

Accepted-7/13/2023

Joint Permanent Building Commission/School Building Committee Minutes
Wednesday June 14, 2023
6:00 PM
Jaillet Meeting Room-Police Station
588 High Street
Westwood, MA 02090

Call to Order

The Joint Permanent Building Commission/School Building Committee was called to order at 6:00 pm by Chair John Cummings.

Roll call done by both Mr. Cummings for the PBC and Ms. Plotkin for the SBC.

Present:

John Cummings, Nancy Hyde, Maya Plotkin, Brian Bayer & William Scoble.
Emily Parks, Josh Baumer, Robert Gotti (on the phone), Stephanie McManus & Tom Carey
Chin Lin and Brian Kelley of The Vertex Companies LLC; Rob Fitzgerald of Dore and Whittier.
Jessica Cole recorded the minutes.

Chair Update

Mr. Cummings stated that the project is moving right along: the main roof is almost complete. Windows, frames, glass walls and terracotta siding are all being installed. Drywall is being hung in Building A and B, and painting has started in Building A. Power from the street is up and running the temporary service to the new school, we are waiting for the switchgear.

So that there is no disruption of electricity when the School Department takes over the operations of the new school, the Eversource account will be in the name of the School Department and they will be reimbursed for the use of electricity during construction.

We are keeping an eye on two critical pieces of equipment, the condenser for the HVAC scheduled to arrive at the end of August and the main switch gear that is scheduled to ship September 12th, which arrives approximately 2 weeks later.

The Chair reminded everyone that we are in a great position due to the great team effort of the construction team: D&W, Vertex and Brait. We also had incredible weather all winter for construction, not one real weather delay. We will have a contingency update in the presentation. As part of CO #7, we will be able to "reverse value engineer" Alternates #4, 5 &6 and we will go through other options.

The Chair and the PBC wanted to thank Emily Parks and Maya Plotkin, who both worked tirelessly during the research, development and the design part of the project, their great efforts to get the information out to the public and rallied to get the vote passed.

Mr. Fitzgerald added that for the last 30 years, Ms. Parks is one of the top people he has worked with when it comes to leadership, diplomacy and speaks well to the community.

Construction Update

Mr. Lin was present, he stated that the geothermal wells are at 50% and the circuit piping is complete. The exterior walls, brick and stone installation is 75% completed and the Terracotta installation has started.

All roof work is done. Area A classrooms are getting painted. The transformer is energized and backfill has started on the South Geothermal field. Furniture is being finalized and the order will be submitted for approval in July.

The switch gear is scheduled to ship in September 2023. The chiller will be delivered in August 2023. The RTUs are expected in June or July 2023. Installation of window and curtain wall is ongoing.

Comments:

- The Board asked about the accent walls. Are they painted for color approval or are they starting to paint? *Mr. Fitzgerald: The painter should provide 5 feet by 5 feet panels of each accent color and then they will get a panel approved with the paint color.*

Schedule Update

Mr. Lin stated that the project is on schedule.

Mr. Lin discussed the 3 weeks look ahead:

- Continue AVB brick and stone installation.
- Continue installation of insulation for terracotta.
- Continue RTU curbs.
- Continued gypsum wallboard installation at classroom wings.
- Continue installation of mockup and in place mockup.
- Continue with Geothermal Well circuit piping in North Field.
- Continue curtain/window installation.
- Continue window frame and curtain wall installation.

Comments:

- The Board asked about the quality and consistency of the tile/terracotta? *Mr. Fitzgerald: What they have seen so far they are happy with it. It is all mapped out like a paint by number. 3 colors and specific order of being mixed. Good quality.*
- The Board asked if it is intended that the mock up is not done? *Mr. Fitzgerald: Yes, to review each one of the materials, and confirm that it is all done correctly.*

Budget Update

Mr. Lin stated that we are in good shape.

The Town has signed an MSBA Project Funding Agreement Amendment, which updates the MSBA budget.

Mr. Lin went through the MSBA spreadsheet and stated that MSBA did an accounting cleanup.

MSBA moved the \$2M from the School Committee Abatement money into the project.

The restricted ARPA funds will not be part of the MSBA Project Funding Agreement Amendment, as such we will add another contingency line to the project and call that section of contingency "Outside of MSBA PFAA". Going forward we may fund anything outside Brait's contract out of that contingency.

The \$1.1Million of restricted ARPA funding will be applied to the project for part of the HVAC system. The money relieved from that portion of the project will show the "Outside of MSBA PFAA".

Update on MSBA reimbursement: We have made 36 requests and have received \$11Million back. Out of the \$18Million we have received \$11Million.

Review and Vote for Technology Package

This package is All State contracted and Steve Oulette has approved the technology package.

- Anywhere 36 Bay Secure Cycle Charging cart.
- Touch view panels and PC package.
- Conference webcam package.
- iPad carts
- iPad covers.

Total Technology Package: \$68,838.50

This package is All-State contracted and Steve Oulette has approved the technology package.

Comments:

A Board member asked about 4 items (network switch upgrade) that were taken out and would like them to be put back in, can we get a reimbursement from the project? *Mr. Lin: One has already been paid, probably not an easy way to get the reimbursement.*

Action Taken:

Ms. Plotkin made a motion to approve the payment of the Technology Package in the amount of \$68,838.50 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Plotkin-Yes
Scoble-Yes

Monthly Vendor Invoice Package - May 2023

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-45 The Vertex Companies LLC in the amount of \$87,766.23 for the period ending May 31, 2023.

Ms. Plotkin: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Plotkin-Yes
Scoble-Yes

Dore & Whittier Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #43 to Dore & Whittier Architects, Inc. in the amount of \$158,410.50 for the period ending May 31, 2023.

Ms. Plotkin: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Plotkin-Yes
Scoble-Yes

Home Depot Pro:

This item will come out of "Outside of MSBA PFAA" contingency fund. Separate toilet accessory items were purchased to gauge actual heights and depths of the items that will be used for the project.

Action Taken:

Ms. Hyde made a motion to approve the payment of Invoice #746242106 to Home Depot Pro in the amount of \$838.09 for the period for furnishings for the Hanlon School Project.

Ms. Plotkin: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Plotkin-Yes
Scoble-Yes

Brait Builders Corporation:

Action Taken:

Ms. Hyde made a motion to approve Invoice #APP 11 to Brait Builders Corporation in the amount of \$5,838,583.21 for the period ending May 31, 2023.

Ms. Plotkin: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Plotkin-Yes
Scoble-Yes

Comments:

The Board asked if Brait is asking about reduced retainage for items that have been done? *Mr. Lin: No. Will you tell us when Brait makes that request? Mr. Lin: Yes. We are holding 5%.*

Town of Westwood

This item will come out of the "Outside of the MSBA PFAA" Contingency Fund. It covers the extra inspections, procurement and accounting hours. The Building Inspector is at the site multiple times a week.

Action Taken:

Ms. Hyde made a motion to approve Invoice #d 6-1-23 to The Town of Westwood in the amount of \$22,343.00 for the bill dated June 1, 2023.

Ms. Plotkin: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Plotkin-Yes
Scoble-Yes

Comments:

- The Board asked if there are any electrical Change Orders due to inspection? *Mr. Fitzgerald: No, most are minor items.*
- The Chair noted that they are pursuing \$103,000 from the HVAC subcontractor from the trade fee that was in the contract. We were supposed to receive a trade fee from the electrical subcontractor and the plumbing subcontractor but did not.

- Mr. Gotti asked if we missed out on fees? *Mr. Fitzgerald: The trade subcontractors each have to pay their own trade permit fees per the contract. The plumber and the electrician went directly to the Town to ask about the permit fees. The Town said there are no permit fees for Town projects. The electrical and plumbing subcontractors have an email from the town stating that they do not need to pay permit fees. The trade fee was part of the contract and not part of the permit pulled by Brait Builders. At the end of December, the Town received a check from the HVAC subcontractor for their trade fee, it is also in their schedule. The Town sent back the check, asking instead to provide a credit for the trade permit fees to Brait so that it could be credited to the project. That is what we are still looking into. Each Town has a different way of dealing with fees for permitting.*

HIQ Computers:

This item will come out of the "Outside of the MSBA PFAA" Contingency Fund.

\$80,115.00 (4/17/2023) was originally taken out of the project; the switches for the new building have been paid out of the District Budget.

This item requires a vote.

The switches for the new building have already been purchased.

Action Taken:

Ms. Hyde made a motion to approve Invoice #136257 to HIQ Computers in the amount of \$80,115.00 for computer equipment for the Hanlon School Project.

Ms. Plotkin: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes

Bayer-Yes

Hyde-Yes

Plotkin-Yes

Scoble-Yes

Review and Vote on Change Order #7:

Mr. Fitzgerald went through the 18 items in change order #7.

Total of 18 items totaling Amount \$565,216.88.

Change Order #7:

- Scope of Work associated with Alt., 4,5,6: Fencing and Netting (Alt #4 scope) Site Furnishings-near building (Alt#5 scope) Site Furnishings-at fields (Alt 6)
- Change engineered wood chips to cushioned surfacing at swing sets
- Skinned Infield
- Elect Rev to Coord with PR-19
- Irrigation Pipe Sizes (within building)
- Changes to Casework
- Door 121 Frame and hardware change- electric hinge/raceway
- Expansion Joint Bent Plate
- Equipment Metering to meet Path 1 Eversource
- Blank Infill Radiant Panels in Gym
- Canopy STEAM Porch Roof - Ballast
- Wall Registers/Grilles at Wing Walls
- Epoxy Floor Color Change
- Reconciliation of PCO 70 and 72 – Electrical Claim
- Duplex Outlets – at two UC Refrigerators
- Half Wall Supports at Nurse

- Negative Corner Trim at Sloped Walls
- Changes to light switch locations after rough-in

Comments:

- The Board asked about the status of the shop drawing review? *Mr. Fitzgerald: There are some shop drawing submittals remaining to be submitted and reviewed, however the majority have been submitted and processed.*
- The Board asked if anything could be big or outstanding? *Mr. Fitzgerald: There does not appear to be anything significant that would impact the construction or the schedule at this time. Vertex and Dore & Whittier review the status with Brait on a weekly basis.*
- Any electrical Change Orders due to inspection? *Mr. Fitzgerald: No, most are minor items.*

Action Taken:

Ms. Hyde made a motion to accept Change Order #7 in the amount of \$565,216.88 for the Hanlon School Project.

Ms. Plotkin: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Plotkin-Yes
Scoble-Yes

Review Proposed Change Order(PCO) Log

Mr. Fitzgerald went through the PCO Log numbers 96-108.

STEAM Porch Wall:

Originally the STEAM porch wall was to be stone veneer, during value engineering it was changed to sandblasted concrete. Dore & Whittier was not happy with the outcome. Brait did not follow the specification in the contract documents and proceeded at risk. Brait has offered a credit to apply to a stone STEAM wall. The estimated value is \$47,000.00 and Brait has offered a \$10,000.00 credit. This would cost the project \$37,000. Mr. Lin is asking for an authorization.

The Committee was not happy that the concrete wall was not done the way it was supposed to be done. The PBC deliberated on a number of options:

Option A: The decision is that the PBC will agree to pay for the materials and Brait can pay for the labor.

Option B: Have the wall removed and redone to specifications.

The Committee authorized the Chair to decide on the options.

1. The Town will pay for the stone and Brait will pay for the labor
2. Rip out the porch and install it the right way.

The PBC is willing to work with Brait and authorized the chair to do so; the PBC wants the stone wall.

Action Taken:

Ms. Hyde made a motion that the PBC has authorized D&W to propose to Brait that the owner will pay the cost of materials and the contractor will pay for labor for the installation of a stone wall finish.

Ms. Plotkin: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Plotkin-Yes
Scoble-Yes

Ms. Hyde made a motion that the Permanent Building Commission authorizes the Char, John Cummings, to further negotiate up to an additional \$10,000.00 if necessary.

Mr Bayer: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes
Scoble-Yes
Plotkin-Yes

Current Contingency:

Everything now aligns with the MSBA amendment. Mr. Lin went through the Potential PCO's which total about \$2.7Million. This will leave the project with about \$1.25M for unforeseen conditions. Mr. Lin also discussed the Inflation Reduction Act which allows municipalities to apply for a cash payment for renewables including the PV, HVAC and geothermal systems. It could possibly be a 30% refund. The regulation is not complete. Any money received will go to the Town.

Solar Panel Discussion:

How could this be funded? Not sure when the Town would get the Inflation Reduction Act money. The cost for the EPC (Engineered Procurement and Construction) is approximately \$1.5 Million. The Town should receive a 30% refund, so the total cost would be \$1.1 Million. As of now, the cost to the project would be approximately \$1.5 million.

Add Ameresco to the agenda with Vertex and Dore & Whittier.

Vertex will find out the answers.

How much is the PPA vs the EPC?

How much further to get us to the goal of 100% renewable?

What is required to do so?

Time frame to buy out the PPA?

Mr. Lin will update with Ms. McManus and Ms. Jn-baptiste and Mr. Philbin and look at different scenarios.

The deadline to sign an EPC is September 1.

Approval of Minutes of PBC/SBC meeting on May 10, 2023

Action Taken:

Upon a motion made by Ms. Hyde and seconded by Ms. Plotkin, the Permanent Building Commission voted in favor (5-0) to approve the meeting minutes from May 10, 2023 as amended.

Cummings-Yes
Bayer-Yes
Hyde-Yes
Scoble-Yes
Plotkin-Yes

Upon a motion made by Mr. Cummings and seconded by Ms. Hyde, the School Building Committee voted in favor (5-0) to approve the meeting minutes from May 10, 2023 as amended.

Cummings-Yes
Bayer-Yes
Hyde-Yes
Scoble-Yes
Plotkin-Yes

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

- The Board wanted to know about the status of communication to the Town with an update of the project? *Ms. Parks and Ms. Plotkin will draft something for the Town.*
- The July meeting will be on Thursday, July 13th at 8:30am via Zoom.
- Ms. Cole will reach out to the PBC/SBC about dates and times for the August meeting.

Adjournment

Upon a motion made by Ms. Hyde and seconded by Mr. Scoble, the Permanent Building Commission/School Building Committee voted in favor (5-0) to adjourn the meeting at 8:25pm

Cummings-Yes
Bayer-Yes
Hyde-Yes
Scoble-Yes
Plotkin-Yes