

Tahanto Regional Middle/High School Building Committee Meeting Minutes

PROJECT: Tahanto Regional MS/HS
LOCATION: 1001 Main Street Boylston, MA 01505

MEETING DATE: August 16, 2011

ATTENDEES: *(Absent in Italics)*

Blue font = update to meeting minutes.

<p><u>Bldg. Cmte:</u> - Dean Polnerow - Linda Maresca - Larry Brenner - Judy Booman</p>	<p>- Peter Maki - <i>Scott Schultz</i> - Diane Tucceri - Mike Dubrule</p>	<p>- Christine Keefe - James Ricciardi - Heidi MacDonald - <i>Roger Deal</i></p>	<p>- <i>Vin Perrone</i> - <i>Joni Bergen</i> - <i>Julia Hucknall</i> - Cortney Keegan</p>
<p><u>PMA:</u> - <i>Chris Carroll</i></p>	<p><u>HMFH:</u> - Deborah Collins - Deborah Shaer - Paul Queeney - Robert Raymond</p>	<p>- George Metzger - <i>Ania Matteson</i> - <i>Alan Pemstein</i></p>	

Call to Order: 6:38PM Vote to approve the 7/20/11 meeting minutes was made by Jimmy Ricciardi; the motion was seconded by Christine Keefe. The Committee voted unanimously in favor of the motion.

Budget

Item	Responsibility	Due	Notes
08-16.01		Record	HMFH Invoices: Invoice # 996873 for Basic Services for July 2011 in the amount of \$47,250 and invoice # 996838 for June 2011 reimbursable printing expenses in the amount of \$4,519 were presented to the Committee. A motion to approve these invoices was made by Jimmy Ricciardi and seconded by Christine Keefe. The Committee voted unanimously in favor of the motion.
08-16.02		Record	PMA Invoice: Invoice # 03281-26 reflecting \$41,943 for Basic Services for July 2011, invoice #0328-27 for Additional Services – 3 rd party independent construction testing by PSI, Inc. in the amount of \$5,388.06 and invoice 03281-28 for Additional Services – 3 rd party independent construction testing by McPhail Associates, Inc. (at the building footprint/foundation) in the amount of \$1,100 were presented to the Committee. A motion to approve these invoices was made by Jimmy Ricciardi and seconded by Christine Keefe. The Committee voted unanimously in favor of the motion
08-16.03		Record	Additional Invoice: An invoice from Deutsch Williams Brooks DeRensis & Holland, P.C. for legal services for the bid protest, in the amount of \$2,163 was presented to the Committee. A motion to approve the invoice was made by Jimmy Ricciardi and seconded by Christine Keefe. The Committee voted unanimously in favor of the motion.
08-16.04		Record	CTA Requisitions: Requisition No. 3 in the amount of \$1,397,561 for the period of July 1 thru July 31, 2011 was presented to the Committee. A motion to approve this requisition was made by Jimmy Ricciardi and seconded by Christine Keefe. The Committee voted unanimously in favor of the motion.
08-16.05		Record	Boylston Municipal Light Department Cost: BMLD has a cost to provide the required 3-phase power to the new location of the Tahanto Regional MS/HS. (The existing 3-phase power ends at the TRMHS current location). The cost to provide the 3-phase power is \$29,288.67. This work has been completed by BMLD. A motion was made by Jimmy Ricciardi to approve payment of this BMLD invoice and seconded by Diane Tucceri. The Committee voted unanimously in favor of the motion.
08-16.06	CTA	9/13/11	Potential Change Orders (PCOs): The committee was informed of the following existing condition items that are anticipated to have change order costs to the project. The project does not have pricing on these PCOs as of this meeting. This is for informational purposes at this time and the committee is not being asked to make decisions on either of these items: <ul style="list-style-type: none"> • Existing Waterline: The waterline is of a different material and size than depicted on the plans.

			<ul style="list-style-type: none"> • Stump Dump: The volume of material in the stump dump that needs to be removed is more than anticipated during the design period.
08-16.07		Record	Budget Status of Project: The committee chair briefly explained to the committee that the project has built-in contingency monies to cover unexpected additional costs. The committee should expect that most, if not all of this contingency money will be spent. Typically much of the contingency can be expected to be utilized in the early stages of projects: below ground, during excavation of the building footprint, utilities, etc. due to unforeseen conditions. Our project has been fortunate in that we have had limited surprises during the initial site work. Though the committee has been asked to approve some change order work, the project is running on schedule and on budget and has not expended an unreasonable amount of contingency monies to-date.
07-20.07		Record	Water Usage Fee: Updated 8/16/11: The \$3,000 user fee was paid by the contractor.
03-17.04	School Committee	9/13/11	Transportation Fee: Updated 7/20/11: This issue has yet to be presented to the School Committee. School superintendent stated that the District will handle this internally possibly from a District budget line item: "Athletic Transportation". The athletic director noted that the decision needs to be made very soon. On-going. Updated 8/16/11: The Superintendent noted that this issue will be presented to the School Committee for review at their next meeting scheduled for the week of 8/22-8/26. The school committee may then make a request of the building committee to have the project fund the cost of transporting Tahanto athletes to and from off-school-ground practice locations.

Schedule

Item	Responsibility	Due	Notes
07.20-08	PMA	9/13/11	Recuperation of Lost Schedule Days: Updated 8/20/11: This PCO 001 is still under review with PMA. PMA is vetting out the cost of approximately \$82,000 submitted by CTA. CTA is claiming that due to the delay in executing a full contract – because of the bid protest – they have lost some days in the schedule. PMA hopes to have this negotiation complete and final pricing available for the committee to review at the next building committee meeting.

General/Misc

Item	Responsibility	Due	Notes
08-16.08		Record	New Director of Financial Services BBPS: Superintendent Dubrule introduced Cortney Keegan as the new finance director of the BBPS. Cortney brings a great deal of experience with new school construction and is versed in the MSBA processes. All welcomed Cortney to the team.
08-16.09		Record	Response to Banner Article: The committee chairman noted that he wrote a Tahanto Buzz article to confirm that, contrary to any perceived budget overages and/or schedule delays that the communities might have inferred from the Banner's 7/28/11 article, the Tahanto project remains on schedule and on budget.
08-16.10		Record	Sign-Up Sheet for Construction Progress Meetings: Linda Maresca passed out a sign-up sheet so that interested members of the committee could sign-up to attend any of the weekly construction progress meetings held at the job-site on Tuesday mornings at 10:30AM.
07-20.09		Record	Building Committee Membership: The committee chairman referred to an email that he sent to committee members ~2 – 3 weeks ago asking members to consider becoming non-voting members so that a smaller quorum would be required at each meeting. He noted that this committee is going to need to make many time sensitive decisions during the construction phase of the project, requiring tighter control on active attendance at the meetings. The chair advised the committee that Chris Lawson (Berlin resident) and Timothy Houlihan (Boylston resident) have resigned from the committee. Both are

			moving out of their respective towns. With that and the replacement of Diane Tucceri for Mike Barth the committee now has 14 voting members lessening the required number of attendees from 9 to 8 to reach the quorum.
07-20.10		Record	District Representation at the Weekly Construction Progress Meetings: During the course of HMFH's discussion regarding the procedures and responsibilities during the construction phase of the project it was suggested to the committee that they have a representative at each of the weekly construction progress meetings held on site with CTA, HMFH and PMA. PMA noted that schedule related items and any items the school may have a concern about and/or direct interest in can be discussed at the beginning of the meeting. Diane Tucceri volunteered to be the District's representative at the meetings during the school year. Diane will be the District's representative and others who attend the meeting will be observers. Linda Maresca volunteered to circulate a signup sheet for attendance at the weekly meetings so that everyone does not show up at the same meeting. Any questions raised by the public concerning the construction should go through the building committee and not be communicated directly to the general contractor. Any concerns voiced by the communities can be presented by the District's representative at these weekly meetings.
06-09.08	HMFH	9/13/11	Irrigation of Athletic Fields: Updated 7/20/11: The work that can be done under this contract in preparation for a future irrigation system is tapping into the water line and installing sleeves under the track. HMFH is having their irrigation design consultant – Irrigation Consulting, Inc. – put a proposal together identifying and pricing the steps of the irrigation system design. Updated 8/16/11: HMFH reviewed the proposal they received from Irrigation Consulting, Inc. with the committee The proposal in the amount of \$10,700 reflects a complete design of the irrigation system inclusive of construction coordination services and construction site visits. HMFH explained that they and their MEP engineer (mechanical, electrical, plumbing) will have some coordination work to facilitate/complete the design of the irrigation system. Before the project can get accurate pricing from the contractor on installation of the irrigation system – whether in part or in full – the irrigation system needs to be designed first and the committee needs to approve investing the money to have the system designed. A motion was made by Jimmy Ricciardi to have HMFH and their subconsultants (Irrigation Consulting, Inc. and GGD {as required}) design the irrigation system for a not-to-exceed value of \$15,000. Judy Booman seconded the motion. The Committee voted unanimously in favor of the motion. HMFH to draft an amendment to their contract reflecting this additional service .

Design

Item	Responsibility	Due	Notes
08.16-11	CTA/PMA	9/13/11	Delete Fly ash from SOG Concrete: The committee was informed of the decision to remove the fly ash from the concrete in the slab on grade (SOG). This is anticipated to have a financial impact on the project of < \$10,000. This decision was reached based on the following: <ul style="list-style-type: none"> • Fly ash is a by-product of coal burning utilities. It is a green product (as it is a recycled product). It inhibits the concrete from drying out at a faster rate, thus leaving the concrete with a higher relative humidity value (RH) value. • Fly ash creates a longer “drying cycle” for the concrete. • This higher RH value prohibits the use of standard low VOC adhesives in areas where linoleum, carpet, etc. are to be installed (the adhesive does not work as well with higher moisture content in the concrete). • Eliminating the fly ash is a proactive measure to help the concrete dry more quickly in hopes of achieving a lower RH value in the concrete.

			<p>thus allowing for timely installation of the flooring materials.</p> <ul style="list-style-type: none"> • Fly ash was not eliminated in the SOD areas (slab on deck) as those have a better opportunity to dry out in a timely fashion – those slabs getting air from both underneath and above. • As of this meeting the fly ash was removed only from the SOG at building parts A (MS wing) and D (HS wing). <p>A motion to continue installing concrete without the fly ash on the SOG areas – with an anticipated financial impact of <\$10,000 was made by Judy Booman. The motion was seconded by Linda Maresca. The Committee voted unanimously in favor of the motion.</p>
07-20.12	District	Record	<p>Integral Colored Concrete Flooring: Updated 8/16/11: The color subcommittee and the committee chairman with the input from HMFH and the Scofield representative chose to delete the integral colored concrete from the project and replace with the Scofield acetone dyeing system. The decision was based on several factors/information received:</p> <ul style="list-style-type: none"> • Picking a finished color for the floors can wait until a later date as the polishing and finishing (done simultaneously) will be done much later in the project. A color choice need not be rushed into to accommodate the contractor’s schedule. • The acetone dye system finish is a bit less expense per SF than the colored concrete (the polishing is an additional cost for both options). • Less protection of the concrete floors will be required as the surface will receive an applied finish at a later date. • The acetone dye does not simply sit on top of the concrete; it permeates the concrete ~ ¼”. • The acetone dye has equivalent color choices, if not a few more. • Several photos of other projects that utilized this finish system were provided to the subcommittee and the building chairman and the photos illustrated that this finish system holds up well to year of wear.

Construction

Item	Responsibility	Due	Notes
08-16.12		Record	<p>Construction Progress Summary: PMA’s clerk updated the committee on the progress of work to date:</p> <ul style="list-style-type: none"> • Foundations are anticipated to be complete by the end of next week 8/22-8/26/11. • Steel on building part A (MS wing) is currently being installed – 1st floor columns and 2nd floor structures. • Steel erection to commence in ~2 weeks on building part D (HS wing). • Building will be constructed starting with building part A, then D on to C (gym and auditorium areas) and then B (administration areas). • UG (underground) plumbing in the gym area has begun. • UG plumbing in the cafeteria area to begin in a couple of weeks. • Installation of the force main running through the existing parking lot is anticipated to begin this week and be completed by next week. • Construction is ramping up quickly with ~ 20 workers on site daily over the last month and ~50 anticipated daily on site this month.

Meeting Adjourned: 8:46PM Motion to adjourn the meeting was made by Christine Keefe and seconded by Linda Maresca. Motion was unanimously approved. **Next meeting is scheduled to take place on September 13, 2011 at 6:30 p.m. in the Tahanto RMSHS library.**

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depicts a summary of what transpired and actions that were taken this Project meeting. All attendees are requested to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Deborah Shaer

Date: 9/7/11