

Accepted Minutes 10/9/2024

Joint Permanent Building Commission/School Building Committee Minutes
Wednesday September 18, 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 6:02 pm by Chair John Cummings.

Present via Remote Participation

John Cummings, Ken Aries, Brian Bayer, Nancy Hyde and William Scoble(on the phone).
Michelle Miller, Stephanie McManus & Tom Carey.
Chin Lin and Brian Kelley of The Vertex Companies LLC; Rob Fitzgerald, & Don Walter of Dore and Whittier.
Jessica Cole recorded the minutes.

Chair Update

Mr. Cummings was present and gave the Commission an update on the FS1 and Pine Hill projects. There was a meeting for all of the abutters of the Fire House in the beginning of September, and a posted community meeting last Monday 9/16 at the library. WMC did a great job recording the community meeting. If you go to the WMC web page, click on "Government Tab", and scroll down the page you will see the recorded community meetings including the 9/16 FS1 community meeting. The next FS1 community meeting is at the Library on 11/14 at 6pm. On the Town web page there is a FS1 link for all the latest up to date information.

At Pine Hill all the roads, parking spaces and pathways are being used every school day since the beginning of school. The sports fields are in place and taking root. The final phase 3 (landscaping) is almost complete and the trees along Gay Street and the middle path look fantastic. The grass next to the playground is in, and is becoming established. Principal Jones will be keeping people off the sod until Columbus Day weekend. He will then open half of the grass allowing usage and keep the other half growing until it is completely established. The Pine Hill signs should be in place by the end of the month.

Next month there will be a virtual meeting on Wednesday Oct 9 at 6pm. The November meeting will be in person at Pine Hill.

Fire Station 1 Update

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 95959-05, dated August 31, 2024 to The Vertex Companies, LLC in the amount of \$43,825.33 for the Fire Station 1 project.

Mr. Aries: Second. Motion Carried.

Vote: 4-0-0

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

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #FS1-00012 R, dated August 31, 2024 to Dore & Whittier Architects, Inc. in the amount of \$279,905.80 for the Fire Station 1 project.

Mr. Aries: Second. Motion Carried.

Vote: 4-0-0

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

Pine Hill Construction Update

Mr. Lin was present to give an update along with some amazing photos.

Construction activities:

- Soccer field completed with sod installation and irrigation
- Baseball field mostly finished
- Completed outfield sod installation and irrigation system
- Paving completed
- Site furniture installation on going
- PV installation on going
- Fence installation on going

Schedule Update

Three weeks look ahead:

- Complete construction and punch list
- Continue PV installation, expected completion in October with start up in November.

Measured vs Modeled EUI (Feb-Aug 2004)

Mr. Lin presented the Actual Building Energy Use EUI Predicted chart for the PBC/SBC. He then shared the Predicted EUI goal from April 2024 to March 2025.

- Why is the summer prediction so low? *Mr. Lin: Did not know about the summer school and did not realize. We did not adjust to the summer school. The energy consumption will get lower. Mr. Fitzgerald: Will limit the classrooms being used next summer to save energy.*
- Is this being documented with the Administration? *Mr. Carey: Yes.*
- The PBC purchased one of the service packages, the BMS will go through the efficiency for the next 5 years and will be in contact with the School & Mr. Carey. It will let them know what is working and will have suggestions.
- Will this information be updated? *Mr. Lin: No it is a point in time. It will be done monthly for the rest of the year. Mr. Lin will keep the commission updated.*

Budget Update

Mr. Lin gave the Commission an update. The majority of the items are being spent.

Construction cost is \$76 million with \$1.4 million left in the contract.

Reimbursement: MSBA we have reached 95% of the reimbursement.

\$21,367,932 when we reach that point there will be no additional reimbursements. We will continue to submit and then if it is eligible, it will be recorded and the remaining amount will not be released until we have completed all the documentation. Then we will have an audit, which will take approximately 3 years. At that time the Town will then get a check for about \$1million.

Comments

- Great that we have met the 95%.

Monthly Vendor Invoice Package-August 2024

Mr. Lin went through the breakdown of the invoices.

Comments

- What is left on the Brait account? *Mr. Lin: \$1.4million left. Between the change orders not yet billed and retainage.*
- The expectation is there will be a Zero balance? *Yes.*

The Vertex Companies Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #OPM 78-60 to The Vertex Companies, LLC in the amount of \$73,096.33 for the period ending August 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 4-0-0

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

Dore & Whittier Architects, Inc. Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #58 to Dore & Whittier Architects, Inc. in the amount of \$36,808.26 for the period ending August 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 4-0-0

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

RICOH

Action Taken:

Ms. Hyde made a motion to approve Invoice #1099968207, dated March 8, 2024 to RICOH in the amount of \$1,479.79 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 4-0-0

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

World Globes & Maps LLC

Action Taken:

Ms. Hyde made a motion to approve Invoice #2174, dated December 22, 2023 to World Globes & Maps LLC in the amount of \$1,086.80 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 4-0-0

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

Brait Builders Corporation Invoice:

Action Taken:

Ms. Hyde made a motion to approve Invoice #APP 27 to Brait Builders Corporation in the amount of \$1,170,365.65 for the period ending August 31, 2024 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 4-0-0

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

Comments:

- How is the retainage going and finishing up? *Mr. Fitzgerald: It is going relatively well. We meet with Brait and talk through the items. A number of punch list items are left. Subcontractors have not yet completed a few items and Dore & Whittier has started a credit change order for the items not completed.*
- Brait is not responsible for doing what the subcontractors are not doing? *Mr. Fitzgerald: They could hire another sub to do the work. Mr. Lin: This is typical for public construction. That is why we hold back the retainage as leverage.*

Review Proposed Change Order (PCO) Log

Mr. Lin explained the items left in the PCO Log and green items will be in the Change Order #23.

Project Contingency Update

Mr. Lin gave the Commission an update.

Review and Vote Change Order #23:

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

CCD / PR / PCO #	Description	Amount
PCO-146R1-A / CCD-24	Balance of final costs for added EV charger	\$2,186.97
PCO-158 / ASI-95	Two added cable drops per ASI-95	\$814.04
PCO-169 / ASI-41	Floor Data Outlets	\$12,357.69
PCO-174C-R1	Painting of added brackets for projector in Gym	\$615.61
PCO-185	AI-Phone Integration	\$5,378.88
PCO-195 / PR-94	Credit for Building Flush Out not performed	(\$3,500.00)
PCO-208 Delta /PR-101	Use Sod at Playground	\$42,802.25
PCO-214	Cost Associated with ASI-104 – Soccer/Multipurpose Field Grading	\$30,000.00
PCO-215	Extra glycol needed	\$9,348.00
PCO-217	T+M Wall Pad adjustment at Adaptive PE Room	\$871.30
Total		\$100,874.74

Comments:

- Is anyone asking for items that they had wished they had asked for? *The project is no longer responsible. Not aware of anything.*
- Mr. Lin stated that there is one more item. He is getting a service project for the chillers for one more year because the paperwork is wrong. He is not aware of any other items. No more additions, the school is taking over their responsibilities.

Action Taken:

Ms. Hyde made a motion to authorize Change Order #23 in the amount of \$100,874.74 for the Hanlon School Project.

Mr. Aries: Second. Motion Carried.

Vote: 4-0-0

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

Approval of Minutes of PBC/SBC meeting on August 14, 2024.

Upon a motion made by Ms. Hyde and seconded by Mr. Aries, the Permanent Building Commission voted in favor (4-0) via roll call vote to approve the meeting minutes from August 14, 2024 as presented.

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

Upon a motion made by Ms. Hyde and seconded by Mr. Aries, the School Building Committee voted in favor (4-0) via roll call vote to approve the meeting minutes from August 14, 2024 as presented.

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

Hyde-Yes

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

None.

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 (4-0) via roll call vote to adjourn the meeting at 6:50pm.

Cummings-Yes

Aries-Yes

Bayer-Yes

Hyde-Yes