

MEETING MINUTES

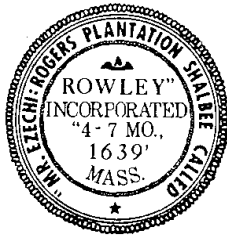
# Pine Grove School School Building Committee

**DATE OF MEETING:** February 22, 2018  
**PURPOSE OF MEETING:** Pre-Construction Meeting

Joseph Perry	Y	Chair, Board of Selectmen	<a href="mailto:josp2@verizon.net">josp2@verizon.net</a>
Cliff Pierce	Y	Board of Selectmen	<a href="mailto:cliffmpierce@gmail.com">cliffmpierce@gmail.com</a>
Lawrence White	Y	Chair, Finance Committee	<a href="mailto:lwfincommail@gmail.com">lwfincommail@gmail.com</a>
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>
Brian Forget	N	Superintendent, TRSD	<a href="mailto:Brian.Forget@tritonschools.org">Brian.Forget@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	N	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>
Jane White	N	Pine Grove Parent	<a href="mailto:j_koopman@hotmail.com">j_koopman@hotmail.com</a>
Erica Geyer	N	Pine Grove School Teacher	<a href="mailto:Erica.Geyer@tritonschools.org">Erica.Geyer@tritonschools.org</a>
Emma Hunt	N	Pine Grove School Teacher	<a href="mailto:Emma.Hunt@tritonschools.org">Emma.Hunt@tritonschools.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 at 6:32 PM**
- 2. Chairman's Comments** Jeff Vincola has replaced Jay Szymanski. Joe Perry reminded the project team that the town is the owner of the Pine Grove School and to use the town as a resource first.
- 3. Review and Approve Minutes**
  - **January 11**  
Karen Summit made a motion to accept the minutes for January 11<sup>th</sup>, seconded by Nerissa Wallen. Larry White and Cliff Pierce abstained.



- **February 8**

Karen Summit made a motion to accept the minutes for February 8th, seconded by Nerissa Wallen. Larry White, Dennis Roy and Michelle Cresta abstained.

#### 4. **Timeline/Calendar**

The bid opening is planned for Tuesday February 27<sup>th</sup>. The project team has a supplemental meeting tomorrow to discuss the possibility of extending the bid to March 1 due to responses from sub-contractors and additional questions. Pinck & Co. will prepare a leveling sheet for the bids once received. WT Rich will be handling the non-trade bids.

#### 5. **Review Trade and Non-Trade Bids and Pricing**

- **Review Process**

Non-trade bids will be received on Feb 27<sup>th</sup> and will be handled by WT Rich. Trade bids will be due either the 27<sup>th</sup> as planned or extended until March 1. Trade Bids will be opened publicly at Town Hall the day they are due after the deadline.

- **Approvals**

Pinck will prepare a leveling sheet to be reviewed and recommended for approval by the School Building Committee.

Question by Dennis Roy: Is there any specific reason for delaying the due date for bids? Are the questions subs are asking just for clarification or items that were missed? The project team answered Sub Contractors questions have been more for clarification. The architect feels confident they have covered the scope in the documents and addendum. Extending the deadline would allow the team to ensure sub-contractor's questions are answered and scope is captured in their bids.

#### 6. **Review Architect's ASR #11R for Approval**

Not ready to be discussed at this time. This item will be covered in a future meeting

#### 7. **Review Move Services Bids Received for Award and Approval**

Diamond Relocation and Wakefield Movers submitted bids for move services. Pinck is currently reviewing their proposals and scope. Isaac's Moving, Tobin and Sons, and Sterling Moving had received the request for proposal (RFP) and attended the walk through but did not decide to bid.

Question by Chris Walsh: Will the movers take care of the records that need to be transported offsite for the 2 summers? The project team answered yes, the movers will take them to Triton, so admin will have access to the records during the summer.

Movers will not be tasked with packing up the classrooms. Teachers will pack their own classrooms, and movers will relocate the crates during each phase. Other than records, it is planned that no crates or boxes will leave the site. Storage containers (Conex Boxes) will be on site and hold any materials not being relocated to classrooms.

#### 8. **Execute MSBA Paperwork**

No MSBA paperwork

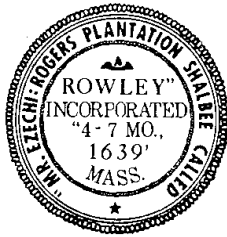
#### 9. **Confirm and Set Future Meeting Dates**

The Project team would like to reserve March 1, March 8 and March 15 for School Building Committee meetings. Construction starts in April.

#### 10. **Other**

WT Rich had a Letter of Recommendation (LOR) #5 and Contract Amendment #5 for the early release of Storefront Hardware per Early Release Package #2 (ERP#2). This hardware is typically a long lead item. Kapiloff's Glass Inc. was the lowest qualified bidder at \$68,137.50. The bid was \$165.5 over the 90% construction documents estimate for this item.

Question by Karen Summit: What are storefronts? Storefront is defined as a non-residential, non-load-bearing assembly of commercial entrance systems and glass, usually spanning between the floor and the structure above. In this project, storefront refers to areas such as the front vestibule and bus entry doors.



Question by Nerissa Wallen: Where is the auto-sliding door located? The project team answered this door is located between admin and the lobby.

Question by Karen Summit: Can you (WT Rich) explain O'Connor Door's price on the back up? The project team answered O'Connor Door is a vendor. There is an additional cost line, "delivery, handling and inventory for install contractor" that adds to the total price.

Dennis Roy made the motion to approve the letter of recommendation seconded by Larry White. The committee approved unanimously.

Dennis Roy made the motion to approve the letter of recommendation seconded by Karen Summit. The committee approved unanimously.

Chris Walsh noted the electrical work in the gym has been completed in preparation for the temporary relocation of the cafeteria for cold lunches from April till summer vacation. The Gym will be set up the week before construction and April vacation as a trial run, still preparing food in the kitchen. After April vacation food will be transported in.

#### **11. Adjourn**

Cliff Pierce made the motion to adjourn, seconded by Larry White and approved unanimously by the committee at 7:03PM

The next School Building Committee meeting is **March 1, 2018 at 6:30 PM**

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