

East Bridgewater High School Building Committee



Meeting No. 25

Date & Time: 7:00 pm Monday 25 April 2011
Location: East Bridgewater High School Library

Attended (✓) Name, Affiliation

East Bridgewater High School Building Committee

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|-----------------------------|-------------------|
| ✓ David Floeck, Chair | ✓ Thomas Hamilton |
| ✓ Susan T. Cote, Vice-Chair | ✓ Elizabeth Hayes |
| ✓ Patricia Coppola-Lugo | ✓ George McCabe |
| ✓ Domenic DeAngelo | ✓ Theresa McNulty |
| ✓ John Haines | ✓ Cheryl Pooler |
| | ✓ Paul Vieira |

RFWalsh Collaborative Partners:

Joe Naughton
Paul Kalous
✓ Simon Tempest
✓ Allyson Toner
Inger Hamre-Foley

Ai3:

Scott Dunlap
Jim Jordan
Troy Randall

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1. The meeting was called to order by co-chair David Floeck at 7:06PM.

Meeting Minutes

2. The committee voted to approve Meeting Minutes #24, dated April 11, 2011.
 - a. Motion – Domenic DeAngelo
 - b. Second – George McCabe
 - c. Abstentions – Thomas Hamilton

Invoice Approvals

3. Simon Tempest reported that the invoice approval process was outlined at the finance meeting last week. Susan Cote explained that all invoices for approval will be sent by RFWCP to her secretary, Barbara Polese, along with the agenda the Thursday before the meeting. Barbara will then send, via email, the agenda and the invoices to the entire committee, George Samia, Marilyn Thompson, and Phyllis Tirrell for review. On the day of the HSBC meeting at 10AM, RFWCP will meet with George Samia, Marilyn Thompson, Phyllis Tirrell, Susan Cote, and Patricia Lugo to review all invoices. At the HSBC meeting, the committee will vote to approve the invoices. The next day, after the invoices have been approved by the committee, Barbara will bring the originals to the town hall for signature and make copies for each recipient.
4. The committee voted to approve Ai3 invoice #0006-1003.00 in the amount of \$283,554.28 for Basic Services and invoice #0007E-1003.00 for Extra Services for the month of March 2011.
 - a. Motion – George McCabe
 - b. Second – Thomas Hamilton
 - c. Vote – Unanimous

5. The committee voted to approve RFWCP invoice #101017-07 in the amount of \$34,077.50 for Project Management Services for the month of March 2011.
 - a. Motion – Beth Hayes
 - b. Second – Thomas Hamilton
 - c. Vote – Unanimous

6. Town funds will not be available until all required documents have been sent and accepted by bond counsel. Bond counsel is currently waiting for the fully executed Project Funding Agreement (PFA). A hard copy is being sent to Susan Cote this week. Once it is received, the Eligible Applicant will need to sign the agreement and send it to the MSBA for signature, where it will then be returned to the town. RFWCP and Ai3 understand that payment of invoices will be held until town funds are available. The town anticipates funds to be available by the end of May.

Eligible Applicant

7. The High School Building Committee recommends to the Board of Selectmen that George Samia, Town Administrator, be appointed "Eligible Applicant" for the New East Bridgewater Junior/Senior High School Building Project. Susan Cote will email the recommendation to the Board of Selectmen tomorrow so it can be put on the agenda for the next meeting to be officially voted on.

Building Department

8. Simon Tempest reported that he met with the town building inspector to discuss staffing for inspections on the new school project. The building inspector requested that adequate funding be set aside from the project to cover the cost of his staff who will need to work increased hours to cover the school construction. RFWCP will determine the costs and advise the HSBC accordingly. The General Contractor will be instructed to cover these costs as part of the contract sum.

Contractor Prequalification

9. Simon Tempest reported that all responses from the RFQ for General Contractor and Sub-Contractor Prequalification were received by 2PM on April 13. There were 5 General Contractors and 107 Sub-Contractors who submitted prequalification packages. RFWCP and the prequalification committee are in the process of reviewing the responses. The prequalification committee meeting to review the General Contractor prequalification packages will be held on Monday May 2, 2011 @ 2PM with meetings to review sub-contractors every two weeks thereafter.

HSBC Members

10. The HSBC has received 2 letters from prospective committee members. The committee agreed that additional members are not needed at this time.

11. The committee voted to appoint the two non-voting members on the committee, Paul Vieira and Patricia Lugo, as voting members.
 - a. Motion – Beth Hayes
 - b. Second – Cheryl Pooler
 - c. Vote – Unanimous

12. The committee voted to restructure positions on the High School Building Committee by appointing Susan Cote as Vice-Chair and David Floeck as Chairman of the High School Building Committee moving forward.
 - a. Motion – Cheryl Pooler
 - b. Second – Domenic DeAngelo

- c. Vote – Unanimous

Website Updates

- 13. Beth Hayes reported that she met with Steve Culp to discuss proposed changes to the website. The website will now be more focused on project updates. All approved meeting minutes will be available for viewing. Monthly updates will be available and updated. The News & Update page will have items such as the Local Hire language and meeting dates easily accessible and information will be posted in various places throughout the site so it can be found more easily. The committee agreed with these proposed changes. Beth Hayes asked the committee if the site should have a link to a HSBC Facebook page or a constant contact list so updates can be sent to members of the town. The committee agreed that announcing updates at School Committee meetings and Board of Selectman meetings would be sufficient. Beth Hayes will add the sub-contractor interest form, for local sub-contractors who are interested in working on the new school, to fill out. A space for “email address” should be added to the form prior to posting on the website.
- 14. Susan Cote will now be responsible for managing incoming HSBC emails by forwarding questions to the appropriate person or firm for response.

Project & Meeting Schedule

- 15. Simon Tempest reported that the 50% Construction Documents submittal was sent to the MSBA. Drawing sets are currently being kept in the superintendent’s office for committee members to review. Domenic DeAngelo was provided with one half size set of drawings and specifications for the project.
- 16. The next HSBC meeting will be in two weeks on May 9, 2011. At this meeting the committee will determine if meetings will be bi-weekly or monthly moving forward. Draft meeting minutes will now be distributed electronically.

Project Task List

- 17. David Floeck will be meeting with Paul Vieira and the athletic director to discuss scheduling options for playing fields. George McCabe would like to see a spreadsheet that outlines team schedules and game/practice locations.
- 18. The meeting was adjourned at 8:30PM.
 - a. Motion – Domenic DeAngelo
 - b. Second – Theresa McNulty
 - c. Vote – Unanimous

Future Meetings/Events:

Date	Time	Group	Location
2 May 11	10:00 AM	Finance Meeting	Superintendent’s Office
2 May 11	2:00 PM	Prequalification Committee	Town Hall
9 May 11	7:00 PM	EBHSBC	EBHS Library
16 May 11	2:00 PM	Prequalification Committee	Town Hall
31 May 11	2:00 PM	Prequalification Committee	Town Hall

These notes will become part of the project record as written, unless corrections or additions are received in writing within 6 days of distribution.