

MEETING MINUTES

Pine Grove School School Building Committee

DATE OF MEETING: March 29, 2018

PURPOSE OF MEETING: Pre-Construction Meeting

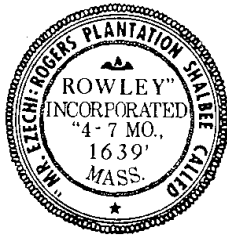
Joseph Perry	Y	Chair, Board of Selectmen	josp2@verizon.net
Cliff Pierce	Y	Board of Selectmen	cliffmpierce@gmail.com
Lawrence White	Y	Chair, Finance Committee	lwfincommail@gmail.com
Dennis Roy	N	Finance Committee	Droy51@comcast.net
Nerissa Wallen	Y	School Committee	Nerissa.Wallen@tritonschools.org
Brian Forget	N	Superintendent, TRSD	Brian.Forget@tritonschools.org
Michelle Cresta	N	TRSD	Michelle.Cresta@tritonschools.org
Chris Walsh	Y	TRSD	Christopher.Walsh@tritonschools.org
Christine Kneeland	Y	Principal, Pine Grove School	Christine.Kneeland@tritonschools.org
Debbie Eagan	Y	Town Administrator, Town of Rowley	Debbie@Townofrowley.org
Karen Summit	Y	Treasurer, Town of Rowley	Karen.Summit@Townofrowley.org
Jane White	Y	Pine Grove Parent	j_koopman@hotmail.com
Erica Geyer	Y	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	Y	Dore & Whittier, Architect	bdore@doreandwhittier.com
Jon Richardson	Y	Dore & Whittier, Architect	jrichardson@doreandwhittier.com
Chip Heitkamp	Y	Dore & Whittier, Architect	cheitkamp@DoreandWhittier.com
Emily Rae	N	Dore & Whittier, Architect	erae@dore&whittier.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 6:30PM
2. **Chairman's Comments** No comments
3. **Review and Approve Minutes**

- **SBC March 15, 2018**

Larry white made a motion to approve the minutes for March 15th. Cliff Pierce seconded the motion, the committee agreed unanimously.



4. Timeline/Calendar

Pinck & Co presented the calendar and timeline, 2 weeks remain until the start of construction. The project team plans to have the Guaranteed Maximum Price(GMP) ready for review and approval by the committee for the next School Building Committee meeting on April 5, 2018 and prior to the start of construction. WT Rich hopes to start installing partial construction fencing on the 13th. Phase 1a starts April 16th with trenching for new building electrical and data service. Access to the site during April vacation will be limited and steel plates will close off the trenches at the end of each day. Demolition will also start on the AP room, kitchen and utility spaces. These areas will be isolated and closed off before staff and students return after April break.

5. Working Group Update

The team has had several working groups to begin coordination for the cafeteria move to the gym. The school will begin a trial run the week before April Vacation and the start of construction to ensure staff have everything they need to serve cold lunches to students before turning over the kitchen for construction. The school and working group have also reviewed final room numbers, phasing plans and furniture assignments.

6. Non-Trade Bid Update

- **Review Bids for Award and Approval**

The project team asked if the school building committee would want to review the Guaranteed Maximum Price(GMP) at the next School Building committee. The GMP document was reviewed by the town and is currently in review by the town’s legal counsel. Nerissa Wallen commented that the committee owes it to the community to thoroughly review the document. Christine Kneeland made the motion that the project team should present the GMP to the School Building Committee for review. Nerissa Wallen seconded the motion and the committee agreed unanimously.

The project team went on to clarify that the Guaranteed Maximum Price(GMP) is the maximum cost for the scope addressed within the contract documents. The GMP budget has contingencies built in to account for change orders and possible issues that can arise during construction. 1% of these contingencies are eligible for reimbursement by the MSBA.

Question by Jeff Vincola: Is there a schedule tied to the GMP? Does the GMP address liquidated damages? The project team answered there is a schedule addressed in the GMP and milestones for each phase. Liquidated damages are addressed in the bidding documents for substantial completion of the project. WT Rich also has liquidated damages for their sub-contractors for each phase.

The GMP will be presented to the School Building Committee as a draft on April 5th, and the final version to the Board of Selectmen on April 9th.

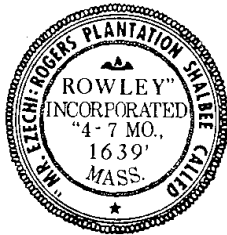
The Project team Presented LORs 9, 10 and 11.

Contractor Name	Scope of Work Package	Award Amount	vs. Budget
Newton Building Specialties	Specialties	\$202,250.00	\$273,856.00
Walker Specialties, Inc.	Projection Screen, Blinds & Window Shades	\$66,250.00	\$89,251.00
CBS Inc.	Gym Equipment	\$38,000.00	\$75,089.00

**The table above shows LOR# 9 the awarded contractor, scope, award amount and the original budget for the line item*

WT Rich presented letter of recommendation no. 9 for selective division 10, 11 & 12 scopes of work. All categories were under the budgeted amounts.

Question by Jane White: Why did the gym equipment come in so far below the budget? The project team answered that the work was de-scoped, and all products met the specifications. For some of the items, installation is not reflected in the award or savings amount. Installation has been bought out in the scope of other trades.



Question by Nerissa Wallen: what happens if an item is damaged during install? The project team answered that installation has been bought out, and if an item is damaged during install, the installer owns it. Karen Summit made a motion to approve LOR 9 for divisions 10, 11 & 12 scopes of work. Cliff Pierce seconded the motion, and the committee agreed unanimously.

Contractor Name	Scope of Work Package	Award Amount	Budget
JC Flooring	Carpet Tile-096813, Wood Flooring-096429, Entrance Mats-124813	\$90,450.00	\$113,808.00
New England Decks & Floors	Fluid Applied Flooring-096700	\$75,413.00	\$68,046.00

**The table above shows LOR#10 the awarded contractor, scope, award amount and the original budget for the line item*

WT Rich presented letter of recommendation no. 10 for carpet tile, wood floors entry mats & fluid applied flooring. Fluid applied flooring was slightly above budget. Larry White made a motion to approve LOR 10 for carpet tile, wood floors entry mats & fluid applied flooring. Cliff Pierce seconded the motion, and the committee agreed unanimously.

Contractor Name	Scope of Work Package	Award Amount	Budget
Specialties Insulation	Foamed-in-Place-096813	\$63,240.00	\$67,313.00
Frommelt	Coiling-083326 / Sectional Doors-083613	\$20,425.00	\$28,810.00
Gaspari's, Inc.	Wall Covering-097200 & Digital Printed Protective WC-102605	\$49,648.00	\$55,432.00

**The table above shows LOR #11 the awarded contractor, scope, award amount and the original budget for the line item*

WT Rich presented letter of recommendation no. 11 for foamed-in-place insulation, coiling/sectional doors, vwc & digital protective coverings. Christine Kneeland made a motion to approve LOR 11 for foamed-in-place insulation, coiling/sectional doors, vwc & digital protective coverings. Chris Walsh seconded the motion, and the committee agreed unanimously.

7. Project protocols During Construction

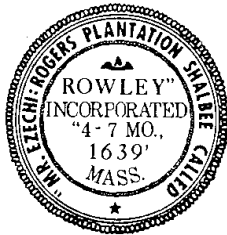
- **Representative at Weekly Construction meeting**

Weekly meetings will be held in the jobsite trailer to discuss schedule, budget, design, construction issues and operations of the school during construction. Present at these meetings will be the Construction Manager/Contractor (WT Rich), Architect (Dore & Whittier) Owner's Project Manager (Pinck & Co.) and representatives of the Town and School from the School Building Committee (Joe Perry, Christine Kneeland, Chris Walsh, Cliff Pierce and Brian Forget)

Question by Cliff Pierce: How long do these meetings typically last? The project team answered typically 2 hours, however they can be longer or shorter depending on the agenda and what needs to be discussed.

- **Procedures to address unforeseen conditions and changes during construction.**

In order to keep schedule and make timely decisions, the following thresholds were agreed upon for approving Change Orders during construction.



\$0-\$24,999

OPM may approve per incident with consultation of the Architect

\$25,000-\$99,999

Joe Perry and Cliff Pierce may approve per incident (Limited to time sensitive decisions)

\$100,000 +

Board of Selectmen will review and approve

Question by Nerissa Wallen: Are these amounts per incident and is there a cumulative amount or limit? The project team answered a cumulative amount was not discussed; however, if the cumulative amount to be approved at one time was above the threshold, the decision would be passed to the next threshold.

When work is authorized, an estimate of value will be requested; however, due to the demands of the phased construction schedule the additional work will proceed on a time and materials (T&M) basis. T&M is when the Owner or Contractor agrees to pay the subcontractor to perform the work, and time and material slips tracked by the CM and Clerk of the Works and then will be processed as change orders after approved work is completed.

Question by Chris Walsh: Can the change order be contested? The project team answered yes, if the team believes the work is under the base scope of the project and rejects the sub-contractor's request for a change order, the sub can proceed under protest, submit a change order and negotiate.

Larry White made a motion to recommend the procedures and thresholds to the Board of Selectmen, seconded by Cliff Pierce, and approved unanimously by the committee.

8. Execute MSBA Paperwork

Documents signed by OPM and Architect

9. Confirm and Set Future Meeting Dates

April 5	6:30PM
April 12	6:30PM
April 26	6:30PM

10. Other

- LORs will continue to be presented to the School Building Committee after the GMP is established. WT Rich requested a meeting on the 26th for LOR approvals.
- Christine Kneeland announced Walter McLeod has been on site, trailers are expected next week and site access during their delivery may be limited. Last day of school for Pine Grove is expected to be June 26, however the district will look into a waiver to end classes on June 22nd. The School office will need to function until the end of school.
- The project team presented a technology purchase order from SHI for the School Building Committee's recommendation to the Board of Selectmen for approval. Karen Summit made the motion to approve the purchase order for \$36,001.85, seconded by Christine Kneeland. The committee approved unanimously.

11. Adjourn

Cliff Pierce made the motion to adjourn, seconded by Karen Summit and approved unanimously by the committee at 7:47PM

The next School Building Committee meeting is **April 5, 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