

MEETING MINUTES

Pine Grove School School Building Committee

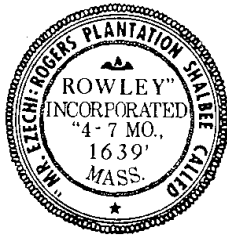
DATE OF MEETING: April 5, 2018
PURPOSE OF MEETING: Pre-Construction Meeting

Joseph Perry	Y	Chair, Board of Selectmen	josp2@verizon.net
Cliff Pierce	N	Board of Selectmen	cliffmpierce@gmail.com
Lawrence White	N	Chair, Finance Committee	lwfincommail@gmail.com
Dennis Roy	Y	Finance Committee	Droy51@comcast.net
Nerissa Wallen	Y	School Committee	Nerissa.Wallen@tritonschools.org
Brian Forget	N	Superintendent, TRSD	Brian.Forget@tritonschools.org
Michelle Cresta	Y	TRSD	Michelle.Cresta@tritonschools.org
Chris Walsh	N	TRSD	Christopher.Walsh@tritonschools.org
Christine Kneeland	Y	Principal, Pine Grove School	Christine.Kneeland@tritonschools.org
Debbie Eagan	N	Town Administrator, Town of Rowley	Debbie@Townofrowley.org
Karen Summit	N	Treasurer, Town of Rowley	Karen.Summit@Townofrowley.org
Jane White	Y	Pine Grove Parent	j_koopman@hotmail.com
Erica Geyer	N	Pine Grove School Teacher	Erica.Geyer@tritonschools.org
Emma Hunt	Y	Pine Grove School Teacher	Emma.Hunt@tritonschools.org
Jeff Vincola	Y	Pine Grove Parent	jeffvincola@gmail.com
Brad Dore	N	Dore & Whittier, Architect	bdore@doreandwhittier.com
Jon Richardson	Y	Dore & Whittier, Architect	jrichardson@doreandwhittier.com
Chip Heitkamp	N	Dore & Whittier, Architect	cheitkamp@DoreandWhittier.com
Mark Marshall	N	Dore & Whittier, Architect	
Jennifer Pinck	N	Pinck & Co., Inc. (PCI), OPM	jpinck@pinck-co.com
Andraya Lombardi	N	Pinck & Co., Inc. (PCI), OPM	alombardi@pinck-co.com
Margaret Wood	N	Pinck & Co., Inc. (PCI), OPM	mwood@pinck-co.com
Deborah Marai	Y	Pinck & Co., Inc. (PCI), OPM	dmarai@pinck-co.com
James Dombrowski	Y	Pinck & Co., Inc. (PCI), OPM	jdombrowski@pinck-co.com
Larry Berger	Y	Pinck & Co., Inc. (PCI), OPM	lberger@pinck-co.com
Tom Hood	Y	W.T. Rich	thood@wtrich.com
Harvey Eskenas	N	W.T. Rich, CM	heskenas@wtrich.com
Jon Rich	Y	W.T. Rich	jonrich@wtrich.com
David Petersen	N	Board of Selectmen	
Arian Haley	N	PTA	

Y = attendees; distribution to all

1. **Call Meeting to Order** at 6:37PM
2. **Chairman's Comments** Joe Perry commented that the Board of Selectmen voted and approved Dore & Whittier's amendments for loose technology and FF&E per ASRs 11R and 13. The vote was 3-2 in favor.
3. **Review and Approve Minutes**
 - **SBC March 29, 2018**

Nerissa Wallen made a motion to accept the minutes, seconded by Emma Hunt. Dennis Roy abstained, and the rest of the committee approved the motion.



4. **Timeline/Calendar**

The weekly construction meeting was scheduled for Friday 4/6 at 9:00am and is planned to be held the Friday of each week at 9:00am. The working group for 4/10 was canceled and D&W does not see the need for additional working groups now that construction meetings are scheduled. The school hopes to update the committee on the official last day of school at the next planned meeting on 4/12. Currently the expected last day of classes is June 26th.

5. **Working Group Update** No working groups since 3/29

6. **Review and Approve Selection of Owner's Independent Material Testing Firm**

Pinck & Co. received and reviewed proposals for materials testing. Briggs, UTS and Intertek PSI submitted proposals on time that met the requirements. After reviewing the proposals, qualifications and comparing rates for testing services, PCI recommended the award of owner's independent material testing firm to UTS. Nerissa Wallen made a motion to accept UTS as the testing agency, seconded by Christine Kneeland. The committee approved unanimously.

7. **Non-Trade Bid Update**

- **Review Bids for Award and Approval** The project team had no LOR's to approve at this time.

8. **Presentation of Project Guaranteed Maximum Price (GMP)**

The project team presented the draft GMP document to the committee for recommendation to the Board of Selectmen. At the time of this meeting, the document was under review by the town's legal counsel. The Project Guaranteed Maximum Price (GMP) document will be an amendment to WT Rich's contract. The Alternates were listed in the GMP as pending and would remain as open options until the earlier of 10 days from execution of the GMP or April 9th, 2018. Alternates would have to be selected in the order they were presented. The committee discussed and agreed to decline the alternates. Christine Kneeland made the motion to decline the alternates, seconded by Emma hunt. The committee approved the motion unanimously.

Question by Jeff Vincola: Will the School Building Committee or Board of Selectmen vote on the spending of CM Contingency? The project team answered that a procedure was approved last meeting for the approval of time sensitive work. Ultimately the change orders will be presented to the School Building Committee and Board of Selectmen for recommendation and approval.

Question by Jeff Vincola: Have all the trades and non-trades been bought out? The project team answered a work estimate identified in the GMP of \$1,995,884 remains to be bought out with the potential for additional buyout savings.

Question by Dennis Roy: Does WT Rich pay for electricity usage during construction? The project team answered yes, WT Rich has accounted for utilities usage in their General Conditions.

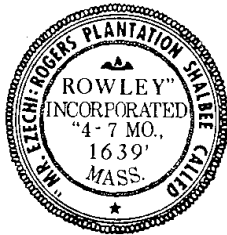
Question by Nerissa Wallen: Does that include water? The project team answered yes, WT Rich will pay for any water for construction activities and has accounted for utilities usage in their General Conditions.

Question by Jeff Vincola: Who is the site contractor? United Civil.

Question by Christine Kneeland: Under allowances, does the amount for storage include the trailers for the move? The project team answered no, costs associated with the move are covered under a separate line item in the MSBA form 3011.

Question by Jeff Vincola: How will security be handled during the project? The project team answered that all workers on site will need to be CORI checked. Those who have passed will wear a green numbered sticker on their hardhat. WT Rich will keep a log of the numbers and who they belong to. WT Rich will be responsible for security and access on the construction site. The Rowley Police have agreed to make visits during their normal patrols.

Question by Christine Kneeland: How does the school know that during 2nd shift all workers have left the site? WT Rich answered they will keep a log of subs on site and will walk the site and any areas work occurred in the school before leaving for the day.



Question by Emma Hunt: Will there be hard partitions in the school during certain phases at stairways? The project team answered they will be coordinating where hard partitions and barriers are needed. During some phases, the school and construction areas may share paths of egress.

Question by Dennis Roy: Was the turn over of spaces scheduled around school vacations? The project team answered they were not always able to coordinate the turn over of spaces during a vacation or school break.

Question by Christine Kneeland: Is the playground scheduled to be complete before September? WT Rich's goal is to have the playground ready by September. If that date changes WT Rich will let the school know so that they can make alternative plans for recess.

After the School Building Committee reviewed and discussed the GMP document, Nerissa Wallen made the motion to recommend the GMP draft to the Board of selectmen for approval. The motion was seconded by Christine Kneeland and approved unanimously by the committee.

9. Execute MSBA Paperwork

10. Confirm and Set Future Meeting Dates

April 12 6:30PM

April 26 6:30PM

11. Other

D&W presented technology equipment requisition proposals for recommendation to the Board of Selectmen. Proposals were for interactive projectors, document cameras, collaborative flat panels and flat panel brackets/Cabling for a total of \$148,659.41 and a proposal for network file server for \$47,672.00. D&W was still buying out the phone system and asked for a not to exceed (NTE) amount of \$12,000. The District IT department has been reviewing the procurement and the \$498,000 budget. D&W reports the buyout of loose technology has been below budget thanks in large part to the District IT handling the installation of the server and Phones system and the District choosing to continue renting computers.

Question by Emma Hunt: Will training be provided to teachers and staff for the new technology? The project team answered the majority of training will be given to District IT and a select group of staff tasked with passing the information along to the rest of the school.

Emma Hunt made the motion to recommend the proposals of \$148,659.41, \$47,672.00 and not to exceed (NTE) amount of \$12,000 to the Board of Selectmen. Christine Kneeland seconded the motion and the committee approved unanimously.

D&W presented amendments 11R and 13 to the Board of Selectmen on Monday and was seeking the committee's approval of the amendments. Christine Kneeland made the motion seconded by Emma Hunt. The committee approved unanimously.

D&W also presented a phase authorization request to allow them to bill towards the next phase of the project. Christine Kneeland made the motion seconded by Emma Hunt. The committee approved unanimously.

The MSBA's mandated sign was presented to the committee with the District's Logo, it will be corrected to Triton Regional School District.

Joe Perry added a Chairman's Comment that the Town Hall was struck by lightning, hitting cupola and damaging the fire alarm.

12. Adjourn

Dennis Roy made the motion to adjourn, seconded by Nerissa Wallen and approved unanimously by the committee at 8:47PM

The next School Building Committee meeting is **April 12, 2018 at 6:30 PM**

The above is assumed correct unless the writer is notified within 5 days after receipt.