

MEETING MINUTES

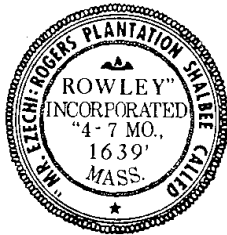
# Pine Grove School School Building Committee

**DATE OF MEETING:** August 23, 2018  
**PURPOSE OF MEETING:** Construction Update Meeting

Joseph Perry	Y	Chair, Board of Selectmen	<a href="mailto:jijperry41@gmail.com">jijperry41@gmail.com</a>
Cliff Pierce	Y	Board of Selectmen	<a href="mailto:cliffmpierce@gmail.com">cliffmpierce@gmail.com</a>
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Dennis Roy	Y	Finance Committee	<a href="mailto:Droy51@comcast.net">Droy51@comcast.net</a>
Nerissa Wallen	Y	School Committee	<a href="mailto:Nerissa.Wallen@tritonschools.org">Nerissa.Wallen@tritonschools.org</a>
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Chris Walsh	Y	TRSD	<a href="mailto:Christopher.Walsh@tritonschools.org">Christopher.Walsh@tritonschools.org</a>
Christine Kneeland	Y	Principal, Pine Grove School	<a href="mailto:Christine.Kneeland@tritonschools.org">Christine.Kneeland@tritonschools.org</a>
Debbie Eagan	Y	Town Administrator, Town of Rowley	<a href="mailto:Debbie@Townofrowley.org">Debbie@Townofrowley.org</a>
Karen Summit	Y	Treasurer, Town of Rowley	<a href="mailto:Karen.Summit@Townofrowley.org">Karen.Summit@Townofrowley.org</a>
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Mark Marshall	N	Dore & Whittier, Architect	
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Jon Rich	N	W.T. Rich	<a href="mailto:jonrich@wtrich.com">jonrich@wtrich.com</a>
David Petersen	N	Board of Selectmen	
Arian Haley	N	PTA	

**Y = attendees; distribution to all**

- 1. Call Meeting to Order 9:04 AM**
- 2. Chairman's Comments** The Board of Selectmen met August 13<sup>th</sup> to discuss the purchasing of items for the Pine Grove School out of the owner's contingency. \$31,307.61 was approved, \$8,151.73 was not approved by the Selectmen. Discussions followed concerning the equipment not approved by the Board of Selectmen, particularly the Health department's list of items which included screening machines for hearing and vision amounting to approximately \$4,794.00.



This equipment was identified early on in the furnishing and equipment (FF&E) budget, however the project budget exceeded the amount allotted by the MSBA for furnishings and equipment. The amount over the allotted furnishing and equipment budget was to be drawn from the owner's contingency and requires the Board of Selectmen's approval. The existing health screening equipment was removed from the school and will need to be replaced. Brian Forget commented that in the past on other projects, this equipment has been provided by PTA funds or through construction or renovation projects. Deborah Eagan and Cliff Pierce stated the Town's concern is that drawing the funds from contingency for furnishing and equipment over the allotted budget leaves less funds for the town to draw from should there be additional project costs, such as the glulam issues in the AP Room.

### 3. Review and Approve Minutes

- **SBC July 26, 2018**

Nerissa Wallen made the motion to approve the minutes, seconded by Christine Kneeland. Joe Perry, Larry White and Dennis Roy abstained. The rest of the committee approved.

### 4. Project Update

Pinck and Co and WT Rich updated the committee on the progress and status of the project. With the exception of the AP room and kitchen, the project was reported to be on schedule. Students will arrive on September 4<sup>th</sup>, the permanent front doors at the new front vestibule will not be installed until September 17<sup>th</sup>. Temporary storefront doors will be in place with manual locking hardware. It was discussed that a Rowley police detail will be in place in the morning hours while doors are unlocked to allow staff and students into the building. Carpet in the Admin areas is also delayed; WT Rich promised a temporary carpet will be installed and that the sub-contractor owns providing that carpet. The final carpet is expected after school opens and it is expected that work to switch out the carpet will occur on a weekend yet to be determined but expected in early September. The existing boilers are in the process of having their pumps serviced and will be ready for the heating season (Starting in October) to service the areas of the school that have yet to be renovated. The new project boilers will be in service for the renovated phase 1 and 2 areas also. WT Rich updated the committee that they expect the AP Room to be ready in November, however they will know more once they start installing the new structural steel.

### 5. FF&E Update

Furniture is scheduled to be delivered on the 25th, cafeteria tables are delayed and the school plans to use the existing tables in the gym until they can be delivered. Dore & Whittier discussed waiting to deliver the Cafeteria tables until the AP Room is ready. Dore & Whittier is in the process of scheduling the furniture discussion and selection for phases 3-5 to happen within the next couple of weeks.

### 6. Requisition #4

The Committee was provided Requisition #4 via dropbox link for their review. The committee has requested that the next requisition package to review be available to them at least 1 week prior to the scheduled meeting for their review. The next requisition to review is #5.

Nerissa Wallen made a motion to recommend approval of requisition #4, seconded by Brian Forget. Larry White abstained. The remaining School Building Committee present approved.

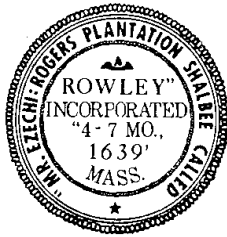
### 7. Execute MSBA Paperwork No Paperwork to execute

### 8. Confirm and Set Future Meeting Dates

The next meeting will be **September 27th @ 6:30PM** at Town Hall in the upstairs meeting room. The following meeting was scheduled for **October 25th @ 6:30PM**

### 9. Other

The Committee discussed Christine Kneeland and Brian Forget presenting to the historical commission their request to install a digital sign at the front of the property. Cliff pierce made the motion to recommend Christine and Brian represent the committee and present their request to the historical commission. Larry White seconded the motion and the committee unanimously approved



## 10. Adjourn

Dennis Roy made the motion to adjourn, seconded by Cliff Pierce and approved unanimously by the committee at 10:39PM

The next School Building Committee meeting is **September 27, 2018 at 6:30 PM at the Town Hall**

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

Prepared by: James Dombrowski, Pinck & Co, Inc.

Distribution: As noted above