

East Bridgewater High School Building Committee



Meeting No. 32

Date & Time: 7:00 pm Monday 12 September 2011
Location: East Bridgewater High School - Library

Attended (✓) Name, Affiliation

East Bridgewater High School Building Committee

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

RFWalsh Collaborative Partners:

- ✓ Simon Tempest
- ✓ Allyson Toner
- Joe Naughton
- Paul Kalous

Ai3 Architects:

- Scott Dunlap
- Daren Sawyer
- Jim Jordan

Fontaine Bros:

- ✓ Mac White
-

1. The meeting was called to order by Chairman, David Floeck at 7:10PM.

Meeting Minutes

2. The Committee voted to approve Meeting Minutes #31, dated August 8, 2011.
 - a. Motion – Cheryl Pooler
 - b. Second – Domenic DeAngelo
 - c. Abstentions – Beth Hayes, Paul Vieira, Theresa McNulty
 - d. Vote – Approved

Project Update

3. RFWCP gave a brief overview of the construction start-up activities that are in progress. RFWCP introduced Mac White, the Field Superintendent from Fontaine Bros., Inc. Fontaine distributed a two week look-ahead that listed the construction activities in progress and forthcoming over the next couple weeks.
 - a. Site Demo Phase 1 is in progress and will be 100% complete upon completion of the Wastewater Treatment Plant.
 - b. The construction fence has been installed and gates should be secured by tomorrow night. Main gate access changed in order to avoid conflicting traffic schedules while Central School is in session. The

access gate has been re-located facing the Fire Station with access off Route 18. This change was discussed and approved by the Deputy Fire Chief, Tim Harhen.

- c. Stump removal is in progress for the temporary practice area. The temporary play field will be constructed using an infield mix.
- d. Fontaine will coordinate waste water treatment tank installation with drop-off schedules at Central School.
- e. Installation of the Erosion Control Barrier is in progress and should be complete by tomorrow.
- f. Loam stripping began today, which was earlier than expected, and Fontaine plans to add more equipment tomorrow to move this along. Unsuitable soil will be removed and approved gravel will be brought in within the next week. The site has over 10,000 yards of loam that is not needed for the project and will be disposed of by the site contractor. The contractor will stockpile enough loam that is needed for the project plus 10%. If there is not enough material, the contractor is responsible for importing any additional material that is needed for the project.
- g. On site offices will be set up some time next week with temporary power to trailers. Fontaine and RFWCP will both have trailers located at the main gate near the fire station.

Schedule

4. Fontaine Bros are working on the construction schedule and a full schedule will be presented at the next Building Committee meeting. The Committee will be copied on the two-week look aheads so all members are informed of upcoming activities. The Owner is also invited to attend the Construction Progress Meetings where the schedule and project updates are reviewed. Meetings will take place every other Tuesday @ 1:00PM and will be held in the RFWCP site trailer.

Loam/Soil Removal

5. Ed Gardner attended the meeting to discuss the issue regarding removal/stockpiling of loam for the new school project. The Town by-law indicates that the loam must be stock piled on site for a construction project. The by-law does not state however, that the stockpile must remain in the Town. Mr. Gardner does not see an issue with the loam being removed from the site by the contractor. The contractor will keep what is need on site and remove unsuitable soil from the site. If the remaining loam does not meet the specifications outlined by the engineer, then material will be added. Geotechnical testing will determine if the soil meets requirements for the project and tests will be reviewed and must be approved before any material will be used. Ed Gardner asked for a calculation of the soil that will remain and be removed from the site. RFWCP will find out and provide this information.
6. David Floeck requested soil from the site to be used for the unfinished field at Belmont Street. RFWCP will find out how much is needed and Fontaine will discuss the request with the site contractor.

Groundbreaking Ceremony

7. The Groundbreaking Ceremony will take place tomorrow, September 13, 2011 @ 3:00PM behind the existing high school. Susan Cote reported that the following speakers will be present at the ceremony: Kathryn Craven, Executive Director of the MSBA, Senator Joyce, State Representative Deihl, and a representative for Senator Kennedy. East Bridgewater Cable TV will be filming the ceremony and will set up an audio system. Susan Cote will coordinate with Russ Hannigan from EBCTV. Susan Cote will mention individuals who have previously contributed to the Project. Refreshments will be provided by Bridgewater Savings Bank directly after the ceremony. Fontaine Bros is providing shovels and will set up the project sign and equipment behind the

podium. A shovel will be given to High School Principal, Paul Vieira, and RFWCP will coordinate details for the plaque.

Construction Testing/Quality Control

8. Simon Tempest discussed PARE's proposal for geotechnical testing of foundations/soil. RFWCP recommends using PARE for geotech testing but agree that the fee is too high for the Project to afford. RFWCP will contract PARE to negotiate fee for proposal. RFWCP will set up a meeting to discuss PARE's proposal with Domenic DeAngelo and PARE. Foundation testing will need to begin ASAP. The HSBC agreed to allow Domenic DeAngelo to determine if PARE's proposal will be approved based on further review and discussion.
9. RFWCP solicited proposals for construction testing and inspection services during the construction of the new school and received proposals from Briggs, PSI, UTS, and Terracon. Based on the information furnished by the testing agencies in the price proposal form, Briggs' fee is the lowest. Simon Tempest indicated that he has worked with Briggs before and recommend that the HSBC vote to use Briggs for testing services on the Project. Simon Tempest will contact EDG, the structural engineer, to confirm that they are in agreement with using Briggs for this Project. The Committee voted to approve Briggs Engineering to perform Owner Testing and Inspection services on the new school project, provided EDG is in agreement.
 - a. Motion – Susan Cote
 - b. Second – Cheryl Pooler
 - c. Vote – Unanimous

Communication Plan

10. RFWCP brought a copy of the updated communication plan for the HSBC to review. RFWCP will submit the updated plan to the MSBA.
11. Change orders must be approved by the Committee before the contractor can move forward. There will be times throughout the project when changes will need to occur immediately. A CCD is a Construction Change Directive which allows the contractor to proceed with a change order while issues of cost and time are being negotiated. The Committee agreed to designate Susan Cote, David Floeck, and George Samia to have authority to approve and sign a CCD. RFWCP will determine if a CCD is required in order to keep the project on schedule. The CCD will be added to the next Change Order which will be brought to the HSBC for approval at the next meeting.

Project Budget

12. The August 2011 Monthly Invoice Package was reviewed at the finance meeting this morning with Phyllis Tirrell, Marilyn Thompson, Susan Cote, and Trish Lugo.
13. Committee voted to approve RFWCP Invoice #101017-12 in the amount of \$41,919.50 for Project Management services during the month of August 2011.
 - a. Motion – Cheryl Pooler
 - b. Second – Paul Vieira
 - c. Vote – Unanimous
14. The Committee voted to approve Ai3 Invoice #0011B-1003 in the amount of \$34,852.00 for Basic Services during the month of August 2011.

- a. Motion – Cheryl Pooler
 - b. Second – George McCabe
 - c. Vote - Unanimous
15. The Committee voted to approve Ai3 Invoice #0012E-1003 in the amount of \$50,653.49 for Extra Services during the month of August 2011.
- a. Motion – Beth Hayes
 - b. Second – Paul Vieira
 - c. Vote – Unanimous
16. The Committee voted to approve John W. Delano Invoice #7819 in the amount of \$3,075 for review of plans and documents for the Conservation Commission.
- a. Motion – George McCabe
 - b. Second – Trish Lugo
 - c. Vote – Unanimous
17. The Committee voted to approve John W. Delano Invoice #7820 in the amount of \$2,025 for the additional plan review for the Conservation Commission.
- a. Motion – Susan Cote
 - b. Second – George McCabe
 - c. Vote – Unanimous
18. The Committee voted to approve The Enterprise Invoice #CN12549903 in the amount of \$354.05 for the advertising cost of the Planning Board Hearing which took place on July 25, 2011.
- a. Motion – Trish Lugo
 - b. Second – Cheryl Pooler
 - c. Vote – Unanimous
19. The Committee voted to approve The Enterprise Invoice #CN12549859 in the amount of \$673.20 for the advertising costs for the “Notice to Bidders” soliciting bids from prequalified contractors on the new school project.
- a. Motion – Trish Lugo
 - b. Second – George McCabe
 - c. Vote – Unanimous
20. The Committee voted to approve Culp Design Invoice #2011-81 in the amount of \$175.00 for the fee for annual web-hosting and domain.
- d. Motion – George McCabe
 - e. Second – Cheryl Pooler
 - f. Vote – Unanimous

Meeting Schedule

21. HSBC meetings will be held monthly on the second Monday of each month. If a holiday falls on the second Monday, meetings will be held the Tuesday after the second Monday of that month. Meetings will be held in the existing high school library. RFWCP will give the meeting schedule to Fontaine and coordinate schedule with contractor’s payment requisitions so payments can be made in a timely manner. Payment to the contractor

must be made within 15 days of receipt of the requisition. The meeting schedule may be adjusted if approval is needed sooner.

Other Business

22. The meeting was adjourned at 8:25PM.

- a. Motion – Susan Cote
- b. Second – Paul Vieira
- c. Vote – Unanimous

Future Meetings/Events:

Date	Time	Group	Location
13 Sept 11	1:00 PM	Construction Progress Meeting	Superintendent's Office
13 Sept 11	3:00 PM	Groundbreaking Ceremony	EBHS
27 Sept 11	1:00 PM	Construction Progress Meeting	RFWCP Site Trailer
11 Oct 11	10:00 AM	Finance Meeting	Superintendent's Office
11 Oct 11	1:00 PM	Construction Progress Meeting	RFWCP Site Trailer
11 Oct 11	7:00 PM	EBHS Building Committee	EBHS Library
25 Oct 11	1:00 PM	Construction Progress Meeting	RFWCP Site Trailer
8 Nov 11	1:00 PM	Construction Progress Meeting	RFWCP Site Trailer
14 Nov 11	10:00 AM	Finance Meeting	Superintendent's Office
14 Nov 11	7:00 PM	EBHS Building Committee	EBHS Library
22 Nov 11	1:00 PM	Construction Progress Meeting	RFWCP Site Trailer
6 Dec 11	1:00 PM	Construction Progress Meeting	RFWCP Site Trailer
12 Dec 11	10:00 AM	Finance Meeting	Superintendent's Office
12 Dec 11	7:00 PM	EBHS Building Committee	EBHS Library
20 Dec 11	1:00 PM	Construction Progress Meeting	RFWCP Site Trailer

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