

Accepted 11/15/2023

Joint Permanent Building Commission/School Building Committee Minutes
Wednesday October 18, 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 6:00 pm by Chair John Cummings.

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

Present

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

Josh Baumer, Stephanie McManus, Tim Piwowar, Lemma Jn-Baptiste & Rob Gotti.

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

Jessica Cole recorded the minutes.

Chair Update

Chair Cummings was present with his update. He stated that the school looks great and the Terracotta is finishing up. The topsoil/loam is all in place along the southside and the back of the school. The playground is being formed along with plantings and concrete walkways. Briat is working full days, 6-days a week. The attention to detail has been impressive by Vertex, Dore & Whittier and Brait.

The HVAC ductwork in the gym should be finished before the gym equipment is installed at the end of October, and the gym flooring should begin in mid-November.

The Chiller should be on its way, and its installation will start next week.

The EPC with Ameresco has been signed. The Chair expressed his appreciation to Michelle Miller, Pat Ahearn and Tom Philbin for their outstanding work on the contract.

The project may be receiving additional money from the MSBC, the state allocated \$100 million to School Building Projects and Westwood is one of the named projects. If the state transfers the money to MSBA and the MSBA board of directors accept the recommendation from their staff then money will be allocated with the MSBA's formula.

Construction Update

Mr. Lin was present to discuss the Construction Activities:

Generally speaking all is moving along.

Chiller and the Generator will be on the truck next week.

Mr. Lin shared a lot of photos including the main electrical room.

Connected from the building to the street.

Temporary lights are being taken down.

- Site – Installed sidewalk from Gay Street. Backfill to finish grade and install loom. Prep for playground foundation.
- Geothermal Wells – Completed deionized water testing
- Exterior Walls – Installation of terracotta and metal panel walls

- Roof – Installing metal edge and other details
- Interior – A wing on the first floor is ready for ceiling installation. Casework, wood doors, and painting continue in all wings. Flooring prep started.
- Technology – PO is basically completed. Monitoring delivery schedule
- F F & E – Furniture delivery is on schedule. Equipment list finalized.

Long Lead Items:

- Chiller: Expected ship date 10/16/23
- Generator: Expecting 10/30/23 arrival
- Replacement Skylights scheduled to ship on 10/19/23

3 Weeks Look Ahead:

- Grading parking lots and north entry drive for installation of binder and curbs
- Installation of porous pavement in parking lots
- Complete installation exterior doors
- Continue installation of casework, finish woodwork, ceiling and painting in all wings
- Start up of HVAC system and flush out
- Commence installation of finish floor

Schedule Update

- Exterior enclosure is not moving as fast as originally anticipated but not impacting occupancy schedule
- Permanent Power is on for HVAC & elevator start up
- HVAC insulation is behind and holding progress with other trades. Additional manpower and Saturday work started on 10/14/23.
- HVAC start up is a couple of weeks behind original schedule. Brait is working to catch up on this.
- Flooring: Materials are on site and installation will start soon.

Budget Update

Mr. Lin gave an update on the budget.

Additional restricted ARPA funding changes the contingency dollars. The project may be receiving additional money from the MSBA. If the MSBA Board of Directors accept the recommendation from their staff, then money will be allocated with the MSBA's formula. The estimated amount is between \$1-2 million dollars.

MSBA Reimbursement:

\$905,400 was received in September.
MSBA will stop reimbursing when it reaches 95% of the estimated amount.

Board Comments:

- The Board asked about the possibility of additional money, procedurally, what happens, will the Town's share be reduced? *Mr. Lin: The Town will pay less, and it will be at the discretion of the PBC. Cash flow wise, not sure if MSBA will do a one time backfill, not sure how the money will be transferred. We will have to wait and see.*
- The Board asked if it has ever been done before? *Mr. Lin: Not to his knowledge.*

Monthly Vendor Invoice Package-September 2023

Mr. Lin went through the breakdown of the invoices. We are 80% done with construction.

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-49 to The Vertex Companies, LLC in the amount of \$59,135.00 for the period ending September 30, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

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

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #47 to Dore & Whittier Architects, Inc. in the amount of \$124,471.25 for the period ending September 30, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

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

Orlando's Garage Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #6472, dated August 23, 2023 to Orlando's Garage in the amount of \$48,625.00 for a tractor for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

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

Apple:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MA13888872, dated August 17, 2023 to Apple in the amount of \$1,798.00 for computer equipment for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

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

Apple:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MA15052383, dated August 25, 2023 to Apple in the amount of \$30,765.00 for computer equipment for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

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

Apple:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MA15396032, dated August 25, 2023 to Apple in the amount of \$17,580.00 for computer equipment for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

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

Pro AV Systems Inc:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MA13888872, dated September 14, 2023 to Pro AV Systems Inc in the amount of \$32,871.00 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. Hyde made a motion to approve Invoice #APP 15 to Brait Builders Corporation in the amount of \$3,990,715.42 for the period ending September 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 Change Order

Change Order #11

Mr. Fitzgerald was present to discuss the 8 items in the Change Order.

Board Comments:

The Board asked if the mullions are inside the glass? *Mr. Fitzgerald: They on the inside and the outside.*

Action Taken:

Ms. Hyde made a motion to approve Change Order #11 in the amount of \$79,564.93 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

Mr. Fitzgerald went through 135-147 in detail in the PCO Log.

Board Comments:

- EV Charging station, will one be accessible? *Mr. Fitzgerald: Yes.*
- Are we receiving help from Eversource? *Mr. Fitzgerald: Yes, there will be incentives.*

FFE & Technology Update

Review & Approve the Equipment for the new building.

Mr. Lin stated that the equipment request is \$187,974.05 and the list was compiled and reviewed by the Westwood Public Schools District staff.

This is the quoted price, the actual price.

Requesting a full vote for the package that Ms. Miller will order.

Action Taken:

Ms. Hyde made a motion to approve the Equipment Request and authorize the procurement team to issue purchase orders in the amount of \$187,974.05 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Cummings-Yes

Aries-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

Board Comments:

- The Board asked why the OT/PT was not budgeted? Was anything else compromised? *Mr. Lin and Mr. Fitzgerald did not know. Mr. Baumer: The original OT/PT budget was originally part of the School District budget that is why it was not originally included.*
- The Board asked Mr. Baumer if he was comfortable with this list? *Mr. Baumer: Yes, it is a comprehensive list.*
- The Board asked if they will see the Purchase Order? *Mr. Lin: There will be many Purchase Orders.*

Review & Approve Mover for WABA program.

Mr. Lin had a request. WABA (Westwood Applied Behavior Analysis) is not in the current school. Will not move into the new building until June 2023 and a second mover is needed. WABA will be moved from the Downey School to the new building. This will take place in June 2024.

Action Taken:

Ms. Hyde made a motion to approve the quote from Wakefield Moving & Storage and authorize the procurement team to issue a purchase order in the amount of \$4,900.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

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

Approval of Minutes of PBC/SBC meeting on September 13, 2023.

Upon a motion made by Mr. Scoble and seconded by Mr. Aries, the Permanent Building Commission voted in favor (4-0-1) to approve the meeting minutes from September 13, 2023 as presented.

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

Upon a motion made by Mr. Scoble and seconded by Mr. Aries, the School Building Committee voted in favor (4-0-1) to approve the meeting minutes from September 13, 2023 as presented.

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

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

Foundation for the shed to store the tractor and equipment, it will cost about \$76,000. The Chair proposed that the shed be moved to a different location. Suggest authorize the Chair not to exceed a certain amount. Brait needs to figure out the location soon.

It will not interfere with the playground.

Mr. Fitzgerald stated that many things are impacting the cost. Is it possible to do the foundation next summer?

It would be helpful to know from Brait when the foundation will be added.

The Chair and Ms. Plotkin will be part of the team that decides the location, and will be part of a subcommittee.

Will revisit this at the next meeting, Wednesday November 15 at 6pm in the Jaillet Meeting Room.

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 7:20pm.

Received November 27, 2023@1:37PM
Westwood Town Clerk

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