

**Sharon Standing Building Committee
Minutes
December 16, 2003**

Members Present: Dave Belton, Deborah Benjamin, Bill Croteau, Donald Gilligan, Gordon Gladstone, Linda Lurie, Brian Pariser, Joel Wolk

Members Absent: Fred Clay, Tim Quirk

The meeting opened at 6:30pm at the Sharon Town Offices

Administration

- Review and Accept Prior Meeting Minutes

MOTION: To accept the minutes of December 2, 2003 as corrected (Belton/Lurie 5-1-0 - Gladstone abstained).

Invoices:

Cottage Street School

1. First Choice (PO # CMO-377-03 – Partial Payment) \$2613.23 (Belton/Lurie – unanimous)
2. School Specialty (PO# CFFE7603 – Complete) \$1279.04 (*Note: This invoice was returned to Principal Marcus to verify amounts – invoice did not match purchase order amounts*)
3. Classroom Direct (PO # CFFE5 – Complete) \$806.89 (Belton/Lurie – unanimous)
4. MAC Exchange (PO # FFE-Cot-195-04 – Complete) \$450.37 (Belton/Lurie – unanimous)
5. WB Mason (PO #CFFE1000304- Complete) \$6745.00 (Belton/Lurie – unanimous)
6. Merrick Louison & Costello - \$105.00 (Belton/Lurie – unanimous)
7. Gelerman & Buschmann PC - \$520.00 (Belton/Lurie – unanimous)
8. Overtime Reimbursement – heat system failure \$50.37 (Belton/Lurie – unanimous)
9. Overtime Reimbursement – moving \$204.03 (Belton/Lurie – unanimous)
10. DF Pray Req. # 25 \$ 98,227.60 (Lurie/Belton – unanimous)(*Note: upon receipt of certified requisition and approval from construction counsel*)
11. DF Pray Req. # 26 \$ 151,291.32 (Lurie/Belton – unanimous)(*Note: upon receipt of certified requisition and approval from construction counsel*)
12. DF Pray Req. # 27 \$37,675.69 (Lurie/Belton – unanimous)(*Note: upon receipt of certified requisition and approval from construction counsel*)

East Elementary School

1. Gelerman & Buschmann PC \$440.00 (Gladstone/Belton – unanimous)
2. DF Pray Req. # 15 \$ 383040.00 (Gladstone/Belton – unanimous)
3. Integrated Security \$6029.48 (Gladstone/Belton – unanimous)
4. First Choice – (PO # EMO-347-03 – partial payment) \$ 7795.61(Gladstone/Belton – unanimous)
5. Maureen Doherty - \$36.03 (Gladstone/Belton – unanimous)
6. Strekalovsky & Hoit (Req. # 27 – partial payment) \$ 548.88 (Belton/Lurie – unanimous)
7. Strekalovsky & Hoit (Req. # 29) \$13559.32 (Belton/Lurie – unanimous)

Purchase Orders:

East Elementary School

1. PO # E-FFE-06-04 (WB Mason) Double sided easels \$801.00 (Belton/Lurie – unanimous)
2. PO # EMO-32-03 (MASSCO) Maintenance Equipment) \$ 6219.14 (Belton/Lurie – unanimous)
3. PO # EMO 33-03 (Home Depot- GECF) Snow-blowers \$ 2338.20 (Lurie/Gladstone – unanimous)

4. PO # 17849.70 (Robert Lord Company) \$ 17849.70 (Lurie/Pariser)

Correspondence:

Cottage Street School

- A letter from DF Pray to SHR RE: meeting to review change orders
- A copy of a letter to DFP from SSBC RE: Completion of the Cottage Street School
- A copy of a letter from DF Pray to SHR RE: deficient safety valves for boilers
- A copy of New England Piping's response to safety valves for boilers
- A copy of a letter from SHR to DFP RE: Safety valves – existing boilers
- A copy of correspondence from Iaccarino to SHR RE: science casework
- A notice from DFP RE: Front Canopy Roof Problems
- SHR Logs: CCD, Drawing Logs, RFI Logs

East Elementary School

- A letter to DF Pray from Heery RE: Phase I incomplete HVAC work
- A letter to DF Pray from Heery RE: Roof Leaks, Building D & E
- A copy of a memo from DF Pray to SHR RE: proposal request status
- A copy of a letter from SHR to DF Pray RE: Flooring subcontractors letter
- A copy of a memo from Heery to SHR RE: AE – observations/ inspections
- Heery's Daily reports 10-20-03 – 10-24-03, 12-02-03 – 12-05-03
- Material testing costs 12/12/03 and 12/02/03
- SHR Logs: Change Order Proposal Log, List of claims, CCD's, Drawing log, RFI Log
- Schedule 12/03/03

East Elementary School (Heery)

- Construction Schedule Status - Mr. Peter Collins distributed the construction activity summary report to the committee. The committee reviewed the photos that were included, which illustrated the status of the completion of the classrooms. Mr. Collins stated that the completion of the "C" wing will be a photo finish, the movers are on site assisting with the packing for the upcoming move. The actual move is beginning on December 24th and the movers will come back on the 26th to complete the schedule. Mr. Ron Laprise stated that the contractor would be continuing construction activity through out the move. The flooring contractor will be on site on 12/19 to begin the stripping and waxing the floor. The chairman asked if the school would be able to maintain usage of the communication system. Mr. Collins stated that there is a need for additional telecommunication equipment for the temporary relocation of the administration area. Mr. Collins stated that the rubber flooring on the stairs has not arrived on site. Mr. Collins stated that he feels that the flooring contractor should have additional staffing on site to assist with the project coordination. Principal Freedberg stated that she and Mr. Maggiore have met to discuss the color situation. Chairman Wolk asked the status of the standing seam metal roof. There was discussion that sections of the snow guards had failed during the recent snowstorm. There was discussion regarding the installation of the gym floor. Ms. Pat Wadleim, 24 Belcher Street, Sharon, first grade teacher at East Elementary School expressed her anxieties with the late scheduling of the move at the school. She commented about the impact of the children's education. Chairman Wolk stated that he feels that if all events go as planned then the move will take place, he feels that there are no absolute guarantees with construction. The Building Committee has taken the advice of the construction manager

and the architect that the move will go forward and that the school will be ready for education purposes on January 5, 2004. Mr. Laprise has stated that DF Pray will meet the schedule.

- Cost Status – the monthly cost status report was distributed to the committee.
- Change Order Review – Information for change order #3 is being coordinated and will be forwarded to the members of the committee that review the data.
- FF & E – Principal Freedberg asked about purchasing the desk for her office. It was the consensus of the committee to allow Principal Freedberg to order her desk prior to the execution of a purchase order.
- Abutter Requests – The administrative assistant spoke with Mrs. Wexler. Mrs. Wexler asked about the site lighting as well as requested to be put on the agenda in January.

Cottage Street Elementary School (SHR)

- Punchlist and closeout status - Mr. Maggiore stated that the punch list has been reduced by \$200,000, the majority of the closeout documents have been submitted to the architect's office. It was reported that the electrical contractor, JRW, has filed for bankruptcy, however, official notification of this announcement has not been sent to the architect or contractor. GGD will issue an opinion to the options that are available to replace the electrical contractor. Mr. Maggiore reported that the general contractor will be on site during the vacation to complete the punch list work. (7:50pm - Member Benjamin arrived) The architect will issue a directive regarding the door swings. There are some site issues, wetlands, paving and window work that do not affect the operation of the school. The additional contractual lockers have not been delivered. Mr. Ron Laprise, DF Pray issued a letter that was written by their counsel regarding payment of invoices. The committee stated that this would be discussed in executive session. Mr. Maggiore distributed requisitions # 25, # 26, # 27 which invoice for both retainage and contract work. The balance remaining after requisition # 27 is approximately \$400,000. Member Benjamin asked if the contractor has applied for a certificate of substantial completion, the architect stated that they would issue a letter of substantial completion on December 17, 2003.
- Cost Status - The contractor and architect are meeting to review the outstanding items for change orders. The cost status report was issued to the committee.
- Site lighting - Mr. Carlos DeSousa from GGD discussed the industry light standards and how they apply to the Cottage Street School site. The brightness of the lights will deteriorate over the life cycle of the bulb. The Town of Sharon does not have bylaws, which dictate the light level. Mr. Desousa stated that there is a rebate program, "High/Low" offered by NSTAR, which calls for changes of the light bulb, ballast and electrical modifications, which costs approximately cost of \$500 per light fixture. The chairman asked Principal Marcus if he was interested in installing the new light fixture if it is easy to use. Mr. Marcus asked when would he use a "high" light system - this use would be for high traffic nights such as parent conferences and sporting events. Chairman Wolk asked what the school department would want to do with the site lighting. School Committee

member Gilligan stated that speaking on behalf of the school committee they would like to reduce the amount of light on the site. There are three options – 1) Do nothing, 2) change out the light bulbs and ballast to the lower wattage bulb, 3) participate in the NSTAR "High/Low" program, by installing new ballast and light bulbs. Principal Marcus stated that there are problems with the zones due to the problem with a photocell. Mr. Desousa stated that this is a program issue that needs to be reviewed. The Principal stated that light system is very complicated. GGD stated that they would contact the control company to come to the site and review the program and the switches at the Cottage Street School. The cost of doing the NSTAR program will be reviewed with Mr. Jim Armstrong to review the rebate program. Member Gladstone asked the architect to review the light wiring on the front of the school.

MOTION: To obtain the information on the NSTAR program, regarding the costs of implementing this program. The committee will allow the chairman to use good judgement in reviewing and approving this program due to the fact that the committee is not meeting again until January 6th. (Lurie/ Benjamin - unanimous)

- Change Order Review – A change order is being prepared by the architect's office, which is a result of the meeting between Mr. Maggiore and Mr. Laprise. There will be a series of meetings to review any outstanding items in anticipation of project closeout.
- DCAM Evaluations – Heery International, Inc. has not forwarded any information to the committee for their review.
- Other Issues -
 - Quote for gym curtain - \$ 2,180.00 - the architect will review issuing a back charge on this item.
 - The committee discussed the heat freeze-up at the Cottage Street School, GGD will be on site to review the temporary remedy for the heat coil. The school staff will be calculating the costs that were incurred by either staff or by damages caused by the burst-heating coil. The school department stated that they expect the coils to be replaced, they feel that the repair of the coils is a temporary measure. The freeze-up is a direct result of the system not being adequately completed by the sub contractor. The heat system issues have been an open item for several months.
 - Mr. Laprise stated that the door swings at Cottage have been changed. New England Pipe (NEP) has delivered the louvers to the site to be installed.
 - The committee asked Principal Marcus if he is satisfied with the completion of the school building. He stated that he is generally pleased with the function of the building, though he would like the contractor to complete the work that is outstanding. Mr. Wertz stated that he feels that the building has come out great and that the building committee has done a fabulous job considering all the difficulties with construction. He felt that the oversight of the construction manager was lacking. The chairman

stated that he felt that DF Pray has done a fairly good job on the project.
(9:15 Member Croteau arrived.)

- Bylaws of the committee - this will be reviewed at the first meeting of the new year. The Committee asked Mr. David Hearne about the status of the obtaining new members for the building committee. Mr. Hearne responded that he has not found replacements for the vacancies on the committee.

The committee was polled to go into executive session regarding legal issues concerning the non-payment of contractor requisitions. The following members voted in the affirmative to go into executive session: Dave Belton, Deborah Benjamin, Bill Croteau, Donald Gilligan, Gordon Gladstone, Linda Lurie, Brian Pariser, Joel Wolk. Members Clay and Quirk were not present. Member Gilligan left the meeting. The committee will come out of executive session to adjourn.

MOTION: To approve the DF Pray requisitions # 25, 26, and 27, upon the approval of construction counsel and signature of the architect. (Lurie/Belton – unanimous)

The committee discussed the completion date of the East Elementary School. Member Gladstone will speak with Heery International, Inc. to review this item.

The meeting was adjourned at 10:30pm.

Respectfully submitted,

Maureen R. Doherty - Recording Secretary

Signature of Chair

Date of Acceptance