

Accepted 5/15/2024

Joint Permanent Building Commission/School Building Committee Minutes
Thursday April 10, 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 6:01 pm by Chair John Cummings.
Roll call done by Mr. Cummings for the PBC and Ms. Plotkin for the SBC.

Present via Remote Participation

John Cummings, Ken Aries, Brian Bayer, Nancy Hyde, Maya Plotkin and William Scoble.
Michelle Miller & Tom Carey
Brian Kelley, George McMahon, Meredith Borden of The Vertex Companies LLC; Rob Fitzgerald and Don Walter of Dore and Whittier.
Jessica Cole recorded the minutes.

Chair Update

Mr. Cummings was present. The ribbon cutting ceremony was last Friday, thank you to everyone for attending. In particular, thank you to this group for making it all possible, coming to every meeting prepared, focused and ready to complete the task at hand, a strong reason the school building is on time and on budget.

The fence on Gay Street is the construction fence that's required for public safety, closing off the construction site from the sidewalk, the fields and demolition of the Hanlon. The original plan was to replace the sidewalk as they were demoing the Hanlon School. When that plan changed, we asked them to put a parallel fence inside of the sidewalk, and reopen the sidewalk until construction of the sidewalks began

The plan is still to remove and replace the sidewalk from the Croft Regis crosswalk, toward 109, the School's south entrance road. When that's done, the fence will be removed. Then the sidewalk from the Croft Regis crosswalk to the north entrance will be closed so the construction crew can remove and replace the sidewalk.

There will be activity during the April vacation break as the students will not be there. They'll be working full days on the punch list as well as landscaping. This week they are removing the slab on grade, and foundations.

Construction Update

Mr. Kelley was present to give an update.
Construction activities:

- Commissioning ongoing. TAB report for the air & water side has been submitted for approval.
- Punch list work continues
- Hazmat removal completed. Demolition of the building is complete, one small section left.

- Foundation & Slab Removal – Started on April 4, will wrap up soon.
- Tree Removal @ fields, a little delayed, will happen on 4/25-4/26.

Schedule Update

Three weeks look ahead:

- Punch list work continues, big push during April vacation.
- Complete Hanlon demolition including foundations and slabs
- Sidewalk installation on Gay Street will start April 16th
- Landscaper returning to complete work.

Budget Update

Mr. Kelley gave the Commission an update.

The Town has been paid through January from the MSBA.

Monthly Vendor Invoice Package-March 2024

Mr. Kelley went through the breakdown of the invoices.

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-55 to The Vertex Companies, LLC in the amount of \$77,670.00 for the period ending March 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #53 to Dore & Whittier Architects, Inc. in the amount of \$34,474.48 for the period ending March 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

B&G Restaurant Supply Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #0301133-IN, dated February 19, 2024 to B&G Restaurant Supply Inc. in the amount of \$27.21 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

CDW Government, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #NL66788, dated December 7, 2023 to CDW Government, Inc. in the amount of \$9,970.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

CDW Government, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #ND39126, dated November 16, 2023 to CDW Government, Inc. in the amount of \$3,352.50 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Comments:

Has this been all vetted out? *Mr. Kelley: Yes.*

CDW Government, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MM11410, dated October 11, 2023 to CDW Government, Inc. in the amount of \$6,705.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Scoble-Yes
Plotkin-Yes

CDW Government, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #MR71102, dated October 24, 2023 to CDW Government, Inc. in the amount of \$415.25 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

CDW Government, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #M591500, dated October 27, 2023 to CDW Government, Inc. in the amount of \$6,718.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Hertz Furniture Systems Corp. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #701513, dated March 22, 2024 to Hertz Furniture Systems Corp in the amount of \$7,293.59 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Hertz Furniture Systems Corp. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #701514, dated March 22, 2024 to Hertz Furniture Systems Corp in the amount of \$20,872.90 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

Cummings-Yes
Aries-Yes

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

MTD Multivista MA Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #4300, dated December 11, 2023 to MTD Multivista MA in the amount of \$16,680.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

The Ockers Company Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #28466, dated October 20, 2023 to The Ockers Company in the amount of \$9,523.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Pro-Quip Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #24141, dated February 21, 2024 to Pro-Quip Inc. in the amount of \$27,225.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Really Good Stuff Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #8440816, dated March 13, 2024 to Really Good Stuff in the amount of \$3,740.06 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Red Thread Invoice

Action Taken:

Ms. Hyde made a motion to approve Invoice #945254, dated March 13, 2024 to Red Thread Spaces LLC in the amount of \$2,819.41 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Toys for Special Children (Enabling Devices) Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #0505033-IN, dated January 2, 2024 to Toys for Special Children (Enabling Devices) in the amount of \$2,409.90 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Wakefield Moving & Storage Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #25590, dated March 15, 2024 to Wakefield Moving & Storage in the amount of \$47,710.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Brait Builders Corporation Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #APP 21 to Brait Builders Corporation in the amount of \$1,119,149.32 for the period ending March 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Review Proposed Change Order (PCO) Log

Mr. Kelley stated that the Log should be cleaned up for next month.

Project Contingency Update:

Mr. Kelley Phase 3 contingency we can evaluate next month.
Approximately \$1.1million left in contingency.

Review and Vote Change Order #17:

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

Phase 1 and 2: Changed from January 5, 2024 to February 26, 2024 as part of Change Order #16
Phase 3 and 4: August 19, 2024

CCD / PR / PCO #	Description	Amount
PCO-110A / CCD 14	Openings 184 and 192- added glazing to fit transom	\$1,125.00
PCO-174A-R1/CCD-43	Bracket Supports for Gym Projection Screen	\$6,417.35
PCO-175/CCD-44	Relocate Electrical Devices at ELA 120 markerboard conflict	\$3,707.59
PCO-176/CCD-45	Relocate Light Switch at Kitchen	\$1,937.23
PCO-178	Generator Start Up Rescheduling - Eversource	\$9,203.36
PCO-180/CCD-48	Alum Trim at Pocket Doors	\$11,503.30
Total		\$33,893.83

Copies of supporting documentation for each item listed above is attached following.

Comments:

- Is the Generator Start up rescheduling from Eversource? *Mr. Fitzgerald: It is from the electrical contractor or their subs. It has been paid and the work has been done. The generator manufacturer came out and had to reschedule.*

Action Taken:

Ms. Hyde made a motion to authorize Change Order #17 in the amount of \$33,893.83 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Comments:

- Are we trying to get Eversource to cover that cost? *Mr. Cummings: It was the manufacturer start up team. Will we try to get it from Eversource or just accept it? Mr. Fitzgerald: We can talk it with Vertex and send it to Eversource, don't know what the odds are.*
- The Commission Asked Rob to send it out to Eversource.

Review and Vote on D&W Amendment #15

Mr. Kelley: Dore & Whittier have requested an amendment to their contract relative to construction administration services of the Photovoltaic Panel installation being completed by Ameresco. Totaling \$18, 700 to be billed as a lump sum.

Comments:

- What is the intent? *Mr. Fitzgerald: Ameresco is the general contractor and we own the solar panels and there is a 1 year guarantee. There will be submittals, and D&W will review the project.*
- *There are no additional attachments to the building.*

Action Taken:

Ms. Hyde made a motion to approve Amendment #15 to the Dore & Whittier contract for professional architectural and engineering services relative to construction administration services of the photovoltaic panel installation being completed by Ameresco for the Hanlon School Project for \$18,700.

Mr. Aries: Second. Motion Carried.

Vote: 6-0-0

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

Approval of Minutes of PBC/SBC meeting on March 13, 2024.

Upon a motion made by Mr. Scoble and seconded by Ms. Hyde, the Permanent Building Commission voted in favor (6-0) to approve the meeting minutes from March 13, 2024 as presented.

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

Upon a motion made by Mr. Scoble and seconded by Mr. Aries, the School Building Committee voted in favor (6-0) to approve the meeting minutes from March 13, 2024 as presented.

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

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

None.

Adjournment

Upon a motion made by Mr. Aries and seconded by Ms. Hyde, the Permanent Building Commission and the School Building Committee voted in favor (6-0) to adjourn the meeting at 6:45pm.

Cummings-Yes

Aries-Yes

Bayer-Yes

Hyde-Yes

Plotkin-Yes

Scoble-Yes