

Accepted 10/18/2023

Joint Permanent Building Commission/School Building Committee Minutes
Wednesday September 13, 2023
6:00 pm
Via Remote Participation
Westwood, MA 02090

Call to Order

The Joint Permanent Building Commission/School Building Committee was called to order at approximately 6:02 pm 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, Brian Bayer, Nancy Hyde, Maya Plotkin and William Scoble.
Josh Baumer, Stephanie McManus, Tom Carey, Tim Piwowar, Lemma Jn-Baptiste, Chris Coleman & Michelle Miller.

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

Jessica Cole recorded the minutes.

Chair Update

Mr. Cummings was present and reported that the switch gear is on site and in place and the final distribution panel arrived today. Permanent power is planned for the first week of October. The exterior of the building is nearing completion, almost all of the windows are in, and the main entrance should be completed by the end of the week. The blacktop for the school is being prepped and graded and will start next week.

Mr. Cummings and the PBC/SBC will have an inspection on Wednesday September 20, 2023 at 3pm. Upcoming meetings: October 18, 2023 @ 6pm & November 15, 2023 @ 6pm.

Ameresco-Discuss & Vote on EPC Contract:

At the August 28, 2023 Select Board meeting the Chair asked the Select Board to approve the request to the Norfolk Commission for the remaining restricted ARPA funds. The restricted funds have to be allocated by December 2024 and spent by December 2025 and the Town has no other projects in the pipeline that could utilize the funds.

The Select Board voted in favor, and \$1,027,249 from the restricted ARPA funds will go towards the HVAC system for this project.

The Chair recommended that the Permanent Building Commission vote in favor of buying the solar system from Ameresco. It will be an Engineering Procurement & Construction (EPC) contract instead of the Power Purchase Agreement (PPA).

By purchasing the solar array, that was value engineered out of the project early in the design phase,

it will save the Town approximately \$3.3 million dollars. The school will get the electricity generated from day one it is in service. The solar system will generate about 70% of the school load and the Town will get the renewable energy credits on day one vs 20 years from now.

The HVAC System is a \$12 million dollar system and approximately \$7 million has been approved by the Norfolk Commissioners that qualify for the restricted ARPA funds

With the PPA, Ameresco would own the solar system and we would have to purchase the electricity from them. With the EPC the Town would own the solar system. Ameresco will take care of the operation and maintenance (O&M) of the system for twenty years, perhaps longer.

Tom Philbin, Westwood Energy Manager was present, and stated that we are lucky that everything is falling into place and he highly recommends this.

Comments:

- How does maintenance work? *There will be a contract with Ameresco for the O&M.*
- When we own the system is there a guaranteed response time frame if it is down and not generating electricity? With the EPC contract will we get the same response? *Mr. Philbin: Ameresco has been very responsive in the past. It was a PPA, but we anticipate the same coordination with Ameresco for the EPC.*
- Have we determined the O&M agreement? *Mr. Philbin: We can ask. There should be something in the contract. It is a good point to raise.*
- What if the roof needs to be replaced? *Mr. Philbin: They will fix the panels, but will look into who pays for the cost if the panels need to be removed for roof repair or replacement.*
- Curious of a safety review. *Mr. Philbin: The Fire Department will do this.*
- Life expectancy of the roof? *25 years.*

Action Taken:

Ms. Plotkin made a motion to authorize the Chair, on behalf of the PBC, to enter into the EPC contract with Ameresco, upon agreement of the written contract by Town Counsel Pat Ahearn, Procurement Officer Michelle Miller, and Westwood Energy Manager Tom Philbin, for up to \$1.5 million dollars.

Ms. Hyde Seconded. Motion Carried.

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

Construction Update

Mr. Lin was present to discuss the Construction Activities:

- Site – Completed water and sewer connection to Gay Street. Rough grading and prep for paving binder
- Geothermal Wells – Working on deionized water testing of the system, almost done.
- Exterior Walls – Installation of terracotta and metal panel walls almost done.
- Roof – RTU units are all in. Working on roof edge and other details
- Interior – Casework in A is mostly done. Installing pocket doors and sliding doors. Some toilets are completed except the ceiling.
- F F & E – District reviewing equipment list.

Progress since the last meeting:

- Switchgear: Has arrived and is in place.
- Chiller: Expected early Oct.

- Terracotta Tiles: All tiles are on site.
- RTU's: All installed
- Generator: Expecting late Oct. delivery date

Schedule Update

Mr. Lin discussed the three weeks look ahead:

- Continue installation of Terracotta tiles.
- Complete gypsum wall board installation at all wings
- Continue installation of casework in B building
- Complete rough grading and entry plaza installation
- Continue curtain wall/window installation
- Wall tile & ceiling grid installation continues
- Complete switchgear installation
- Complete piping for pumps

Mr. Lin also discussed:

- Exterior enclosure is not moving as fast as originally anticipated but not impacting occupancy schedule
- Switchgear arrived early. Modification to schedule is in process.
- Currently working towards getting switchgear on line by October 2nd.
- HVAC start -p will start in October with permanent power
- Casework and interior work could move faster. Working with Brait to move this forward so the finished floor installation can start.
- Plan to push for Brait to get as much done as possible in September and October.

Board Comments:

- The Board asked about the elevator inspection, is it challenging to get it done? *Mr. Lin: Elevator is in and waiting for electricity to be turned on. We have plenty of time to have it inspected.*

Budget Update

Mr. Lin gave an update on the budget. More services are coming from the design team and the Construction. There will be utilities and equipment too.

Mr. Lin then discussed where we stand on the project contingency.

He is working on trying to reduce the cost of the turf field.

Comments:

- The Board asked when we would vote on the turf field? *Mr. Lin: In December, waiting for the majority of the building to be done.*

Mr. Lin discussed the reimbursement from MSBA, they are still behind and we should be receiving something this month, with 75% of construction complete. Mr. Lin has been keeping Ms. McManus up to date.

Monthly Vendor Invoice Package- July 2023

Mr. Lin went through the breakdown of the invoices.

Comments:

- The Board asked if the Comcast cost was as expected? *Mr. Lin: Donna McClellan, Information Technology Director, said it was less than she expected.*

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-48 to The Vertex Companies, LLC in the amount of \$81,391.85 for the period ending August 31, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #46 to Dore & Whittier Architects, Inc. in the amount of \$126,410.16 for the period ending August 31, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes

CDW Government, Inc Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #HR60566 dated March 30, 2023 to CDW Government, Inc. in the amount of \$555.00 for computer equipment for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes

Comcast:

Action Taken:

Ms. Hyde made a motion to approve Invoice #d9-7-23 dated September 7, 2023 to Comcast in the amount of \$19,781.83 for the INET Relocation for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes

Printer Pro Solutions, Inc:

Action Taken:

Ms. Hyde made a motion to approve Invoice #AR78305 dated June 30, 2023 to Printer Pro Solutions, Inc in the amount of \$25,280.40 for Computer Equipment for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes

Brait Builders Corporation Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #APP 14 to Brait Builders Corporation in the amount of \$3,747,373.80 for the period ending August 31, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes

Review and Vote Change Order #10

Mr. Fitzgerald went through the 4 items totaling \$36,472.67.

Comments:

- The Board asked what we voted on for the shipping? *Mr. Cummings: We are paying for 50% of the switch gear expedited shipping, of it, the original cost was \$15,000. Brait agreed to pay for half and we are paying the other half. The final cost was a little less. The PBC gave the Chair approval to approve the amount.*

Action Taken:

Ms. Hyde made a motion to approve Change Order #10 in the amount of \$36,472.67 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes

Review Proposed Change Order (PCO) Log

Mr. Fitzgerald went through the PCO log of new additions.

Technology, Furniture & Equipment Update

None.

Review and Approve Mover Proposal

Mr. Lin discussed the Scope:

Move the content of the two existing schools, Deerfield and Hanlon into the new building over the February break over three days including all necessary equipment, trucking, labor, packing for common spaces and libraries & specialties. It does not include furniture moving in this proposal.

Mr. Lin requested a vote to authorize the amount of \$47,710.00 for purchasing to initiate the Purchase Order & Contract for mover.

Wakefield Moving & Storage was the lowest bid of 2 that the Town received.

Comments:

- Are you seeing an increase of cost due to COVID? *Mr. Kelley: No, this is an accurate quote.*
- What is the expectation for the School District to be ready? *Mr. Lin: The teachers will pack up their classrooms and the mover will pack 25% of the classroom. Mr. Cummings: Teachers will receive the crates at the end of January.*
- Is Vertex helping the schools organize this? *Mr. Lin: Yes, and they will have the crates for 3 weeks.*
- Is there a cost to the schools to have the teacher's pack? *Ms. Jn-Baptiste: Teachers will receive stipends for their time.*

Action Taken:

Ms. Hyde made a motion to approve the mover, Wakefield Moving & Storage and authorize the procurement team to issue a purchase order in the amount of \$47,710.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes

Approval of Minutes of PBC/SBC meeting on August 16, 2023

Action Taken:

Upon a motion made by Ms. Hyde and seconded by Mr. Aries, the Permanent Building Commission voted in favor (4-0-1) to approve the meeting minutes from August 16, 2023 as amended.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Abstain

Upon a motion made by Mr. **Cummings and** seconded by Mr. Aries, the School Building Committee voted in favor (4-0-1) to approve the meeting minutes from August 16, 2023 as amended.

Cummings-Yes

Received October 19, 2023@8:30AM
Westwood Town Clerk

Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Abstain

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

The Permanent Building Commission wants to be sure that the school personnel have what they need for the move. It seems like a huge endeavor. Mr. Baumer has been speaking to the staff, and the movers will move the library.

Mr. Piwowar is making sure there is a level of coordination. The key is having a good system. Color coded system. Start purging now. He feels comfortable and they will stay on top of it.

Mr. Lin stated that Vertex will supply staffing and will supply extra dumpsters as needed and will meet with Mr. Piwowar and Mr. Baumer to make sure all the pieces are in place.

Adjournment

Upon a motion made by Ms. Hyde and seconded by Mr. Aries, the Permanent Building Commission/School Building Committee voted in favor (5-0) to adjourn the meeting at 7:17pm.

Cummings-Yes
Bayer-Yes
Aries-Yes
Hyde-Yes
Scoble-Yes