

Accepted Minutes 3/13/2024

Joint Permanent Building Commission/School Building Committee Minutes
Thursday February 15, 2024
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 6:03 pm by Chair John Cummings.
Roll call done by both Mr. Cummings for the PBC and Ms. Plotkin for the SBC.

Present via Remote Participation

John Cummings, Brian Bayer, Nancy Hyde, Maya Plotkin and William Scoble.
Michelle Miller, Josh Baumer & Tom Carey.
Chin Lin and Brian Kelley of The Vertex Companies LLC; Rob Fitzgerald and Don Walter of Dore and Whittier.
Jessica Cole recorded the minutes.

Chair Update

Mr. Cummings started his update with a follow up from last month's meeting, when all 12 compressors of the HVAC system had catastrophic failures between Dec 19th and Jan 2. We believe that failure was caused by a "phase imbalance" from the electrical supply. Our Builders Risk Insurance was notified, a possible claim would be coming. They have been on site at least twice and in contact via email and phone. Mr. Cummings stated that the lead time for the compressors is 9 to 10 months, after a nationwide search of US and Canada, only 2 matching units were found. The prognosis Did not look good.

Mr. Cummings explained what has happened in the last five weeks. Starting in the beginning of January there has been a compressor meeting every day with the construction team lead by Brait, D&W, and Vertex, experts of HVAC, Control systems, Electrical and Mechanical engineers. The have been pouring through the alarm list, voltage data collected from multiple data loggers, and sharing what they found in daily updates and collectively working to get the HVAC system up and running safely.

Mechanically: All 12 Tandem compressors manufactured by Copeland needed to be replaced. All 12 were removed, two were shipped back to Copeland to be forensically evaluated. 10 are stored at NB Kenny's facility. The HVAC sub, N.B. Kenny, was able to work it out with Copeland/Tandem the need for new compressors for this new School project. Within two weeks 12 new compresses from the factory were onsite, and were installed under the same warranty. Because they are refrigeration compressors, each of the six units had to undergo a number of critical tests to make sure they're okay to be run, and then run individually for 24 hours. The core filters changed and if and when they passed their testing, they were then readied for a complete factory start up.

Last Thursday, February 8, 2024, the decision was made to open the school at the end of February. At the time we had 3 units up and ready for service and a number of additional alarm settings in place on the power side. The other three units are ready as of today. The HVAC units have a 100% redundancy, so three units is equal to 100% of what we need to start.

Electrically: Because there were no data loggers in place in December. The alarm list from the compressors were all we had to go on and they indicated "phase imbalance" as the root cause of the

compressors' failure. Almost immediately data loggers were installed at the switchgear. This began the collection of electrical data. With the help of US Senator Markey, State Senator Rush and State Representative McMurtry we were able to open communications with Eversource and have three virtual meetings and opened communications via phone, text and email.

With a month's worth of data, we were able to show voltage irregularities. Most of these readings are within Eversource's guidelines for the most part, but on the high end of the allowable voltage ratings. We asked Eversource to lower the voltage from our transformer to the school. Yesterday they lowered the voltage by 9v from the transformer to the school. That seemed to be the fix needed, and we will be continuing to monitor the power supply. With the lowering of the voltage, added alarms, recalibrated sensitivity limits to the controls and the power supply, the electrical issue appears to be in good order.

Mr. Cummings thanked the compressor team for an incredible job well done on all fronts as well as NB Kenny, Brait, Critical systems, RP O'Connell, GGD, D&W, Vertex and the Political muscle and the Eversource team.

Mr. Cummings also stated that last night and tonight families that will be attending the Pine Hill on February 27th, were given guided tours of their new school. They are so excited to go to the new school. The project received a Certificate of Occupancy from the Building Inspector on February 12, 2024 and the ribbon cutting will be April 5 in the morning and tours for the general public in the evening.

Construction Update

Mr. Lin was present to discuss the Construction Activities.

- Certificate of Occupancy anticipated
- Chiller: All six chillers are operational. Three have passed all tests and are on line. The others are going through the testing process.
- Site – Lighting installation and cleaning
- Exterior – Roof guard rail is installed and skylights replaced.
- Interior – Gym flooring is installed, and will stripe.
- Technology – Printer installed, copiers delivered. Phone system installed.
- F F & E – Furniture installation completed except punch list items. Equipment orders are arriving.

Schedule Update

Three Weeks Look Ahead:

- Complete Building for move in.
- Movers will move the contents of the Hanlon and Deerfield to Pine Hill on 2/19 to 2/22.
- Faculty unpack 2/23, 2/24 and 2/26.

- First Day of Students in Pine Hill Tuesday 2/27.
- Westwood Public School will move items out of Hanlon to other schools from 2/23 to 3/1.
- Hanlon says goodbye on 3/2/24.
- Hanlon building hand over to Brait on 3/4/24. Start abatement of the hazmat.

Budget Update

Mr. Lin stated that we will pay a lot this month on furnishings.

Big news: The total of the MSBA grant is now \$21,845,980; this has been adjusted to include the additional \$3.75 million. The special payment request for the approximate \$3.75 million that has been submitted.

Comments:

- Mr. Cummings: \$3.75 million is to lessen the amount borrowed by the Town. The grant money's function has a very specific function and it cannot be used for anything else.
- 94% completion of the project.
- Once D&W accepts the furniture, we will pay the total amount.
- Out of the entire furniture package, we only have 3 vendors to deal with.

Monthly Vendor Invoice Package-January-2024

Mr. Lin went through the breakdown of the invoices.

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-53 to The Vertex Companies, LLC in the amount of \$58,877.60 for the period ending January 31, 2024 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #51 to Dore & Whittier Architects, Inc. in the amount of \$134,266.52 for the period ending January 31, 2024 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

Creative Office Resources

Action Taken:

Ms. Hyde made a motion to approve Invoice #238427, dated January 22, 2024 to Creative Office Resources in the amount of \$14,826.00 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes

Bayer-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

Comments:

- Does someone verify that all the furnishings are received? *Mr. Lin: Giovanna Chaisson of D&W and her team have been on site the last 2 weeks and they verified everything and created a punch list.*

AEI Education

Action Taken:

Ms. Hyde made a motion to approve Invoice #1325816, dated January 11, 2024 to AEI Education in the amount of \$1,082.10 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes

Bayer-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

HIQ Computers

Action Taken:

Ms. Hyde made a motion to approve Invoice #138121, dated December 12, 2023 to HIQ in the amount of \$26,847.00 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes

Bayer-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

Home Depot Pro:

Action Taken:

Ms. Hyde made a motion to approve Invoice #786695783, dated January 29, 2024 to Home Depot Pro in the amount of \$301.76 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes

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

Home Depot Pro:

Action Taken:

Ms. Hyde made a motion to approve Invoice #787169481, dated January 31, 2024 to Home Depot Pro in the amount of \$245.69 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

Home Depot Pro:

Action Taken:

Ms. Hyde made a motion to approve Invoice #787169499, dated January 31, 2024 to Home Depot Pro in the amount of \$136.03 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

Fun and Function LLC

Action Taken:

Ms. Hyde made a motion to approve Invoice #699421, dated February 5, 2024 to Fun and Function LLC in the amount of \$1,299.39 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

Pro AV Systems Inc.

Action Taken:

Ms. Hyde made a motion to approve Invoice #47459, dated January 15, 2024 to Pro AV Systems Inc. in the amount of \$16,900.00 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes
Bayer-Yes
Hyde-Yes

Scoble-Yes
Plotkin-Yes

Pro AV Systems Inc.

Action Taken:

Ms. Hyde made a motion to approve Invoice #47625, dated January 26, 2024 to Pro AV Systems Inc. in the amount of \$15,160.00 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

Red Thread

Action Taken:

Ms. Hyde made a motion to approve Invoice #942346, dated February 8, 2024 to Red Thread in the amount of \$931,220.01 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

Ricoh USA, Inc.

Action Taken:

Ms. Hyde made a motion to approve Invoice #1099681939, dated February 6, 2024 to Ricoh USA, Inc. in the amount of \$41,872.25 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

W. B. Mason Co. Inc.

Action Taken:

Ms. Hyde made a motion to approve Invoice #244341483, dated February 5, 2024 to W. B. Mason Co. Inc. in the amount of \$15.87 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

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

Brait Builders Corporation Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #APP 19 to Brait Builders Corporation in the amount of \$1,835,123.10 for the period ending January 31, 2024 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes

Bayer-Yes

Hyde-Yes

Scoble-Yes

Plotkin-Yes

Comments:

- Mr. Lin clarified that this does not include the additional work for the compressor. The insurance company wants it done this way.

Review Proposed Change Order (PCO) Log

Mr. Lin stated that they have cleared out the old PCO's and went through items in the log.

Mr. Fitzgerald then went through in detail the new items in the PCO Log.

Project Contingency Update:

Mr. Lin went through the Contingency Fund.

Total committed money: \$3,170,296.80.

About \$1,825,463.92 left.

Contingency after Pending Costs (without paving Gay Street) \$169,794.28.

Comments:

- The Board asked if we confirmed that the Town is paving Gay Street? *Ms. Miller verified that the Town will pave Gay Street from Thatcher to Washington Street in July 2024.*
- The Chair stated that next month we will see the extra cost with the compressor fix. It will need to be billed separately for insurance purposes. *Mr. Kelley: The insurance check will go to the Town typically and the Town will pay Brait Builders.*

Review and Vote Change Order #15

Mr. Fitzgerald was present to discuss the 5 line items in the Change Order.

Action Taken:

Ms. Hyde made a motion to authorize Change Order #15 in the amount of \$3,032.30 for the Hanlon School Project.

Mr. Scoble: Second. Motion Carried.

Vote: 5-0-0

Cummings-Yes

Bayer-Yes

Hyde-Yes

Scoble-Yes

Plotkin:Yes

FFE & Technology Update

Mr. Lin stated that we are in very good shape with furniture. Equipment is coming in multiple orders and getting everything unpacked and into the rooms. All deliveries will be made by next week.

Approval of Minutes of PBC/SBC meeting on January 18, 2024

Upon a motion made by Ms. Hyde and seconded by Mr. Scoble, the Permanent Building Commission voted in favor (5-0) via roll call vote to approve the meeting minutes from January 18, 2024 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) via roll call vote to approve the meeting minutes from January 18, 2024 as amended.

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

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

- Next meeting March 13, 2024 at the Pine Hill School at 6pm.
- The Board asked what will happen with the Deerfield School? *Ms. Plotkin: The Recreation Department has been using it and will through the summer. We are waiting for results. We need to understand the current status of our buildings.*
- The Chair and Board thanks Mr. Baumer for all the work he has put in with the parents, schools and the PTO's and has been leading us through this transition.

Adjournment

Upon a motion made by Ms. Hyde and seconded by Mr. Scoble, the Permanent Building Commission and the School Building Committee voted in favor (5-0) via roll call vote to adjourn the meeting at 7:02pm.

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