

**Sharon Standing Building Committee
January 6, 2004
Minutes**

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

Members Absent: Bill Croteau

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

Administration

- The first order of business is to hold elections for the position of Chair and Vice Chair for 2004.
 - Member Clay nominated Joel Wolk to the position of Chairman – there were no other nominations – Joel Wolk was unanimously elected to serve in the capacity of Chairman for the year 2004.
 - Member Belton nominated Deborah Benjamin to the position of Vice Chairwoman – there were no other nominations – Deborah Benjamin was unanimously elected to serve in the capacity of Vice Chairwoman for the year 2004.
- Minutes
 - MOTION:** To accept the minutes of December 16, 2003 as written. (Gladstone/Lurie 7-0-1 Clay abstained)

Invoices:

Cottage Street School:

1. Gelerman & Buschmann PC - \$120.00 (Belton/Lurie – unanimous)
2. First Choice (PO # 377-03 – partial) \$1195.14 (Belton/Lurie – unanimous)
3. Heery International # 37906 – Move management \$7028.20 (Belton/Lurie – unanimous)
4. Classroom Direct (PO # CFFE7- complete) \$ 608.83 (Belton/Lurie – unanimous)

East Elementary School

1. Robert Lord Company (PO # Effe-04-04- complete) \$15866.64 (Belton/Gladstone - unanimous)
2. DF Pray # 16 – this item will be deferred to the next meeting due to resolve clerical errors.
3. First Choice (PO # EMO-347-03-partial) \$8233.50 (Belton/Lurie – unanimous)
4. Gelerman & Buschmann PC \$120.00 (Belton/Lurie – unanimous)
5. Verizon – (SSBC office) \$ 51.91(Belton/Lurie – unanimous)

Purchase Orders:

Cottage Street

- CMO-35-04 (Air Industries Inc.) \$ 1131.60 (*Note: This item will be back charged to the contractor – air filters were owned contractually but were never installed, however, due to Air quality issues – SPS were forced to change the air filters – this item was to be paid by the GC*) (Belton/Gilligan – 7-0-1 Gladstone abstained)

East Elementary School

- FFEtech-East-200-04 (PC & Mac Exchange)\$7037.82 (Belton/Clay – unanimous)
- EMO34-04 (Dicenso's Window & Upholstery) \$5800.00 (Belton/Clay – unanimous)

Correspondence

Wilber Municipal

- A copy of a proposal for additional services for asbestos abatement and selective demolition

East Elementary School

- A letter to SHR from Heery RE: Fire Alarm – Horn & Strobe
- A copy of the SHR's construction affidavit
- A copy of a letter to DF Pray from Heery RE: snow guards
- A copy of a letter to DF Pray from Heery RE: roof leaks Building D & F
- A copy of a letter to DF Pray from Heery RE: C-Wing Flooring
- A letter to SSBC from DF Pray RE: Principals meeting
- A letter to DF Pray from SSBC RE: Principals meeting
- A copy of an email to Heery from SSBC RE: Builders Risk Insurance
- A copy of a proposal from RJ Kenney Associates, Inc.
- Copies of Egress plans

Cottage Street School

- A copy of a letter from DF Pray RE: principal meeting
- Copies of correspondence from GGD RE: site lighting
- A draft copy of Change Order #6

Wilber Municipal Building - the Board of Selectmen are moving forward at Spring Town Meeting with Phase I of the Wilber Municipal Building project. The members of the SSBC are invited to attend the January 15th meeting of the Capital Outlay Committee. Chairman Wolk will ask STV to give a proposal. An abatement contractor will have to be secured.

East Elementary School (Heery)

- Construction Status Report - December vacation move - Mr. Peter Collins gave an update of the move. The school department has taken occupancy of the "C" wing. The construction manager stated that the building is able to be occupied but it is not complete. The flooring contractor has not completed their work yet there are some areas that need to be painted. Night and weekend work needs to be scheduled to complete several areas. This is the final segment of the renovation of the old structure. Abatement work is being scheduled. The Chairman extended his appreciation for the project team in getting the school opened on January 6, 2004. The cafeteria and media center space will not be completed until early March. The gym will not be vacated until the cafeteria and media center areas are completed. DF Pray is expected to issue a revised schedule, which will show the new completion date. The site utilities are installed. Hydro seeding is scheduled for the spring.
- Budget and cost summary report - the budget report will be distributed at the next meeting.
- Change Order Status – Heery is compiling the back up for items that are to be included on Change Order 3. This information will be forwarded to the members of the change order review group.
- Covered Walkway - The committee reviewed a proposal prepared by Heery. The estimated cost of this work is \$8,700. The committee felt that this work must be completed within 10 days.

MOTION: To allow the school department or the construction manager to coordinate this effort to heat the covered walkway. This work must be completed by January 17th. (FC/DB - unanimous)

- Roofing inspection by third party consultant - The roof that has been installed has been leaking and causing possible damages. The chairman reviewed a proposal that was submitted by R.J. Kenney Associates for a preliminary investigation report. Member Clay asked Mr. Maggiore about the installation of the roof. The roof has been formally rejected by the Architect's office. The roofing ice and water barrier was exposed to the elements beyond the manufacturer's recommendation. Meetings were held between all the involved parties to coordinate mobilization to remedy this situation. The architect issued letter on November 15th stating the roof rejection was based upon installation, failure to furnish the shop drawings and submittals prior to the roofing being installed. The roof has leaked and caused damage to school furniture and equipment. The roofing material vendor must be on site to review that the roof has been installed in accordance with the contract documents and specification. Mr. Collins felt that it was a good idea to have an independent contractor on site.

MOTION: To allow the chairman to execute into an agreement with RJ Kenney Associates for a preliminary investigation and reimbursable expenses not be exceed \$1,000. (Note the scope should include the following change "Review design and relevant project historical data **as well as the means and methods of installation.**"

- Abutter Requests - Mrs. Wexler will be asked to attend the next meeting.

Cottage Street Elementary School project

- Punch List and closeout status - Mr. Joe Maggiore stated that he would be walking through the project with Ken Wertz and Principal Marcus to review the outstanding items. A final monetized punch list will be issued on January 13th. The following items are an update on the status of the items that were listed on the temporary occupancy permit.
 1. Handicap railing at the front door does not comply - complete
 2. No railing on stage stairs – not complete
 3. Exterior grading in courtyard – not complete
 4. Exterior louvers 8 out of 9 are installed
 5. Caulking and incomplete windows in courtyard - under dispute
 6. Stage curtain ripped - and torn - ordered on February 1st
 7. Roof leaks in cafeteria and hallway - still leaking (caused by incomplete caulking)
 8. Ceiling tiles in "A" hallway - 85 % complete
 9. Stairway tripping hazard - complete
 10. Transition area from old to new flooring - not complete
 11. Fresh air intake at ground level - not complete
 12. Door A 14 still missing
- The heating system freeze remedy needs to be acceptable. The School Department stated that the repaired coils need to be replaced.
- A temporary two- hour fire rated barrier has been installed in the basement. A permanent door needs to be installed.
- There was discussion regarding the letter completion letter that was issued to DF Pray. The committee stands with the letter that was issued to the contractor. Construction Counsel will be contacted and invited to the next meeting. There was discussion regarding the completion of the science casework. Failure to complete this work is having an impact on the educational requirements of the students. The committee would like to put DF Pray on notice that if this or any other critical items aren't completed within 5 days then the committee will have the work performed by others and back-charge the contractor. Mr. Maggiore stated that according to the architect's construction affidavit the project achieved substantial completion on November 28th. The chairman asked about the status of the science casework. The architect stated that they have ordered the Science Casework.

- Change Order Status - All the back up for Change Order #6 has been submitted and will be forwarded to the members of the committee that review the change order items.
- Site lighting - GGD has been coordinating the efforts of the rebate program. Costs should be distributed to the committee by the end of the week. School Committee member Gilligan will coordinate this effort.
- Other Issues - The submittals for the closeout documents are at approximately 50%. The chairman asked for a status report for the closeout documents for the projects. The chairman stated that it is important to the SPS to get the as-built drawings. DF Pray self performed the site-work.
- Claims at Cottage on two items for two items that were not completed by Heery - for security devices at the administration. There was discussion regarding the installation of the security system. The SPS will contract with an electrical contractor -to complete the installation of the security system.

Other Business

- KBA request for contract increase - The committee determined that Bill Croteau would be handling this project.
- Meeting with Government Study Committee and Selectmen on 1-27-04
- New by-laws

Member Lurie has submitted her resignation due to the fact that she will be relocating to New York. The members of the committee thanked Linda for her years of dedicated service as a member of the committee as both a permanent member and as the school department representative. Linda will be missed.

The meeting adjourned at 9:30 PM.

Respectfully submitted,

Maureen R. Doherty
Recording Secretary

Signature of Chair

Date of Acceptance