

MEETING MINUTES

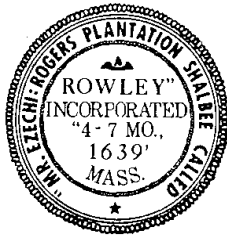
Pine Grove School School Building Committee

DATE OF MEETING: May 17, 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 | 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 | 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 | N | Pine Grove School Teacher | Erica.Geyer@tritonschools.org |
| Emma Hunt | Y | Pine Grove School Teacher | Emma.Hunt@tritonschools.org |
| Jeff Vincola | N | Pine Grove Parent | jeffvincola@gmail.com |
| Brad Dore | Y | Dore & Whittier, Architect | bdore@doreandwhittier.com |
| Chip Heitkamp | Y | 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 |
| John Albright | Y | Pinck & Co., Inc. (PCI), OPM | jalbright@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 | N | 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** Joe Perry commented that the Board of Selectmen had a re-organization. Cliff Pierce will be the new Chairman for the Board of Selectmen, and Joe Perry will be the Vice-Chairman. The School Committee also had a re-organization, naming Nerissa Wallen as the Chairperson.
- 3. Introduce John Albright** John Albright was introduced to the Committee and will be the Clerk for Pinck & Co. Inc. on the second shift. Pinck will have a representative on site when work is being performed. Pinck & Co. also announced Deborah Marai will assume the Rowley Project Director roll for Andraya Lombardi.



4. Review and Approve Minutes

- **SBC April 12, 2018** Cliff pierce made the motion to approve the minutes. Chris Walsh seconded the motion, and the committee approved unanimously.

5. Project Update

The transformer is expected to be delivered the week of May 21 and will be installed by Rowley Municipal Light Plant during school hours after the busses have left in the morning, and before dismissal. WT Rich is to coordinate this activity, and any concrete placement in the AP room with the school. During demolition in the AP room, termite damage was found in some of the Glulam beams. The team will schedule an inspection and detailed scan of the beams to determine the best course of action.

Christine Kneeland commented that construction crews have been very cooperative in terms of silencing loud construction activities during testing and the school has reported no issues.

6. Furniture Update

The Board of Selectmen approved the release for purchase of furniture for phase 1 on Monday May 14. The Request for Proposals (RFP) for phases 2-5 is expected to be released shortly.

7. WT Rich Requisition #1

Requisition 1 was presented to the School Building Committee for review as a project update. The requisitions will not require the approval of the School Building Committee as the Board of Selectmen have authorized Joe Perry, Cliff Pierce, Larry White and Brian Forget to sign requisitions. For future meetings it was agreed that the requisition will be sent out for the committee to review after the project team has reviewed and approved the pencil requisition and no further changes are required. All requisitions will be distributed through the dropbox link for the committee's review.

Question by Karen Summit: Does the whole requisition need to be sent to the MSBA? Or just the Schedule of Values (SOV)? Larry Berger responded Pinck & Co. will confirm that only the SOV needs to be sent to the MSBA. WT Rich has prepared a summary with cost codes however the team is waiting on the approved SOV from the MSBA. Pinck & Co. has submitted a Project Funding Agreement (PFA) amendment to the MSBA to review and approve the SOV. The total project cost that the town approved has remained the same since presented with the 90% estimate

Question by Nerissa Wallen: When there are change orders or contingency money used, that will be shown in the Requisition as a line item? Larry Berger answered yes and reviewed the sections of the requisition that will detail the change orders and spending of contingency.

Question by Dennis Roy: Why is the contract date 01/09/17? WT Rich answered that was the original contract date, and the Guaranteed Maximum Price (GMP) contract was an amendment to the original contract.

Question by Karren Summit: Will the Requisition and other invoices be submitted at the same time? Pinck & Co. will ensure that before the end of each month, the town will have the final requisition and any invoices from the Architect, OPM or consultants.

8. Execute MSBA Paperwork

No Paperwork to execute

9. Confirm and Set Future Meeting Dates

The next meeting will be **June 28 @ 4:00PM** at Town Hall in the upstairs meeting room.

10. Other

11. Adjourn

Karen Summit made the motion to adjourn, seconded by Cliff Pierce and approved unanimously by the committee at 6:55PM

The next School Building Committee meeting is **June 28, 2018 at 4:00 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