

Accepted 4/10/2024

Joint Permanent Building Commission/School Building Committee Minutes
Thursday March 13, 2024-6:00 pm
Pine Hill Elementary School
790 Gay Street
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.
Michelle Miller, Josh Baumer, Tom Carey, Tim Piwowar & Lemma Jn-Baptiste.
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 remarked how exciting it was to be meeting at the Pine Hill School. The Certificate of Occupancy for Pine Hill was given on February 12, that was the day that the school department took over care, custody and control of Pine Hill Elementary school. The substantial completion date is February 26th, this is the date that all of the warranties begin.

Mr. Cummings wanted to be clear that the Pine Hill Elementary School was delivered on time and on budget, and the PBC was able to put back most of the "reverse engineering" previously cut out of the project.

The Hanlon Farewell event was on March 2nd and it was a great success, 450-500 people walked through the halls one more time.

There were tours on March 8th of the New Pine Hill school from 4-7 which had somewhere between 900-1000 people. Mr. Cummings shared that so many people offered their congratulations and gratitude to everyone involved.

Construction Update

Mr. Lin was present to discuss the Construction Activities.

-School Opened to Students on 2/27/24

-Chiller: Chillers are working 100%.

The school was on the higher range of voltage coming from the street.

Eversource has lowered the voltage with no issues.

The construction group had multiple meetings with Eversource.

The HVAC compressors were covered by insurance and are going through the claim process.

About \$400,000. Insurance check will be sent to the Town.

Does the claim include specification upgrades to the chiller equipment?

Mr. Lin: Not an upgrade that we will see a cost.

Going forward part of the contract, they still own the service.

-Pine Hill – Punch list work continues in the building.

-Site – Temp fence installed.

-Existing Hanlon – Hazmat removal started. Demolition of the building will start when hazmat

removal is completed.

-Technology – Installation completed except some punch list items.

-F F & E – Await some back ordered items.

Schedule Update

Three Weeks Look Ahead:

- Punch list work continues
- Complete hazmat removal
- Start building demolition of Hanlon building
- Plan for work for April break in Pine Hill

Comments:

The Board asked how is the punch list compared to other projects this size? *Chin: On February 12th it was enormous. The day we opened was somewhat normal. Nothing major, teachers can function and run classes.*

Budget Update

Mr. Lin nothing too unusual.

Reimbursement for \$3.75 million, the Town has received the check.

When reimbursement reaches \$20 million until we finish the project and MSBA closes the paperwork. Could take 18 months -3 years.

The last MSBA form is filled out after the building has been occupied for 10 months.

Monthly Vendor Invoice Package-February-2024

Mr. Lin went through the breakdown of the invoices.

Brait is 94% done.

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-54 to The Vertex Companies, LLC in the amount of \$59,300.00 for the period ending February 29, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #52 to Dore & Whittier Architects, Inc. in the amount of \$35,769.98 for the period ending February 29, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Apple Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MA40765029, dated November 13, 2023 to Apple Inc.

in the amount of \$2,552.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Apple Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MA41001794, dated November 13, 2023 to Apple Inc.

in the amount of \$2,552.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Apple Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MA40436050, dated November 10, 2023 to Apple Inc.

in the amount of \$8,493.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

B&G Restaurant Supply Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #0301479-IN, dated February 26, 2024 to B & G Restaurant Supply in the amount of \$271.62 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

B&G Restaurant Supply Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #0300577-IN, dated February 28, 2024 to B & G Restaurant Supply in the amount of \$8,948.01 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

B&G Restaurant Supply Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #0300768-IN, dated February 12, 2024 to B & G Restaurant Supply in the amount of \$1,715.16 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

B&G Restaurant Supply Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #0300951-IN, dated February 15, 2024 to B & G Restaurant Supply in the amount of \$1,731.80 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Blick Art Materials Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #2459941, dated February 9, 2024 to Blick Art Materials in the amount of \$2,846.13 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 6-0-0

Blick Art Materials Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #2517601, dated February 19, 2024 to Blick Art Materials in the amount of \$1,070.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 6-0-0

EAI Education

Action Taken:

Ms. Hyde made a motion to approve Invoice #1324897, dated January 8, 2024 to EAI Education in the amount of \$11,960.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 6-0-0

FIRSTNET Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #287304918717X02192024, dated February 11, 2024 to FIRSTNET in the amount of \$2,097.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 6-0-0

Grainger Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #9020986601, dated February 15, 2024 to Grainger in the amount of \$302.75 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 #788903367, dated February 9, 2024 to Home Depot Pro in the amount of \$1,303.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 6-0-0

Home Depot Pro Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #789139359, dated February 12, 2024 to Home Depot Pro in the amount of \$1,965.60 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 6-0-0

Home Depot Pro Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #789588225, dated February 14, 2024 to Home Depot Pro in the amount of \$1,937.70 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Home Depot Pro Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #790480487, dated February 20, 2024 to Home Depot Pro in the amount of \$476.52 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Metropolitan Telephone Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #02282024, dated February 28, 2024 to Metropolitan Telephone in the amount of \$48,314.36 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

NEXT-GEN Supply Group Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #490919, dated January 26, 2024 to NEXT-GEN Supply Group in the amount of \$47,333.07 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

NEXT-GEN Supply Group Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #490919-01, dated January 26, 2024 to NEXT-GEN Supply Group in the amount of \$2,141.61 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

The Ockers Company Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #29990, dated January 9, 2024 to The Ockers Company in the amount of \$25,188.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

The Ockers Company Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #30225, dated January 19, 2024 to The Ockers Company in the amount of \$7,350.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Really Good Stuff Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #8449145, dated February 9, 2024 to Really Good Stuff in the amount of \$22.65 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

RehabMart Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #84113, dated December 19, 2023 to RehabMart in the amount of \$1,585.67 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

School Specialty Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #308104470390, dated February 19, 2024 to School Specialty in the amount of \$5,625.35 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Sweetwater Sound Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #39160198, dated February 6, 2024 to Sweetwater Sound in the amount of \$8,000.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Town of Westwood Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #d 2-9-24, dated February 9, 2024 to the Town of Westwood in the amount of \$72,235.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

WB Mason Co. Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #244327550, dated February 1, 2024 to W. B. Mason Co. Inc. in the amount of \$278.04 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

WB Mason Co. Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #244451179, dated January 29, 2024 to W. B. Mason Co. Inc. in the amount of \$432.68 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Wenger Corporation Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #866565, dated February 5, 2024 to Wenger Corporation in the amount of \$17,363.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Brait Builders Corporation Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #APP 20 to Brait Builders Corporation in the amount of \$1,118,953.66 for the period ending February 29, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Comments:

The Board asked if someone was checking the bid for the actual work? *Mr. Lin: Yes, can only bill up to that amount. Someone is cross checking.*

Review Proposed Change Order (PCO) Log

Mr. Lin, most items have been completed.

There was a discussion about the permit fees for Town projects.

There was intended to be a 1% fee for mechanical, electrical and plumbing. This was to offset the Town's expense for accounting, inspections and procurement. The bid document verbiage was slightly confusing. The electrical and plumber contractors contacted the Building Commissioner and were told in writing that there were no fees for Town projects. The HVAC contractor had written a check that was returned by the Building Department, and when they realized the electrical and plumbing contractors had the assurance from the Building Department, there was no fee in writing they did not resubmit.

It is an accounting issue that is why it is still on the PCO log. This needs to be removed from the PCO log.

Action Taken:

Upon a motion made by Ms. Plotkin and seconded by Mr. Aries, the Permanent Building Commission voted in favor (6-0) to void the \$103,000 line item from the Proposed Change Order (PCO) Log.

Project Contingency Update:

Mr. Lin went through the project's contingency in detail.

Comments:

- Out of \$325,000.00 in PCO's how many PCO's are in dispute? *Mr. Lin: Still looking at it more carefully.*
- There was a healthy discussion about the turf field/grass field.
- With all N apparent agreement, Mr. Cummings stated that the PVC is going to let Brait know that the cost of the turf field is too much and to please go forward with the grass multifield.

Review and Vote Change Order #16

CCD / PR / PCO #	Description	Amount
	Extension of Substantial Completion date for Phase 1 and 2 scope of work, by 52 days	\$0.00
CCD-29/PCO-151	Painting of Pocket Door frames	\$10,310.85
PCO-191/PR-91	Kitchen Disposer Cover	\$416.62
Total		\$10,727.47

Mr. Fitzgerald was present to discuss the line items in Change Order#16.

Action Taken:

Ms. Hyde made a motion to authorize Change Order #16 in the amount of \$10,727.47 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Approval of Minutes of PBC/SBC meeting on February 15, 2024

Upon a motion made by Ms. Hyde and seconded by Ms. Plotkin, the Permanent Building Commission voted in favor (5-0-1) to approve the meeting minutes from February 15, 2024 as presented.

Aries-Abstain

Upon a motion made by Mr. Cummings and seconded by Ms. Hyde, the School Building Committee voted in favor (5-0-1) to approve the meeting minutes from February 15, 2024 as presented.

Aries-Abstain

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

- April 5 will be the ribbon cutting ceremony at 10 am, and there will be additional tours of the school from 6-7:30pm
- Our next meeting will be April 10th at 6pm via Zoom.
- Josh Baumer is leaving Pine Hill at the end of the school year and will be moving to Colorado.

Adjournment

Upon a motion made by Ms. Hyde and seconded by Mr. Aries, the Permanent Building Commission and the School Building Committee voted in favor (6-0) to adjourn the meeting at 7:44pm.