

Minutes Accepted 8/16/2023

Joint Permanent Building Commission/School Building Committee Minutes
Thursday July 13, 2023
8:30 AM
Via Remote Participation
Westwood, MA 02090

Call to Order

The Joint Permanent Building Commission/School Building Committee was called to order at approximately 8:30 am by Chair John Cummings.

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

Present:

John Cummings, Ken Aries, Nancy Hyde, Maya Plotkin & William Scoble.

Allison Borchers, Josh Baumer, Robert Gotti, Stephanie McManus, Tom Carey, Chris Coleman, Matt Kuklantz & Michelle Miller.

Chin Lin and Brian Kelley of The Vertex Companies LLC; Rob Fitzgerald, Donald Walter & Michelle Meier of Dore and Whittier.

Jessica Cole recorded the minutes.

Chair Update

Mr. Cummings announced that Lyle Coghlin had resigned and thanked him for his time and dedication on the Permanent Building Commission along with Emily Parks for her help as an Ex-Officio for the project.

Mr. Cummings gave a brief update on the STEAM wall, the Town will pay for the materials and Brait Builders will pay for the labor, not to exceed \$25,000.

Mr Cummings will try to plan an inspection before the August 16, 2023 meeting.

Construction Update

Mr. Lin stated that the backfill of the south field is completed and is working on the water line installation to Gay Street. Eight circuits out of ten are completed for the Geothermal wells and the vault has been installed. The brick and stone installation of the exterior walls is basically done, except for the mechanical room area. Interior light fixtures are being installed in Building A. There is a 3 week delay (August 2023) on the chiller, but Brait said it will not impact the Certificate of Occupancy date. Corner Terracotta tiles will be here soon, we have 20%, the field tiles are on site. Switchgear: ABB confirmed that the switch gear is on schedule for September 2023 ship date. Mr. Chin shared a lot of photos showing progress.

Schedule Update

Three weeks look ahead:

- Complete brick and stone installation
- Continue installation of Terracotta tiles
- Expects RTU delivery and installation
- Continue gypsum wall board installation at all wings
- Continue installation of mockup and in place mockup. Expecting millwork in mock up classroom
- Completing Geothermal Well circuit piping in North Field
- Continue curtainwall/window installation
- Start wall tile installation

Budget Update

Contingency detail: \$706,000 represents the change orders as of this meeting.

MSBA payments are ahead of the construction schedule, and MSBA has paused payments until everything has caught up. Westwood has received \$11Million. That is approximately 60% of the payment schedule.

Comments:

MSBA payments percentage got ahead of the construction completed percentage and will hold off until construction catches up to MSBA payments. Next payment will not be processed until August or September at the latest.

Monthly Vendor Invoice Package- June 2023

Mr. Lin went through the breakdown of the invoices.

After this MSBA should resume the payments again.

The Vertex Companies Invoice:

Action Taken:

Ms. Plotkin made a motion to approve Invoice #OPM 78-46 to The Vertex Companies, LLC in the amount of \$101,788.51 for the period ending 6/30/2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes

Aries-Yes

Hyde-Yes

Plotkin-Yes

Scoble-Yes

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Plotkin made a motion to approve Invoice #44 to Dore & Whittier Architects, Inc. in the amount of \$172,878.01 for the period ending June 30, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes

Aries-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

ProAV Invoice:

This is a partial payment and was approved in December 2022.

Action Taken:

Ms. Plotkin made a motion to approve Invoice #42742 to Pro AV Systems Inc. dated June 15, 2023 in the amount of \$190,761.00 for computer equipment for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes

Aries-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

Brait Builders Corporation Invoice:

Action Taken:

Ms. Plotkin made a motion to approve Invoice #APP 12 to Brait Builders Corporation in the amount of

\$4,916,406.21 for the period ending June 30, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes

Aries-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

Review and Vote on Technology Package

Current request is \$198,436.93

These items are required to get the building going.

Mr. Lin gave a brief summary of to date requests of \$411,853.57

Comments:

- The Board asked if any of the items are above and beyond what they currently have? Are there any supplements? *Mr. Lin: to the best of his knowledge, No. Mr. Fitzgerald: Has worked closely with Steve Oulette and has identified any gaps, there is a process of looking at current inventory and needs.*
- The Board would like that re-verified so that there is not a surplus. *Ms. Plotkin: There have been several meetings on the inventory and can circle back with Mr. Oulette. It has been thoroughly vetted.*
- This item will come out of the Technology budget and will authorize Ms. Miller to work with Mr. Oulette.

Action Taken:

Ms. Plotkin made a motion to approve the Technology Package and authorize the procurement team to issue Purchase Orders from the Technology Budget in the amount of \$198,436.93 for the Hanlon School Project.

Mr. Aries: Seconded. Motion Carried.

Discussion:

No money out of the budget, will vote on the invoice later.

Cummings-Yes

Aries-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

Review and Vote on Furniture Budget

Mr. Fitzgerald stated that Dore & Whittier has been working closely with the school district And is only asking the Permanent Building Commission for authorization of the furniture.

There are 3 vendors:

- Red Thread (Majority of Furniture): \$ 944,530.00
- Creative Office Resources (VS Tables) : \$ 14,826.00
- Wenger (Music Chairs): \$ 17,365.00
- Total: \$ 976,721.40

When the invoices are received the invoices will come back to the PBC and will be voted on.

Mr. Cummings sat in on a lot of the meetings and recommended the authorization.

Installation is included.

Action Taken:

Ms. Plotkin made a motion to approve the Furniture Budget request authorization of the procurement piece of in the amount of \$976,721.40 for the Hanlon School Project.

Mr. Aries: Seconded. Motion Carried.

Cummings-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes
Plotkin-Yes

Review Equipment Package

Mr. Lin will give an update in August or September.

Review and Vote Change Order #8

Mr. Fitzgerald went through the 10 items.

Action Taken:

Ms. Plotkin made a motion to approve Change Order #8 in the amount of \$107,656.10 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes
Plotkin-Yes

Review Proposed Change Order (PCO) Log

The majority of the items have been voided or approved.

Not too many need to be addressed.

Mr. Fitzgerald went through in detail the PCO log #113-125.

Comments:

- Mr. Cummings wanted to clarify that the switchgear is still unscheduled.

Mr. Lin shared the current Contingency Update and a Budget Update.

Total available contingency is \$2.4 Million.

He went through an Updated "Wishlist"

That includes irrigation, Gay Street paving, Foundation slab, pitching mound, concrete walkway.

Ameresco

Mr. Cummings at this time is not recommending it.

We would need to authorize it by September, it is too early to approve it.

Approval of Minutes of PBC/SBC meeting on June 14, 2023

Action Taken:

Upon a motion made by Mr. Scoble and seconded by Ms. Plotkin, the Permanent Building Commission voted in favor (4-0-1) to approve the meeting minutes from June 14, 2023 as presented.

Cummings-Yes
Aries-Abstain
Hyde-Yes
Scoble-Yes
Plotkin-Yes

Upon a motion made by Mr. Cummings and seconded by Ms. Plotkin, the School Building Committee voted in favor (4-0-1) to approve the meeting minutes from June 14, 2023 as presented.

Cummings-Yes
Aries-Abstain
Hyde-Yes
Plotkin-Yes
Scoble-Yes

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

Next meeting Aug 16, 2023 remotely at 6pm

Adjournment

Upon a motion made by Mr. Scoble and seconded by Ms. Plotkin, the Permanent Building Commission/School Building Committee voted in favor (5-0) to adjourn the meeting at 9:35am

Cummings-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes
Plotkin-Yes