

Accepted 12/13/2024

Joint Permanent Building Commission/School Building Committee Minutes
Wednesday November 15, 2023 -6:00pm
Jaillet Meeting Room - Westwood Police Station
588 High Street
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.

Present

John Cummings, Ken Aries, Brian Bayer, Nancy Hyde, Maya Plotkin and William Scoble.
Michelle Miller, Stephanie McManus, Lemma Jn-Baptiste & 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

Chair Cummings was present with his update. He spoke about what the site looked like a year ago. He had pictures by the footings that had just been poured, and the site was being prepped for the steel workers' arrival. There wasn't a wall or vertical structure in sight.

365 days later the new School is taking its final shape.

The playground equipment is in place, the special playground surface is being poured Thursday and Friday. The front walkway under the canopy and main entrance of the school is being poured Thursday and Friday.

The Landscaping around the building should be completed this weekend. Most of the ceiling tiles and the flooring in Building A, including a number of class rooms, is in place and the flooring in Building B is well underway.

The gym is receiving its final coat of paint, the Gym equipment is on site and installation should begin early next week.

The major pieces of equipment: Switchgear, Transformer, Chiller, Emergency Generator that had us all holding our breath are in place, bolted up and wired in, some of them running. The final prep and cleaning of the geothermal and HVAC system is underway ...and the Pine Hill school should have heat by Dec 3.

With 54 days until Jan 5th, there is still a lot of work that needs to be finished.

Construction Update

Mr. Lin was present to discuss the Construction Activities. Mr. Lin shared many photos including the new playground and cafeteria.

Construction activities:

- Site: Installed sidewalk from Gay Street to building. Backfill to finish grade and install loam. Playground installation in progress.
- Geothermal Wells: Deionized water and glycol are in the system. Waiting for building HVAC to be completed before mixing the two systems.
- Exterior Walls: Mostly done except few window trims, roof edge trims and some glazing

- Roof: Installing metal edge and other details
- Interior: A wing first floor flooring is 50% done. Second floor started. B is a week or two behind on flooring. Woodwork and trim work on going.
- Technology: Data rooms will be done in a week. iNet and phone system installation will start after.
- F-F-&-E: Furniture delivery is on schedule. Equipment to be ordered

Long Lead Items:

- The Chiller has arrived and has been installed.
- The Generator has arrived and has been installed.
- Waiting for the manufacturer to ship skylights with a date.
- Marker Board is scheduled to arrive in December
- Site Lighting Pole is expected early December

3 Weeks Look Ahead:

- Complete playground and swing installation.
- Complete pavement and plaza installation
- Start installation of network system
- Continue installation of casework, finish woodwork, ceiling and painting in all wings
- Start up of HVAC system and connect to the well system
- Continue installation of linoleum floor and carpet tile installation
- Commence installation of gym equipment and gym floor

Schedule Update

- Exterior enclosure is mostly done with minor items to finish.
- HVAC insulation is almost caught up with the schedule.
- HVAC start up is still a bit behind. Working to get the system running.
- Flooring: Moving at a reasonable rate.
- Gym: Still has a lot of work to do with gym equipment and HVAC work to complete before flooring installation can start.
- Site work is in good shape
- Project is on schedule for Certificate of Occupation on 1/5/24. Monitoring progress to maintain schedule.

Board Comments:

The Board asked about the skylights, light poles and the stone wall. *The skylights may not arrive in*

time and they will be installed in the spring, whenever they come. The site light poles will be delivered in December, and the stone wall is finished and looks great and worth it.

Budget Update

Mr. Lin gave an update on the budget. In good shape with the budget.
Ms. McManus should have a confirmation from MSBA. The project is currently all caught up with MSBA. The project is 86% complete with the overall contract with Brait.

Monthly Vendor Invoice Package-October 2023

Mr. Lin went through the breakdown of the invoices.

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-50 to The Vertex Companies, LLC in the amount of \$88,364.96 for the period ending October 31, 2023 for the Hanlon School Project.

Ms. Plotkin: Second. Motion Carried.

Vote: 6-0-0

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #48 to Dore & Whittier Architects, Inc. in the amount of \$110,821.40 for the period ending October 31, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Home Depot Pro:

Action Taken:

Ms. Hyde made a motion to approve Invoice #773756846, dated November 3, 2023 to Home Depot Pro in the amount of \$3,156.44 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Home Depot Pro:

Action Taken:

Ms. Hyde made a motion to approve Invoice #773756861, dated November 3, 2023 to Home Depot Pro in the amount of \$528.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Comments:

They were toiletry accessories and were specialty items.

Brait Builders Corporation Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #APP 16 to Brait Builders Corporation in the amount of \$4,073,658.66 for the period ending October 31, 2023 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Review Proposed Change Order (PCO) Log

Mr. Fitzgerald went through in detail in the PCO Log.

Comments:

- The Board asked about the Poplar Door trim. *Mr. Fitzgerald: It seemed reasonable for 26 doors.*
- Switch out faucets to automatic faucets. *Mr. Fitzgerald: Looked into it, 5-6 second turn off, the issue was in the specifications there was a different model, and when it was submitted the engineer did not catch it. We said that the contract stated to ask about the discrepancy, and directed them to replace it. Right now, they are resisting doing this. The tap is a manual push, but it is metered. Vertex did ask for a cost and they are already installed. Not doing anything is not an option. Still required to follow the drawings. There is very specific language in the contract.*

Contingency Update:

Mr. Chin gave an update. In July 2022 we had approximately \$800,000 in total contingency. Since then, additional funds have been added totaling \$5.165 million available contingency for the project. As of today the amount that is committed is \$3,053,916.51, and \$2.1 million is available. The project will need additional money for testing, and can be back charged to Brait. At this time we don't recommend paying for the turf field. There are still too many uncertainties. There is no time constraint on the turf field decision.

Mr. Lin went into detail about the 'reverse value engineering list' and \$632,500.25 has been authorized.

The MSBA will give the project a supplemental grant and we may be able to use some or all of this money for reverse engineering. It needs to be vetted by the Town and Bond Council. The Town is still looking at the verbiage from the MSBA notice.

The Chair stated that there are a few options and none need to be voted on now. We may need a placeholder for the Spring Town Meeting from the Permanent Building Commission. The Chair will take care of this.

Review and Vote Change Order

Change Order #12

Mr. Fitzgerald was present to discuss the 7 items in the Change Order.

Action Taken:

Ms. Hyde made a motion to approve Change Order #12 in the amount of \$130,823.65 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

FFE & Technology Update

Copier Request

This money is in the budget, and part of the package. When we write the PO the warranty will be set up. This is not contingency money.

New School-ITC-66 (waiting ITC-80)

IM 7000, Finisher with 3 year warranty	\$13,480.08
IM 7000, Finisher with 3 year warranty	\$13,480.08
Admin IM 7000, Finisher, OCR, Fax with 3 year warranty	\$14,912.09
MP 2555, Cabinet	\$1,479.79

Sub Total **\$43,352.04**

Action Taken:

Ms. Hyde made a motion to approve the Copier Request and authorize the procurement team to issue purchase orders in the amount of \$43,352.04 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Continuation of the PCO discussion

Originally had a 3-wall roof screen, and asked the contractor for a quote.

\$58,425.84 using standard colors, came in at \$76,324.37 to use a custom color.

The finish would be different too.

In terms of durability, will go with the standard color, it is slightly off, but feel that it is adequate.

Action Taken:

Mr. Scoble made a motion and Mr. Aries seconded the motion, but then Mr. Scoble withdrew the motion.

Not all Board members were on board with the screen cost.

Approval of Minutes of PBC/SBC meeting on October 18, 2023

Upon a motion made by Ms. Hyde and seconded by Mr. Aires, the Permanent Building Commission voted in favor (4-0-1-Bayer) to approve the meeting minutes from October 18, 2023 as amended.

Upon a motion made by Mr. Cummings and seconded by Mr. Aries, the School Building Committee voted in favor (4-0-1-Bayer) to approve the meeting minutes from October 18, 2023 as amended.

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

Ken would like an inspection for the first week in December.

12/12 at 3pm Inspection at Pine Hill Elementary.

Wed Dec 13, 2023 at 6pm via Zoom.

Adjournment

Upon a motion made by Ms. Hyde and seconded by Mr. Aries, the Permanent Building Commission/School Building Committee voted in favor (6-0) to adjourn the meeting at 7:35pm.