

Accepted 7/15/2024

Joint Permanent Building Commission/School Building Committee Minutes
Wednesday June 12, 2024
6:00 pm
Jaillet Meeting Room, 590 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, Feargal O'Regan and William Scoble.

Michelle Miller, Tom Carey, Tim Piwowar, Molly Kean & Stephanie McManus
Chin Lin of The Vertex Companies LLC; Rob Fitzgerald, & Chip Heitkamp of Dore and Whittier.
Jessica Cole recorded the minutes.

Chair Update

Mr. Cummings stated that today Pine Hill celebrated their First Moving Up ceremony, and the last day of school will be June 17, and summer programs will begin on July 1. Ameresco will be delivering the Photovoltaic equipment and adding it to the rooftop. The north end entrance will be closed for the summer. Brait will put in a new sidewalk, complete drainage work and add fill and loam the site. Brait will do the sidewalk and put in drainage.

The Builders Insurance Claim has been processed and it will cover the entire cost except for the \$5,000 deductible, which will come from the contingency fund. Change Order #20 will be the HVAC compressor claim, removal, replacement and start up for all of the new compressors. The actual check has been received by the town.

This week the site contractor excavated, removed transite piping, and backfilled. American Environmental, the contractors-demolition/ hazardous material removal company was not on-site to perform the removal, and the site contractor performed all of this work on their own. Universal Environmental Consultants, is our consultant, and who did all of the site evaluations for our contract documents, and oversaw the abatement of the school building. They have contacted the DEP and will instruct how to proceed. MassDEP will be on-site to inspect the pipe. No cost incurred will be ours.

An electrical vault with a buried transformer has been uncovered. Everything appeared to be intact, testing of material is in place. This was a Boston Electric transformer. Transformers are owned by the utility, the utility should pick up the transformer at no cost to us.

There is a little ledge on the baseball field, it is under contract and will need to be removed. The sub contractor will need to try and break it up. If they can it will be considered rock, if they can not it will be considered ledge.

Next meeting will be virtual and on July 15

Fire Station 1 Update

Molly Kean gave a brief history of Public Safety in Westwood starting in 2013 to today. Ms. Kean went through the FS1 working Group consisting of 15 Town employees and residents in Town. It meets bi-weekly.

Mr. Lin discussed the FS 1 schedule with Chip Heitkamp of Dore and Whittier.

Bid March 2025

What is the project Budget? *Chip: \$27 million for construction. Overall project is \$40 million, it includes the temporary housing. It does not include the INet move.*

2 years in the Temporary site.

The temporary INet will be in the temporary housing at the American Legion.

Mr. Heitkamp went through the footprint of the site.

Fire Station 1 Vendor Invoices

Mr. Lin went through the breakdown of the invoices for the Fire Station.

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 95959-02, dated May 31, 2024 to The Vertex Companies, LLC in the amount of \$10,974.25 for the Fire Station 1 project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #FS1-00009, dated May 31, 2024 to Dore & Whittier Architects, Inc. in the amount of \$147,931.42 for the Fire Station 1 project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Pine Hill Construction Update

Mr. Lin was present to give an update.

Construction activities:

- Commissioning ongoing. IDS and NBK are working on the chilled water loop adjustment, we are not getting continued chilled water. It will be addressed next week.
- Punch list is ongoing
- Landscaping / planting installation around building including seeding
- Misc. site demo
- Rough Grading
- WABA furniture has arrived

Schedule Update

Three weeks look ahead:

- Punch list work continues
- Maintain planting - watering
- Remaining Gay Street Sidewalk
- North entrance drive
- Drainage system
- Grading fields
- WABA move

Budget Update

Mr. Lin gave the Commission an update.

MSBA reimbursement \$18 million, we are getting close to 95% real soon.

Monthly Vendor Invoice Package-May 2024

Mr. Lin went through the breakdown of the invoices.

We are pushing Brait. We are still holding \$1.4 million on the retainage.

Board Comments:

- Is the site work behind schedule? *Mr. Lin: Not yet.*
- Is the plan site on target? *Mr. Lin: Yes.*

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-57 to The Vertex Companies, LLC in the amount of \$61,511.00 for the period ending May 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #55 to Dore & Whittier Architects, Inc. in the amount of \$32,185.77 for the period ending May 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Blick art materials

Action Taken:

Ms. Hyde made a motion to approve Invoice #2631501, dated March 7, 2024 to Blick art materials in the amount of \$962.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Blick art materials

Action Taken:

Ms. Hyde made a motion to approve Invoice #264955, dated March 10, 2024 to Blick art materials in the amount of \$45.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

Hi Q

Action Taken:

Ms. Hyde made a motion to approve Invoice #138138, dated April 15, 2024 to Hi Q in the amount of \$48,140.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

Pro AV Systems Inc

Action Taken:

Ms. Hyde made a motion to approve Invoice #47931, dated February 15, 2024 to Pro AV Systems Inc in the amount of \$2,200.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

School Specialty

Action Taken:

Ms. Hyde made a motion to approve Invoice #208133970763, dated April 13, 2024 to School Specialty in the amount of \$21.25 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

Stern Math LLC

Action Taken:

Ms. Hyde made a motion to approve Invoice #1393, dated April 26, 2024 to Stern Math LLC in the amount of \$11,971.66 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

World Globes & Maps LLC

Action Taken:

Ms. Hyde made a motion to approve Invoice #21 74, dated December 22, 2023 to World Globes & Maps LLC in the amount of \$764.00 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

World Globes & Maps LLC

Action Taken:

Ms. Hyde made a motion to approve Invoice #2256, dated March 29, 2024 to World Globes & Maps LLC in the amount of \$12,085.30 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

For globes, maps and online graphics.

Brait Builders Corporation Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #APP 23 to Brait Builders Corporation in the amount of \$750,980.54 for the period ending May 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

Review Proposed Change Order (PCO) Log

Mr. Fitzgerald went through the current PCO log in detail.

There was discussion about sod, hydroseeding and irrigation.

We can authorize the Chair to negotiate up to \$175,000 out of contingency, for the 2 fields.(baseball and multi-purpose field)

Hydro seeding is a credit, sod is more labor.

- Has anyone spoken to the DPW? *Mr. Cummings: Yes. We have spoken to Todd Korchin.*
- Ask Todd Korchin and Deborah Myers to join our meeting in July to discuss the differences and cost.
- Dore & Whittier were asked to break this PCO into 2 parts.
 - The Multi field and Ballfield.
 - The area behind the school next to the playground.

Project Contingency Update

\$3.5 million is committed.

Current uncommitted: \$880,000.

Review and Vote Change Order #19:

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

CCD / PR / PCO #	Description	Amount
PCO-20B/RFI 68	Credit for site work associated with Eversource Work Order changes	(\$4,564.80)
CCD-9/PCO-75A	ELA Door and wall adjustment- Electrical relocation of outlets	\$1,838.08
CCD-36/PCO-163R1	Revision to Gallery Casework Bench	\$1,951.38
CCD-41/PCO-170	Conduit extension to shed	\$1,640.68
PCO-186	Transfer Grilles at Gym Storage	\$3,723.93
CCD-53/PCO-190	Chain link fence at north side of dumpster	\$2,108.94
PCO-192R1/PR-90	Credit for not painting Mech Rm Clg	(\$4,057.60)
PCO-196/PR-93	Secondary Handrail at Gallery Stair and Stair 3 (west end of K-1 wing)	\$14,736.96
PCO-202	Relocate bollards at Generator door conflict	\$7,029.79
PCO-205	Additional Trees at South Driveway	\$14,986.19
PCO-206	Final Cleaning for Owner	\$11,716.32
Total		\$51,109.87

Action Taken:

Ms. Hyde made a motion to authorize Change Order #19 in the amount of \$51,109.87 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.
Vote: 7-0-0

Review and Vote Change Order #20:

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

CCD / PR / PCO #	Description	Amount
Insur. Claim	Insurance Claim - Compressor Damage	\$561,466.61
Insur. Claim	Insurance Claim- Costs associated with temp heat/generator	\$103,747.55
Total		\$665,214.16

This is the total amount requested by the contractors. Ms. McManus has received the check. Builder's Risk policy that has a \$5,000 deductible. The only impact to the project is \$5,000 deductible payment from the insurance company totaling \$660,214.16. \$5,000 deductible would need to be covered by the project contingency.

Action Taken:

Ms. Hyde made a motion to authorize Change Order #20 in the amount of \$665,214.16 to Brait Builders Corp. for the Hanlon School Project. The PBC voted to approve and pay the \$665,214.16. (The insurance coverage payment and \$5,000 from the project contingency)

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

FFE & Technology Update

Mr. Lin went through the list of requests.

Additional FFE & other Requests		6/7/24	
1	80 Additional Cafeteria Chairs so we have 300 chairs for events.	\$ 8,817	Estimate
2	Additional Music chairs, stands, carts	\$ 12,829	Delivered
3	Easels	\$ 828	Delivered
4	WABA tables and 10 Printer tables	\$ 13,506	Delivered
5	Additional Hampers for moving. Rental.	\$ 3,000	Invoice
6	Gym Floor Covering	\$ 12,777	Estimate
7	One Person Lift (used) for cleaning	\$ 10,000	Estimate
8	Garden Shed	\$ 6,000	Estimate
9	3 Year Maintenance Contract for Chillers	\$ 26,613	Proposal
10	3 Year of IDS monitoring	\$ 47,280	Proposal

Comments:

- The IDS monitoring would be truly valuable.
- Discussed the need 9 & 10. *Would be helpful for preventative maintenance. This is all extra out of contingency money.*
- This is just up for discussion.
- Mr. Lin stated that he needs the \$3,000 for additional moving expenses.
- 2, 3, 4 & 5 have been paid by the District.

Action Taken:

Ms. Hyde made a motion to approve Invoice #25590-A, dated March 15, 2024 to Wakefield Moving & Storage in the amount of \$3,000 for additional hampers for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Action Taken:

Ms. Plotkin made a motion to reimburse the Westwood Public Schools in the amount of \$12,829.00 for additional music chairs, stands and carts for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Action Taken:

Ms. Plotkin made a motion to reimburse the Westwood Public Schools in the amount of \$828.00 for easels for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Action Taken:

Ms. Plotkin made a motion to reimburse the Westwood Public Schools in the amount of \$13,506.00 for WABA tables and 10 printer tables for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 7-0-0

Mr. Lin said that Marie O'Leary and Lemma Jn-Baptiste will sort the payment out.

Approval of Minutes of PBC/SBC meeting on May 15, 2024.

Upon a motion made by Mr. Scoble and seconded by Mr. Aries, the Permanent Building Commission voted in favor (7-0) to approve the meeting minutes from May 15, 2024 as presented.

Upon a motion made by Mr. Cummings and seconded by Mr. Scoble, the School Building Committee voted in favor (7-0) to approve the meeting minutes from May 15, 2024 presented.

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

Reid Jones, from Mason School in Boston has been hired as the new principal of Pine Hill. He will start July 1 and will be added to the SBC.

Adjournment

Received July 22, 2024@8:00AM
By: Westwood Town Clerk

Upon a motion made by Mr. Aries and seconded by Mr. Scoble, the Permanent Building Commission and the School Building Committee voted in favor (7-0) to adjourn the meeting at 8:05pm.