,954.75 for the Hanlon School Project.

Ms. Plotkin: Second. Motion Carried.

Vote: 3-1-0

Cummings-Yes
Coghlin-No
Hyde-Yes
Plotkin-Yes

Pending Change Order Log

Mr. Chin shared the color coded log, and Mr. Fitzgerald went into detail on the cost, some items will need to be submitted with a new cost.

Comments:

That Board asked how much has been paid out? *Mr. Lin: 27.2M out of 74M, 37% is the total amount of work.*

The Board asked from a Procedural standpoint, next time we see a PCO would it be attached to a change Order? *Mr. Lin: Each month we present PCO's as they are submitted to the design and OPM team for review. The ones that are deemed to be legitimate are included in a proposed draft change order, and are presented to the PBC on a monthly basis.*

Approval of Minutes of PBC/SBC meeting on February 8, 2023

Action Taken:

Upon a motion made by Ms. Hyde and seconded by Ms. Plotkin, the Permanent Building Committee voted in favor (4-0) via roll call vote to approve the meeting minutes from February 8, 2023 as amended.

Cummings-Yes
Coghlin-Yes
Hyde-Yes
Plotkin-Yes

Comments:

The Board would like to receive the results of the core sample that Brait has done.

Upon a motion made by Ms. Hyde and seconded by Mr. Cummings, the School Building Committee voted in favor (4-0) via roll call vote to approve the meeting minutes from February 8, 2023 as amended.

Cummings-Yes
Coghlin-Yes
Hyde-Yes
Plotkin-Yes

New Business: Any new business not reasonably anticipated by the Chair.

Chair Cummings would like a working group to review the Ledge PCO and provide a report back to the PBC. Look at the amount of work from Brait.

Mr. Cummings and Ms. Hyde will work on a schedule offline.

The FF&E group will come to the next meeting.

Adjournment

Upon a motion made by Ms. Hyde and seconded by Ms. Plotkin, the Permanent Building Committee/School Building Committee voted in favor (4-0) via roll call vote to adjourn the meeting at 5:57pm.

Cummings-Yes
Coghlin-Yes
Hyde-Yes
Plotkin-Yes