

East Bridgewater High School Building Committee



Meeting No. 46

Date & Time: 7:00 pm Monday 14 January 2013
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 |
| ✓ Dave Foley | Kevin Smith |
| ✓ Greg Gurney | ✓ Paul Vieira |

Collaborative Partners (CP):

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

Ai3 Architects:

Scott Dunlap
Daren Sawyer
Chelsey Masters

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1. The meeting was called to order by Chairman, David Floeck at 7:08 PM.

Meeting Minutes

2. The Committee voted to approve meeting minutes #45, dated December 10th, 2012.
 - a. Motion – Beth Hayes
 - b. Second – George McCabe
 - c. Abstentions – Susan Cote
 - d. Vote – Approved

Project Update

3. Simon Tempest gave an update on the project progress.
 - a. The building is now closed in and tight to the weather. Temporary heating units have been installed to heat the building and they are operational 24/7 to maintain minimum temperature requirements throughout the winter. Work continues on the interior of the building. Veneer plaster is ongoing throughout the building and has started in the Library. Finish carpentry materials are being fabricated in millwork shop now and install is scheduled to begin at the beginning of February. Fontaine is monitoring GFRP deliveries and schedules are being met.
 - b. CP reported that during demolition of the existing football field, the site contractor encountered tree stumps that had been buried underground. The site contractor excavated test pits to determine soil conditions in the area of the proposed football field and found a thick layer of clay material approximately

5-6' below the proposed field elevation. PARE has been on site to observe the conditions. A drainage system is designed in this area to handle groundwater and surface water below the football field. CP noted that it is difficult to determine at this time but additional perimeter drains may be needed in this area. CP will follow up with the Committee on this issue at the next meeting.

- c. The wastewater treatment plant is now progressing. Foundations are complete and backfilling is in progress. Exterior masonry work is scheduled to start in 2 weeks. The plan is to work on the building through the winter and the building will need to be temporarily wrapped and heated for masonry work to continue. All costs for winter conditions are the responsibility of the contractor.
- d. The gymnasium roof is designed for the installation of photovoltaic panels but the cost to install the system is not included in the project. CP has been looking into the advantages of installing photovoltaic panels and the different options that are available for the Town. Natick hired a consultant to assist with the process and chose to have a photovoltaic system installed by a solar service provider and signed a long-term contract with the provider to purchase the power generated from the system rather than purchasing the system itself. The location where solar panels would be installed on the roof of the new building is directly facing the sun, which could potentially allow for energy cost savings. CP will continue to research the costs and benefits of each option and confer with surrounding towns that have implemented these systems.
- e. The concession building was an "alternate" to the project that was not able to be accepted by the Town on bid day. There were a total of 7 alternates identified on the project to be bid separately from the building. These items were identified and put in order by priority by the Building Committee so that on bid day they could be included in the project if the bids came in under budget. The Town was able to accept alternates 1 through 4 of the 7 alternates on bid day and the concession building was the 5th. The goal is to include the concession building in the project if possible. Ai3 has re-designed the building and provided sketches to Fontaine for pricing.

Project Budget

4. CP distributed and reviewed the updated Project Budget. Overall the Project is on budget but there are a few items that could potentially impact the construction contingency if the Committee decides to add to the Project including the concession building, field irrigation, and potentially the third lane requested by the Planning Board.
5. Collaborative Partners distributed and reviewed the updated Potential Change Order (PCO) Log. The following Change Order Requests (CORs), recommended for approval, were discussed with the Committee.
 - a. COR #51 – Added Wall in Rm. 105A (ASI #6, RFI #093) in the amount of \$1,140.83.
 - b. COR #52 – Add Soffit in Corridor C16 per SKA-063 (PR #24) in the amount of \$1,502.85.
 - c. COR #53 – Addition of NORA Visually Impaired Strips at all stairs in the amount of \$5,207.02
 - d. COR #57 – Relocate Existing Light Poles to Belmont Street, in the amount of \$9,708.98.
 - e. COR #59 – Changes to Baseball and Softball Dugouts in the amount of \$20,929.77.
 - f. COR #61 – Additional Cable Tray in IDF's (PR#28) in the amount of \$6,576.65.
 - g. COR #62 – Automatic Shut off for Washing Machine in Rm. 302A in the amount of \$931.95.
 - h. COR #63 – Modifications to AC Units in TV Studio Head End Rm 104C (PR #20R1) in the amount of \$26,650.65.

The Committee voted to approve the CORs listed above.

- i. Motion – Trish Lugo
- ii. Second – Greg Gurney
- iii. Vote – Unanimous

6. CP requested pricing from Fontaine to add men's and women's lacrosse lines to the turf field per EBPS request and reported it would cost approximately \$10,000 for this change. Cohasset recommended not sewing in lacrosse lines because it can become confusing with all of the different lines on the same field. The Committee agreed that they would hold off until the end of the project because lacrosse is not currently a sport offered at EBHS, although they are trying to add it. It was decided that it would be easier to paint the lines on the field in the Spring because it is the only sport that will be using the field at that time. Paul Vieira will discuss with the Athletic Director.
7. CP requested pricing from Fontaine for a list of additional outdoor athletic equipment needs from the Athletic Director. The cost for this additional equipment is approximately \$50,000 and includes soccer and field hockey nets, hurdles, etc. Paul Vieira will review these items with the Athletic Director and coaches. CP noted that the cost of this additional equipment will not be reimbursable by the MSBA.
8. Simon Tempest presented the December 2012 Monthly Invoice Package. All invoices were sent to the Committee for review 1/10/13 and were reviewed at the Finance Meeting this morning with George Samia, Phyllis Tirrell, and Marilyn Thompson.
 - a. The Committee voted to approve Collaborative Partners Invoice #101017-28, in the amount of \$34,449.32 for Owner's Project Management services during the month of December 2012.
 - i. Motion – Trish Lugo
 - ii. Second – Greg Gurney
 - iii. Vote – Unanimous
 - b. The Committee voted to approve Ai3 Invoice #0027B-1003, in the amount of \$26,976.44 for Basic Services during the month of December 2012.
 - i. Motion – Trish Lugo
 - ii. Second – Paul Vieira
 - iii. Vote – Unanimous
 - c. The Committee voted to approve Ai3 Invoice #0027E-1003, in the amount of \$440.00 for Extra Services during the month of December 2012.
 - i. Motion – Trish Lugo
 - ii. Second – Greg Gurney
 - iii. Vote – Unanimous
 - d. The Committee voted to approve Fontaine Bros' Application for Payment #16 in the full amount of \$3,213,365.99 for Work completed during the month of December 2012.
 - i. Motion – Greg Gurney
 - ii. Second – George McCabe
 - iii. Vote – Unanimous
 - e. The Committee voted to approve the following Briggs Engineering invoices in the total amount of \$3,776.00 for construction testing services through December 15, 2012.
 1. Briggs Engineering invoice #63130 in the amount of \$1,920.00, dated 11/17/12.
 2. Briggs Engineering invoice #63238 in the amount of \$186.00, dated 11/24/12.
 3. Briggs Engineering invoice #63392 in the amount of \$444.00, dated 12/1/12.
 4. Briggs Engineering invoice #63489 in the amount of \$758.00, dated 12/8/12.

5. Briggs Engineering invoice #63569 in the amount of \$468.00, dated 12/15/12.

- i. Motion – Beth Hayes
- ii. Second – George McCabe
- iii. Vote – Unanimous

Furniture, Furnishings & Equipment (FF&E)

9. The FF&E Bid Documents have been released and will be opened and read aloud at the Town Hall January 31st @ 11:00AM. When the bids are received, they will be reviewed with the Committee and cuts may need to be made to stay within budget.
10. CP presented a draft move schedule that was presented to EBPS faculty and staff last month. The administrative offices will need to be operational throughout the summer. David Floeck suggested moving the administrative offices earlier than the end of July to keep operational. With two additional grades now at the high school it is important that admin are moved in and have time to adjust in order to help with transitioning into the new building and new grade configuration. CP will notify the FF&E consultant that the furniture will need to be installed in phases with administration areas in phase 1 and an addendum to the bid documents will be issued by ICD. Substantial completion of the building is scheduled for June 24th, 2013 and FF&E install is scheduled to begin immediately after the building is turned over. Paul Vieira indicated that the best time for administration to move into the new building would be the first week in July because of the holiday it is typically a slower week. Technology equipment will also need to be set up first in this area and may need to be set up over a weekend. Teachers will be returning to school August 26th and students will be returning August 28th. Most teachers and staff will be back by August 19th and fall sports will be starting up. The field will need to be ready by August 19th for sports. The official first day of school has not yet been agreed on by the School Committee. CP will set up a walkthrough with teachers and staff before the school year ends to allow teachers and staff to familiarize themselves with the new building and assigned classrooms.
11. CP will be getting quotes from movers on the state bid list for the move. CP will develop an RFP with the scope of services begin requested but the project will not have to go out to bid as long as the moving company is on the state bid list. There is a budget of \$100,000 for moving and CP indicated this would be sufficient to successfully move into the new school. CP is setting up a walkthrough with central administration staff to look at the new space. Central Administration was not included in the FF&E Program and all existing furniture for this area will be reused in the new space. Susan Cote said that she will be discussing with the School Committee the idea of potentially having half days at the end of the school year to give teachers a chance to pack up their classrooms before they leave for the summer. Teachers and staff will be getting moving boxes in the Spring so they will have ample time to pack their classrooms before the end of the school year. The project does not include moving 3rd grade from Central School up to the Middle School. CP will be coordinating move with Fontaine and has discussed possibly using the gym floor as a staging area prior to the gym floor being installed. This would allow teacher boxes to be moved out of the existing school early which would give the contractor the existing building early and allow more time for demolition and construction of the fields.
12. Paul Vieira indicated that existing library collection is 20-30 years old and they only plan to bring over approximately 20% of the existing library books. New library books will be purchased through the project with the funds budgeted for this line item. The remaining books will be advertised to the public and anything left after that will be removed/disposed of by the moving company.
13. Susan Cote reported that the school is in the process of hiring a technology consultant that will work directly with the electrical subcontractor to set up all technology systems in the new building. They are currently looking at two companies off the state bid list. CP is working with the EB IT Director on the copier equipment in the new building and will be meeting with multiple vendors on the state bid list and getting quotes for this equipment. Susan Cote noted that if vendors are on the state bid list you are not required to go out to bid because the price is set at the state minimum.

Local Approvals

14. CP reported that plans for the third lane will be submitted to Concomm on behalf of the Building Committee. Plans are complete and need to be printed. PARE is in the process of putting together a letter to ConComm to modify the special permit. CP will discuss submission with John Delano, ConComm representative. ConComm will determine if additional review will be required by ACOE. If this is the case, the Committee will go back to the Planning Board to report that the Project is not in the financial position to construct the third lane as part of this project and discuss other options. CP anticipates ConComm submission will be ready by the end of January.

Signage

15. The School Committee will be developing a sub-committee to make decisions related to dedicated signage in the new building including street names and names of the new auditorium, gymnasium, and library. There was discussion of possibly using the existing names of these spaces for the street names in the new building and provide a plaque with a description of the dedication. The School Committee has also discussed possible naming the main street "Community Street" and incorporate the community award and other community related memorabilia in this area. The goal is to stay consistent throughout the building with whatever is decided. Trophy cases are provided throughout the school and there is plenty of space to fit all of the existing trophies. The School Committee will need to decide locations of everything that is being brought over. ABC had donated \$1,245 toward an emblem that would be designed on the lobby floor and Ai3 is aware of this. Graduated classes have also discussed donating a Viking weathervane for the new building but when they looked into the cost it was very expensive. EBPS would still like to do this and are looking at other possible funding sources. CP noted that the design of the weathervane will need to be reviewed by Ai3 and the Contractor.

Other Business

16. CP noted that next phase of the project includes the student parking lot area to be taken by the Contractor by contract April 1st, 2013. CP is working out a solution for a temporary lot in front of the existing high school if the church parking lot is not a possibility. The site contractor would demo the existing front lot and grade the area to accommodate most, if not all, student parking. CP will attempt to have this work done by the site contractor at no cost to the owner because this area would be demolished anyway and doing it early will give the site contractor an advantage.
17. There were questions from the Town regarding the COR to move the existing field lights to Belmont Street. The Committee discussed that this was a benefit to the Town because it would have cost more money to purchase new lights. Also, before construction began members of the Committee walked the site with CP, Ai3 and PARE to identify all items on the site and assigned costs associated with demo and what would be removed by the Contractor and what would be the responsibility of the Town. The Town would have had to pay the Contractor to remove the field lights either way and agreed the Town could benefit from reusing them in another location. Greg Gurney and David Floeck will be meeting with the Planning Board to discuss getting the lights up at Belmont Street.
18. Tomorrow CP is conducting a walkthrough to review the HVAC system with the high school head custodian and Greg Gurney at 2:30PM. Building Committee members are welcome to attend.
19. The meeting was adjourned at 8:45PM.
 - a. Motion – Susan Cote
 - b. Second – Beth Hayes
 - c. Vote – Unanimous

Future Meetings/Events:

Date	Time	Group	Location
14 Jan 13	7:00 PM	Building Committee Meeting	EBHS – Library
15 Jan 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
15 Jan 13	2:30 PM	HVAC System Walkthrough	CP Site Trailer
22 Jan 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
29 Jan 13	9:00 AM	MSBA Site Visit	CP Site Trailer
29 Jan 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
31 Jan 13	11:00 AM	FF&E Bid Opening	Town Hall
5 Feb 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
12 Feb 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
19 Feb 13	10:00 AM	Finance Meeting	Superintendent's Office
19 Feb 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
19 Feb 13	5:00 PM	Building Committee Meeting	CP Site Trailer
26 Feb 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
5 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
11 Mar 13	10:00 AM	Finance Meeting	Superintendent's Office
11 Mar 13	7:00 PM	Building Committee Meeting	EBHS – Library
12 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
19 Mar 13	1:00 PM	Construction Progress Meeting	CP Site Trailer
26 Mar 13	1:00 PM	Construction Progress Meeting	CP 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.