

**Town of Hull**  
**Building Committee Meeting**  
**Thursday, September 21, 2006**

In attendance:

Cathy Bowes/Committee Member	Debbe Bennett/Support Staff
Paula Delaney/Committee Member	David Twombly/Support Staff
Paul Dunphy/Committee Member	Ray Joyal/Support Staff
Bill Dwyer/Committee Member	Jim Lampke/Support Staff
Patrick Finn/Committee Member	Peter Lombardo/Support Staff
Chris McCabe/Committee Member	Judi Saide/Support Staff
Jay Meschino/Committee Member	Scott Dunlap/Ai3
John Reilly/Committee Member	Troy Randall/Ai3
Kevin Richardson/Committee Member	Steve Rusteika/PMA
Charlie Ryder/Committee Member	Eric Lowther/PAM
Dr. John Silva/Committee Member	Tom Gould
Jim Tobin/Committee Member	

Absent:

The Building Committee meeting was held in the Selectmen's Office at Town Hall, and the meeting was called to order by Chris McCabe at 7:30pm. Chris McCabe noted he would Chair the meeting until John Reilly arrives.

1. **Approval of Today's Agenda:** Paul Dunphy asked why we are not meeting more often because this agenda is loaded and we may possibly have to table some items. He said we should not go so long between meetings. Chris McCabe agreed the committee may not get through this all tonight. Paul Dunphy suggested the Committee prioritize the agenda items. Chris McCabe noted we are waiting for Ai3 and Jim Lampke to arrive. *Dr. Silva made a motion to approve the agenda subject to amendments as time allows. Jim Tobin seconded the motion. All approved.*
2. **Approval of Minutes:**
  - June 8, 2006, Open Session minutes
  - July 27, 2006, Open Session minutes
  - August 3, 2006, Open Session minutes

Jay Meschino asked which minutes include the site visit. He was told the July 27 minutes include information about the site visit. *Dr. Silva made a motion to approve the June 8, 2006, Open Session minutes. Jim Tobin seconded the motion.* Cathy Bowes noted there was a Saturday site visit. She was told that included in the July 27 minutes is a statement by John Reilly about that site visit. *All approved the June 8 minutes.*

*Pat Finn made a motion to approve the July 27, 2006 Open Session minutes. Dr. Silva seconded the motion for discussion purposes. The Committee reviewed page 6 of the minutes. All approved.*

*Charlie Ryder made a motion to approve the August 3, 2006, Open Session minutes. Dr. Silva seconded the motion. All approved.*

Chris McCabe noted Troy Randall has arrived and Scott Dunlap is on the way. Chris McCabe said he would like to first discuss Attorney Garrity and any matters that involve him and then move on to the roof at the high school but he wanted to wait for Jim Lampke to arrive. Bob Garrity noted Jim Lampke is on his way.

3. **Punch List Oversight Service:** Chris McCabe asked Tom Gould cover his report next on all matters other than the roof. Tom Gould noted the report was included in the School Building Committee packages. During August and early September an incredible amount of work was done with over 600 items taken off the punch list and another 170 items were taken off the list yesterday with about 145 items left on Exhibit A of the punch list. The HVAC punch list has not had a consultant review yet and there was a small punch list created on the gym roof and there is maybe 200 items left. School has started but they are still getting things done but it can be wrapped up in 3-4 weeks time. Dr. Silva said beside the roof we were having trouble with electrical and HVAC. He asked what is happening with HVAC. Troy Randall said they did come in and did some work although he is not sure exactly what and some work is still incomplete. Dr. Delaney asked how often the contractors come to the site. Tom Gould responded they are there every day although now only two, three or four contractors are there at most and none were there today. Dr. Delaney asked if there are any other days that no work will take place. Tom Gould said work is scheduled to take place on Monday through Wednesday of next week. Dr. Silva asked where we stand and what the alternatives are if HVAC is not complete within four weeks. Tom Gould said he doesn't know. Dr. Silva noted the attorneys need to address this. Mike Pellegrini of Vertex said as of today there are 216 items open and 83 of them are HVAC work for Hermes. He said we are getting to the bottom of the barrel with the punch list and they are saying some of these are design items. Some items CTA is performing themselves and there are some items they tried to fix but need more direction. Chris McCabe asked if there is going to be a meeting with HVAC. Mike said he would suggest meeting tomorrow or Monday.
4. **Architect Report:** Chris McCabe asked Troy Randall to address his punch list work agenda items. *Jim Lampke and John Reilly arrived.*
  - **Punch List Update:** Troy Randall distributed three documents related to what Tom Gould and Mike just mentioned. The first document is the larger document and is the

revised updated Punch Exhibit A as of this Tuesday. The second document is punch list reviews #14, 15, and 16 and is reflective in the first document. He noted there are just over 200 items left. The third document is a supplement that Tom Gould and he put together with various items that have been added. He explained that as a contractor completes work there may be plaster repair or painting that needs to be completed and some of those are reflected in the supplemental document. There is other work identified as warranty items. This document is first being presented to the committee and has not been issued to Vertex -- it will be sent tomorrow. They have been holding regular meetings and will have another one next week to conduct another review of the punch list. HVAC is still the majority of the punch items incomplete. Chris McCabe asked how the supplement ties into the punch list. Troy Randall said it is a supplemental punch list. Chris McCabe asked about the final handout. Troy Randall said the e-mail is the punch list review with the results from their review that the items have been completed and removed from the main list. Those are reference numbers on the far left. Dr. Delaney asked if these were the items that Tom Gould feels would be done in a month. Chris McCabe said at the next meeting we will focus on the result of the HVAC meeting. Troy Randall said he would report back to the committee.

*John Reilly took over as Chairman.* John Reilly noted he would like to move on to Bob Garrity and the roof discussion.

- **Vertex Presentation – Hull High roof repair/replacement:** Bob Garrity stated he is just here to respond to the questions. Troy Randall said the remaining roof area under discussion is the Genflex roof over the classroom wing, science wing and lower portion of the gymnasium area. They have been working with Vertex and the bonding company to come up with a possible solution. Troy said right now, as we stand here, we are at a fork in the road. During the last meeting Mike Pellegri proposed a solution on behalf of the bonding company to remediate the roof with toggle bolt fasteners and bar strips with a seam tape over that. They have tried to verify and compare the project and make sure the solution proposed is equal to the specified product we requested. The bonding company provided a list of several projects that we could visit and look at the method of installation. They went to one project, the Sears at the Natick Mall, but it wasn't a comparable product and did not really provide characteristics that make them comfortable that this installation is suitable at the high school -- as far as being equal. Troy noted that similar characteristics they are looking for are; the existing gypsum roof decking, the 100+ MPH wind speeds, similar low slope membrane system and the use of toggle bolts. The bonding company has come back and informed them they are having difficulty providing a similar project. Troy said that is where we are right now. He sent an e-mail earlier this week to provide a history on the correspondence that have been back and forth with Ai3 and the bonding company. Troy suggested that if the bonding

company wanted to propose it to the committee then they could do so and Mike Pellegrini is here tonight to inform the committee and field questions. John Reilly noted that under the Town Manager Report on the agenda there is the subject of getting a third party to review the proposal. He said Vertex wants to get it done in a costly fashion and there are accusations about design, so the best solution might be to get a third party review. Chris McCabe said the idea is to bring in a company like Gale Associates and added he talked to Scott Dunlap about it too. Gale is coming out tomorrow to look at the roof and give us a price proposal for his services. He said, as a committee member it is not easy to pass judgment and he would feel better getting a third party involved and this is no reflection on anyone. Jay Meschino said he thinks it is a good idea. He only questions if it is to review the Vertex solution or to say what they think is the best remedy. Chris McCabe said if they go up there and say there is only one solution and it is to replace the roof, then there will be no alternative. Dr. Silva said he is in favor of that too. He said when we put up the money it was for a new roof, not a repaired one. The main issue is it is still not a brand new roof, it is a defective roof. Gale Associates are professionals and they can tell us if we are just as well off with the Vertex solution or with a new roof. Dr. Silva asked about the legalities of how we do that. Bob Garrity said the town is entitled to get whatever the contract says, which is a new roof. He added you did get a new roof but one with serious problems. Now the bonding company can invoke the position that the contractor substantially performed and there is something called the economic waste doctrine. If it is a relatively small problem, the owner cannot say rip it off and start new, the Town has to come up with a reasonable solution. Attorney Garrity said Vertex thinks this fix will be equal to what we would have had. He can understand why Ai3 is concerned with the solution since it is a unique, specialized solution for this project. Ai3 wants proof that satisfies them. Now the surety is saying they want us to accept it and Ai3 is not comfortable with it. Bringing in an outside firm is a good idea and whatever they say will be useful for piece of mind and/or confirm Ai3's suspicions. It could end up triggering a lawsuit with the Town and the surety. If they say we can get good results with a fix, the town should accept that and on the other hand if the experts tell us it is not a reasonable fix we can tell them it is unacceptable. John Reilly noted Gale could look at the roof tomorrow. Charlie Ryder noted originally the contract called for a fully adhered roof and now we have an experimental hybrid repair to a deficiently adhered roof. He agrees we need a third party review, but we need to give them more alternatives. He said, what is best for us is what should be asked of them. Paul Dunphy asked the cost of this service. Chris McCabe said they are scheduled to come in at 7:00am tomorrow and will give us a proposal for his services but he doesn't think it is a lot of money. Paul Dunphy said he feels we already have our position from the architect. He said he spoke to this option a month ago and he has not received any response to his questions. Paul Dunphy said if it is short money, he's okay with it but noted we only need Troy Randall's opinion. Paul added this does not meet the manufacturer's

specifications but he is not ruling out having someone come in. Jim Tobin asked where this extra money is coming from. Bill Dwyer said he consulted some friends who are roofers and they said that is the worst application they have ever seen. They said you would be far better off patching it or taking it up rather than drilling through the roof. They said it might last 2-5 years but sooner or later we will have a leaking roof. Bob Garrity said their view would help, if the roofing expert concludes you need a new roof. That would help the town if the bonding company digs its heels in and says no. Bob Garrity said he thinks it will be well worth the investment. Pat Finn said we have a portion that was done and accepted using Firestone-approved products. He asked if we could get a Firestone rep out there to look at it. Bill O'Neil, a resident, told him that would be a conflict of interest. Pat Finn said he doesn't know if we need to spend money but it will help us legally to force the surety. Jim Lampke urged the committee to keep an open mind in evaluating the options and not foreclose all relevant information because that won't help down the road. He said some members made statements earlier that they have already made up their minds but you should be deciding these things as a committee. Jim emphasized keeping an open mind and getting all the information and then proceeding in an appropriate professional manner.

Mike of Vertex, said a lot of good points were made and they have worked with Gale before and they are a good outfit. He noted the questions raised at the last meeting were answered and passed back the next day; they have not been sitting on the sidelines. Mike said this is not just a quick, easy fix, we believe it is a good solid fix that will last for years. But as a manager we have to investigate the situation so they hired the experts, LeClair and Silktown. These people helped in the brainstorming and then we went to Genflex and put all the pieces together so Genflex agreed to warranty it for 15 years. Mike Pellegrini said they also went to a third party, Lance Robson of Building Envelope Technologies. They are in the business and they don't just go to the cheapest solutions. He said he did not know Lance prior to the project and he can speak as expert. He said if the town is going to have a third party looking at it that maybe they (the bonding company) should feed him everything they have since time is of the essence and three pieces of edge metal have already fallen off. If you buy into what we are saying and put on the securement strips we are presenting, it is a warrantyable system and it will work. There were concerns about the added seams so they came up with a secondary rubber over the seams. If you add all the details together you will get the solution. Mike Pellegrini said the reason they are having trouble sending someone to another similar job is because it was supposed to be an all-glued system and it is turning into a mechanically fastened system. You don't typically have the luxury of turning a glued system into a mechanical system. So it is like finding a needle in a haystack to find one similar. They (Genflex) says if you add up a, b, and c they will warranty it. Time is of the essence and it should not go until the next meeting. The temporary roof is past its due date and winter is

coming along with higher wind speeds. Jay Meschino said the reason why you can't show us other installations like it is exactly why we are concerned about it. That is part of why most of us are not comfortable with it. There is no history of if it will work or will lead to future problems for us. Mike Pellegrini said the possibility is there but they are backing it up by the manufacturer. Bob Garrity said he would recommend, if the Committee does decide to go with Gale, that they should get all the information from Vertex. Bill O'Neil said he is a professional roofer and agrees with hiring Gale and having Vertex share their information with Gale. Gale will then do an independent look at that roof and he fully recommends that. John Reilly told Mike Pellegrini that he doesn't doubt their sincerity in trying to resolve it but added the Committee's charge is to do due diligence. This will break the logjam and he doesn't see any other solution. ***Dr. Silva made a motion to contact Gale Associates to review the roof and see if they can give us an answer next week.*** Mike Pellegrini said he would be able to meet with them tomorrow. It was noted the School Building Committee could schedule a meeting next week to vote on it. Jim Lampke said he appreciates Mike's offer to share information with Gale but apart from that, the Town should have all the information you have so we can review it. Jim Lampke asked that the Town be given copies of everything including studies. Mike Pellegrini said that all of that has been passed along to Troy Randall already. ***Jay Meschino seconded the motion. All approved.***

Jim Lampke said as suggested at the last meeting, some members submitted questions to him for Bob Garrity and between now and the next meeting he and Bob Garrity would meet with the individuals regarding clarifying their specific questions, in the interest of being more productive this evening.

Pat Finn said he does not think it is appropriate for side meetings to take place and he would like the whole committee to hear what is being said. John Reilly said at the last meeting he asked anyone who had specific questions to send them directly to Jim Lampke for Bob Garrity since it would be more productive that way and he would be prepared to address everything. Jim Lampke said, in addition, a reminder was sent out to the committee via e-mail and regular mail for those who don't have e-mail. The purpose is to understand what the questions are and they have every intention of discussing it in front of the board. The idea is to focus on the questions and come up with an answer and be prepared to respond in a meaningful way. They have every intention of conducting a full discussion with the full committee and asked that anyone with questions, please get them to him.

Kevin Richardson said he had a question on the gym roof leak that was apparently caused by a clamshell. He asked if this has been investigated. He said this (falling clamshells) happens all the time here so is it an installation or design flaw. The bonding company said this is the first he has heard of this, we may want to

get Lance Robson to look into it. It was noted that John Barton gave the Town that explanation. Kevin Richardson said what he is getting at is, if that still happens he doesn't feel it is fixed appropriately because it will continue happening. Mike Pellegri said the fix was an approved fix and installed as intended. David Twombly said this leak was repaired but going forward is this going to keep happening. John Reilly suggested having Gale look at that too. John Reilly told Mike Pellegri that it is not that the Committee doesn't want to hear what they or their expert have to say; it is just better to have Gale look at it too. Mike said it is getting colder and he is worried about this.

Dr. Silva said regarding the questions being submitted for Bob Garrity, it might be a good idea for all members to see all the questions that are being submitted by the various committee members.

- **Auditorium Accessibility:** Two documents were distributed to the Committee members. Troy said the first is the decision provided by the MAAB for a time extension on the implementation and modifications to the auditorium. They provided an extension and it must be completed before December 15, 2006. This is for access to the lighting and sound booths. Due to the timetable and schedule to make that happen, Ai3 has prepared the bid documents, which will be available next week for public bidding. The second document is the bidding/construction schedule. The bids will be opened on October 11, 2006, and the contract would be executed between the owner and lowest eligible bidder between October 11 and October 25. Upon issuance of the NTP, on approximately October 25, the contractor is required to mobilize on site within two weeks and the project is scheduled to be substantially complete on December 15, 2006. They are now working on the fine details of coordinating the timeframe for scheduling the hours of operation. Dr. Delaney asked if this schedule is in stone because there is a production scheduled for December 8 and 9 and that is pretty critical. Troy Randall stated this completion date has been amended already and it is a final decision. There is no question we can identify the specific dates in the contract for the production and can coordinate with the school department to work around rehearsals, etc. John Reilly said if it were not completed on time, the lighting booth would be closed down until it is in full compliance. Cathy Bowes asked if the work would take place during the school day or after school hours. Troy Randall said it needs to be ironed out, what will work best for the school department. Dr. Delaney added another problem is the rehearsals also take place on Saturdays and every night until 11:00p. Troy Randall suggested it might be a better option to complete it sooner so you can eliminate the conflict but they can work the details out based on the rehearsal and production schedule. *Paul Dunphy made a motion to approve the auditorium ADA renovations schedule submitted this evening. Dr. Silva seconded the motion for discussion purposes.*

Dr. Delaney said it wouldn't interfere with the play so much as it would impact the rehearsals. Jim Tobin asked if there would be a fine assessed per day beyond the December 15 completion date. Troy Randall responded, no, as indicated the spaces – the lighting and sound booth - will be closed down. Jim Tobin said so we could go forward or back. Peter Lombardo said part of the amended motion in the MAAB decision was that the school would provide assistance to those with a disability. Peter Lombardo said that would include signage for anyone needing assistance with a disability. Peter Lombardo said in a situation like this they might send someone to monitor the situation. John Reilly asked what if we just did the work over the holiday break and close off access after the 15<sup>th</sup>. Cathy Bowes noted that the contracts for the plays have already been signed and a substantial amount of money has been spent. Pat Finn said you are playing with fire and it is still not fully accessible. We are looking for 71% reimbursement on the project and the State could do a lot of things like not give us timely audits payments. Dr. Silva said he thinks we are making too much of it. Dr. Silva read the last paragraph of the letter out loud and noted it does not mention a fine just that the lighting booth will be closed until it is in full compliance. The School Department will work as best they can with this during the days and the show goes on. Jim Lampke asked how long the work would take to do because it looks like it will be only a couple weeks' work. John Reilly noted there was a motion to approve the timeline presented by the architect. *All approved.*

#### 5. Owner's Project Manager/PMA:

- **Project Update/Monthly Status Report:** Eric Lowther distributed the monthly status report. He noted this contains the preliminary schedule submitted by TLT and reflects a June 23 start of project. He noted the preliminary schedule is not terribly relevant to where we are today. In the future they will provide a full-size schedule. Eric Lowther noted that through the end of August they have excavated for the footings for building C and D and 60% of the footings are complete. The onsite 15" drainage pipe has been installed. The sanitary piping has been installed and TLT submitted a baseline schedule for review. The forecast for September is to complete the walls and footings and continue sanitary and drainage line installation. They will start the utilities work and will have the slab poured by the end of September.

The Key Project Issues are: The NStar gas service needs to be brought out to the site and the late delivery of Phase 1a classrooms. The school requested to hold on to those six classrooms during phase I and negotiated with TLT and have kept them. There was additional work that took place there before the start of school. The existing water line was found on the other side of Harborview Road, which was additional work. The dedicated fire protection service was requested by the Fire Department. The last issue is the adjustment of contract milestones. Eric Lowther



noted the cash flow is also based on the preliminary schedule and the actual cash flow is below the target. Once they review the baseline schedule this will reflect more accurate planned cash flow. Chris McCabe asked how soon the revised cash flow schedule would be available. Eric Lowther said they are helping the contractor get the schedule of values from some of the sub contractors and encouraging the subs to provide that information so they should have it by the end of September. Steve Rusteika said there are three pieces to it, the hard costs and subs information and that is in process. The soft costs are not an exact science. Chris McCabe noted he needs the cash flow by mid-October. Stephen Rusteika added through the end of August, the conduit bank has been placed and buried and the sanitary line is 98% complete. They expect to complete the work on Harborview Road by the end of month with temporary pavement. The slab is scheduled to be in place September 28 and the erection of structural steel will begin October 6.

Paul Dunphy noted there have been comments from residents that the stockpile of topsoil was blowing through the neighborhood. He asked if there is any requirement to cover it. David Twombly stated they are using calcium chloride to reduce dust. Charlie Ryder said they mentioned they would be sifting and seeding it. Jay Meschino asked if we would be using some at the high school. David Twombly said they had a meeting about it and after looking at the soil, there are too many rocks in it that would burn the roots of any grass planted. He said they would try to get it sifted. Jay Meschino also asked what the project calls for to do with all that dirt, and can they haul away part of it. Stephen Rusteika said some would need to be reused on the site. Jay Meschino asked if in good faith they pull half of it off. Peter Lombardo said he talked to Don, the project supervisor, about the pile and to look into hydro seed to keep it down. Charlie Ryder said they are looking into that. David Twombly noted they would be sifting it on site next week. Stephen Rusteika added he would ask the question. Bill Tramontana said as a direct abutter to the project and the dirt pile, you would not believe the amount of dirt and it is getting bigger and bigger. His screens and house are a mess. He said he did talk to Jim Lampke, who made a few phone calls and he did talk to Don who said there is nothing they can do about it. Bill Tramontana said he really thinks some of it needs to get out of there. The quality of life has been horrible since inception of the project. When the winds whip up it is not pretty. Pat Finn said if we can have the Town trucks go up there and bring some dirt to the courtyard that would relieve the problem at Jacobs. Pat Finn asked what is the new parking area at the site. Ray Joyal said they are flipping the parking areas and taking away the one by the gym and flipping to the new one by the trailers for staff parking as of Monday. David Twombly said regarding moving the loom to the high school, until it is sifted we cannot use it. Scott Dunlap said the Jacobs project is a relatively balanced project and the specs do require the contractor to seed that pile which he should be immediately directed to do.

Jeannette MacDonald, an abutter, said that is one of their concerns and the other is the rat problem. She asked if they are doing anything about it. She was told we have had WatchAll down to the site addressing the problem. Jeannette MacDonald said the third is the construction vehicles coming through and the speed of traffic. It was noted Chief Billings has posted signage. Ms. MacDonald noted there are 28 kids in the neighborhood and we do have some buses and other vehicles going through at fast speeds. She would like to see flashing signs and asked the committee to follow up on that. John Reilly said regarding the rodent problem, the Town had WatchAll out there and a plan was presented and they will be following that plan. This started on Monday and will occur every week for the at least the first month and then reduced to one a month later.

*Police Details:* David Twombly informed the Committee that as of yesterday, TLT decided to go with two police details at the site starting today. It was noted that speeds are a concern at the corner. John Reilly said he would ask the Police Chief to go up there in the morning. John Reilly added the police do have more signage for the site that he will ask them to take care of. Dr. Silva suggested looking into the flashing school zone signals. Bill Tramontana said he wrote a letter about this about a year and a half ago. The high hedge at the corner of Nantasket Avenue and Harborview has cars blindly coming around that corner. He said with the traffic that comes into the neighborhood, we need to do something and be proactive. Bill Tramontana noted as for the rodent problem, he has trash barrels with lids and the rodents are eating through the trash barrels. He asked that this not become a Rockaway area, let's be proactive. John Reilly said we are already addressing many of these problems. We try to act as best we can. Bill Tramontana said he appreciates the work that is being done but if the committee is not made aware of the problems they cannot act upon them. David Twombly asked which hedges are the issue because he could talk to Chief Billings about it Tuesday or maybe the Highway Department could assist in trimming them down but we would need to ask for permission. John said in the meantime maybe the Police can put up stop signs there.

- **Contract Time Reconciliation Update:** The committee reviewed the Contract Time Reconciliation. Eric Lowther noted that TLT kept the bids open and the NTP was issued later. Eric noted as you can see, as bid, there was an April 21 start date with Phase I lasting 434 calendar days and completing June 29, 2007. The owner would be allowed to move in (17 CD) and TLT would start Phase II on July 16, 2007 and completing June 27, 2008. Under this schedule, both phase switches would have happened in the summer and wouldn't interfere with the school year. However, as awarded, this pushed the schedule back 89 days making phase I completing on September 26, 2007 and phase II completing September 26, 2008. Eric Lowther noted this scenario is not ideal so they tried to work with TLT to negotiate a plan that works better. Based on TLT's submission, phase I and Ia would reflect a 401 days

duration, which is shorter. And Phase II remained at 347 days and completed June 27, 2008. The flaw was the overlap from phase I and phase II but the contract does not allow that. They have modified their schedule to correct this and came up with a revised plan with a phase I duration maintaining the 401 days and completing on August 23, 2007 and allowing 16-calendar days to move in and complete by September 11. Ideally that would be a nice solution to the problem and TLT will consider it. Eric Lowther noted their contract originally allowed 434 days for phase I. A compromise was proposed to retain the 401 calendar days, which is 33 days early bringing it to August 23, 2007 with the condition that Liquidated Damages are not assessed until September 27, 2007 in the event they are not able to complete by August 23. Eric Lowther added this is a pretty good deal because the contractor is entitled to all that time and with 434 days we would be left with a turnover of September 27. Kevin Richardson said since phase II is beginning in the summer under TLT's scenario, is it conceivable to turn it over sooner. Eric Lowther stated there is too much risk to that and if phase I is not substantially complete on time and you vacate the existing building, you will be left with no place to go.

Jay Meschino asked if the agreement addresses if they hit the first date and want to start or complete phase II earlier or are they bound by those dates. Eric Lowther said if the contractor completes by August 23 that would not bind them to August 23, 2008 target date. It is in their best interest to finish early since their daily cost does not get spent and is in their pockets. The contractor is more concerned about the work in phase II then in phase I since it involves existing conditions. They would like to create a cushion in the phase II schedule. Ray Joyal asked if the six classrooms were turned over earlier, would it impact the schedule and push the August 23 earlier. Eric Lowther responded no, those rooms have no impact on the schedule but the late delivery of those classrooms would delay the schedule. Pat Finn said we have no choice -- it was our delay and they did us a favor by holding the bids but he would ask to get them to agree to not putting in a (delay) claim. Pat Finn said the motion should be to approve the revised schedule submitted by PMA and request a written waiver of delays claims. Eric Lowther said they have drafted some language already and sent it to Ai3 and shared it with TLT. It is a no cost change and the language is explicate. He said this would put this issue to bed for us. He noted the other option would be request they accelerate the schedule and they may or may not entertain that. Chris McCabe said keep in mind, the Notice to Proceed was issued the day after our June Town Meeting. They took from June to July to mobilize, which was their time. Steve Rusteika said our goal was to switch over during the summer and not spend money to do it, so they were thrilled when TLT agreed. ***Dr. Silva made a motion to approve the revised schedule in the agreement with a no-cost adjustment of contract time for phase I with a substantial completion of August 23, 2007 and liquidated damages assessed after September 26, 2007 and a phase II duration of 347 calendar days and substantially complete by September 26,***

**2008. Chris McCabe seconded the motion.** Kevin Richardson asked if the project is currently on time or behind schedule. Eric Lowther said we are at a disadvantage to answer that question because it was a forecasted June 23 start but that schedule forecasted an October 15 start for structural steel. They (TLT) are now talking about an October 9 start of structural steel so they have done very well to get going. *All approved.*

- **Jacobs School Project Budget Report:** The project budget was presented to the Committee. It was noted a lot of effort went into putting this budget together that would be used as our method for tracking costs throughout the project and reporting every month where things stand. The front page is the Combined Total Cost Report and the second page includes all billings to date. The third page is a listing of what invoices there are this month. The fourth page is the change order log to keep track of change order issues. Steve Rusteika noted under the first column, at the bottom is the Budgeted Project Costs of \$27,620,000 with a note on the left that \$192,000 was taken out of this for the Memorial School clock tower work. He just wants to point that out as the clock tower cost goes up, the Jacobs money goes down.

*Jacobs Asbestos Abatement:* Dr. Delaney said we had some problems with mold at Jacobs this summer and during the abatement process had to remove asbestos and she is assuming there will be a credit off the building project for this. David Twombly said he talked to TLT on Tuesday and their person is going to do a measurement on their own to determine how much credit there will be but he has a verbal statement from TLT that there will be a credit of some kind.

Stephen Rusteika noted under Owner Costs, the Town incurred \$290,000 prior to April. That has been discussed previously and that is an exact number out of the Jacobs project. Charlie Ryder noted this is primarily for the cost of the modulars and set up of classrooms. Dr. Delaney asked if WatchAll is worked in. Stephen Rusteika said it was not in the budget and there is a rodent control requirement but this is above that. Dr. Delaney asked about police details. Stephen Rusteika said the contractor owns a detail when they are working on Harborview Road so anything above that does come out of the building project. David Twombly said this has become a hot issue and TLT will go with two details but where is the money coming from since it is not their responsibility. Troy Randall said Ai3 would look at the specific details of the contract but there is a clause within the contract that requires a detail during roadwork and possibly during deliveries. Chris McCabe said so anything over and above that we will likely have to pay. John Reilly said the Police Chief wants them there. David Twombly said there was an agreement for two details during the first week. Although the contract requires details if working in the street and for deliveries, TLT agreed to the two details, which is over and above the agreement, so that comes out of contingency. Jim Tobin asked how long the detail is

on site. He was told all day. Stephen Rusteika noted this is not in the budget. ***Chris McCabe made a motion for the Committee to take this under advisement until the next meeting to determine exactly what TLT and we are required to pay. Kevin Richardson seconded the motion.*** Charlie Ryder said this is the nickel and dime stuff that eat up the contingency. Stephen Rusteika noted the Harborview Road work will end in 3-4 more days. Charlie Ryder said it is important that the Chief know that if they are automatically putting a detail there, that it costs us money. ***All approved.***

Dr. Silva said he is concerned about the money coming out of here for the clock tower and asked about the legalities of that. John Reilly said we asked the Town for a total of \$2.8M bonding authority and needed only \$2.7M for the Jacobs. Chris McCabe added we made the decision before Town Meeting to keep it simple to go for one authorization for the \$2.8M and said the clock tower work cost would come out of that. That is the way it was presented. John Reilly added we moved ahead with that knowing it would not be reimbursable, but just do it under one authorization. Pat Finn agreed we all were aware of this but questioned any legal implications. Chris McCabe said we answered that question before we did it. Charlie Ryder said when we went to the town originally it was for \$37M and the extra \$2.8M was added to it. We can only spend that money on the schools. The clock tower money was applied to that and reduces the bottom line of the Jacobs from \$27,774,000 to \$27,640,000. Jim Lampke noted it was stated at Town Meeting that it would be used for the clock tower repairs and we proceeded in a legal fashion as far as we know. He asked if anyone is aware of a legal issue causing this to be questioned now.

Stephen Rusteika noted the project is only 3.52% complete but has used 24% of contingency. We need to be aware of how we are using contingency. He noted they would update this information every month. Stephen said PMA has worked out a process with Marcia and Debbe to get updates in a timely manner.

Stephen Rusteika said there are two other items to discuss, the commissioning and an industrial hygienist. PMA has not heard anything on those two issues, if the Town is doing that or not and how that will affect the budget. Scott Dunlap said the Committee discussed setting up specific contract language to incorporate a commissioning agent you may hire. Steve asked if the Committee is planning on this because they would rather budget it now rather than at the end of the project. Paul Dunphy said the last time the Committee met he spoke about Jim Griffin and David Twombly attending a commissioning seminar to get good information and see the value, as the owner, and come back to the committee on their thoughts. He said commissioning can be a big thing and thinks we need to go through that drill. ***Paul Dunphy made a motion to pay the \$225 per person fee for the October 13, 2006 commissioning seminar and asked Jim Griffin and David Twombly to come back to the committee and then see about budgeting money for commissioning. Dr. Silva***

*seconded the motion.* Charlie Ryder said the contractor told him he could do a lot to help so it would not cost that much -- \$68,000 at the end of the project and up to \$200,000. If we work together with the contractor we could get the low end of the figure. Stephen Rusteika said it is important to determine the scope, it could be just HVAC. Paul Dunphy said this is top priority for us. David Twombly said he talked to several people about it and we need to develop a menu and decide what we want. *All approved.*

Stephen Rusteika asked about the Industrial Hygienist. Scott Dunlap said in the past the Committee has solicited proposals. Ai3 would be happy to solicit those proposals. During renovation the owner will need asbestos abatement to make sure TLT does fully abate and gives clean air. It was noted this would be required before Phase Ia, the six existing classrooms, which is scheduled for November 27. *Jim Tobin made a motion to direct Ai3 to solicit proposals for an Industrial Hygienists. Charlie Ryder seconded the motion.* It was noted there would not be any additional Ai3 cost for this. *All approved.*

- **Gas Line Update:** Stephen Rusteika informed the Committee there was a gas line meeting this week. Originally we talked about \$85,000 to install the gas line to the school. They are looking at the design, cost and the demand needed at the school. But the gas line needs to be installed before December 1 and that will work with TLT. There are two options for installation, one is off Battery Road and one is off Harborview Road. He pointed out that this amount is not in the budget. John Reilly asked if there was some communications from Keyspan that there would not be a charge. Scott Dunlap said there was no communication that they would not charge for it, just that they would bring service to the site. The February 9, 2006 site plan from Griffith and Vary was sent to Bill Foley at Keyspan and they talked about the demand that would be needed for the school. Chris McCabe asked if that is typical for Keyspan. Scott Dunlap responded it is fairly typical. They do look at the service usage anticipated for the project, what you will pay and then calculate the cost to bring service to the site. A lot of time they will negotiate based on that but Ai3 has never been directly involved in those discussions. Pat Finn asked if this is a surprise, was this part of the design. Scott Dunlap said they had to let them know we needed service to the building and that they would provide it. They will not provide you with a cost and it goes through various layers of management before the fee is ultimately calculated. Pat Finn said this seems like a surprise. John Reilly said he knows David has talked to Keyspan and it might be appropriate for the Town Manager to talk to Keyspan as well. David Twombly said the original price was \$220,000 and now it is down to \$85,000 but agreed Chris McCabe should also talk to Keyspan. Scott Dunlap noted this is a service issue but someone should talk to them. Peter Lombardo said he thought they upped the size of service due to the issues we had at

the high school. Chris McCabe will contact Bill Foley at Keyspan and report back at the next meeting.

John Reilly noted the contingency was \$1.5 million and the report has it listed at \$1.76 million and to say we are 25% spent because it includes the Memorial School clock tower is not accurate. Chris McCabe said if you look at the Ai3 spreadsheet, it shows \$1.5 million and it listed the town costs. Stephen Rusteika said the bottom line number is the same. John Reilly asked why the fire hydrant issue didn't come up before. David Twombly said these plans were approved years ago and now some town departments are coming forward with change orders such as the hydrant and the drainage pipe (6" to 12"). The then-department heads approved these things and now the new people want changes. John Reilly said several years back we had various people requesting changes but the School Building Committee needs to authorize any changes before the architect or anyone else wastes manpower looking into it. We first need to determine if the Committee is interested in doing it. We now have new department heads but they have to come to the Committee first. The public safety issues we may have not have a choice about but they need to follow the correct procedure. Stephen Rusteika suggested these requests go to David Twombly as the town's representative. Chris McCabe said these things should be brought up under his segment of the meeting. David Twombly noted some of these meetings were happening at the site. John Reilly said no Change Orders should be approved or investigated without the Committee's approval. This wastes manpower and time and we incur costs to review it and why would we go through that unless the committee supports it. Pat Finn agreed, he said these plans have been reviewed and we promised at Town Meeting it would be built as designed. We need to tell these people they can't have this unless it is absolutely required.

Jay Meschino asked about the traffic issue and what direction the construction vehicles, buses and parent drop off are. Ray Joyal said only the construction vehicles take the first right off Nantasket Avenue. The parent drop off and buses take the second right and all exit back down the hill. It was noted they have had only one cement truck go the wrong direction.

Paul Dunphy questioned the utilities charges. Troy Randall said the value is in their specifications and the contractor has to acknowledge the value in their bid and is responsible for the cost. Paul Dunphy said he does not want to run into the same problem with contractor we had at the high school. He wants to make sure there is a separate meter for the contractor.

Paul Dunphy asked PMA what they suggest regarding the contingency. Stephen Rusteika said the Committee needs to be cautious with potential change orders. He said when you ask anyone to do a review be aware that the decision affects the cost.

Sometimes when you ask PMA or Ai3 to do additional work that is not part of their contract, it just adds more money. He suggested the Committee establish upset limits. He asked how much it is going to be, \$5,000 or \$10,000 so they can get an idea and can track that cost.

Paul Dunphy asked the School Department if the FF&E and Technology figures are based on real numbers or the project number. Dr. Delaney responded, the project. Paul Dunphy asked if the contingency trend continues, could these numbers be reduced to reflect real numbers. Dr. Delaney said that is something they could look at. Stephen Rusteika said with phase I underway that is something that will need to be looked at soon. Eric Lowther said they had a conversation with the contractor and asked when that material needs to be ordered in order to have a high level of confidence they'll achieve the date. This winter we will know better and can target specific dates for the delivery of the FF&E. Dr. Delaney added she could give Paul a better idea after the meetings with the FF&E consultant. Jay Meschino asked if part of PMA's service would be to point out other ways to reduce costs e.g. tile changes to a less expensive one to offset other things. Stephen Rusteika said right now what they are doing is if there is work that is not needed and is part of the contract they will pursue a credit. He said a lot of contingency has been used because of the clock tower work. He said if they can find them and identify them in advance that way if something comes up we have one to throw back. Stephen Rusteika said it is not as easy as it sounds, in order to get a significant credit, it would affect design work and affect the schedule. Eric Lowther added that would be last resort because you would never get back what you paid. John Reilly asked what the percentage of the contingency used actually is for the Jacobs School and not the Memorial School clock tower. Stephen Rusteika said probably 12%. Steve Rusteika said the past two school projects did pretty well with contingency and to him that reflects well on the architects because of the design. However, with the existing building, there could be unforeseen conditions. Stephen Rusteika said TLT is getting the work done but the concern is phase II. Charlie Ryder said he wanted to clarify -- \$154,000 of the clock tower was not in the contingency and that came off the total budget. It was noted the original budget was \$27,774,000 and now it is \$27,620,000 because it was reduced for the clock tower work.

David Twombly noted a decision needs to be made regarding the 6" vs. 12" pipe. George McCullough asked why the clock tower was not done during the project. John Reilly noted it was taken out of the project to save money. George McCullough asked if the money being spent at Memorial now is going to be reimbursed. John Reilly responded, no. Scott Dunlap added it was taken out because of concerns about being over budget. But in the end it did not cost more to do it later because the bid documents and construction administration was at no cost. Pat Finn noted the clock tower work came out great.



**Architect Report (continued):**

- **Memorial School**

- **Payment Requisition #3 for Cousins Construction:** The payment requisition was presented to the Committee in the amount of \$30,680.58. Troy noted if you look at the total contract sum, the initial bid was \$157,500 and the committee approved Change Orders totaling \$22,430 which brings the current total to \$179,930. Troy noted this does bring the project to 100% complete, less retainage. They have reviewed this document and recommend payment of the \$30,680.58 for pay req #3 to Cousins Construction. *Chris McCabe made a motion to approve Payment Requisition #3 for Cousins Construction in the amount of \$30,680.58. Dr. Silva seconded the motion. All approved.*
- Troy Randall informed the Committee that Change Order #4 was forwarded to the Committee members for the vct and waterproofing of the main elevation and a portion of the northeast corner at Memorial School in the amount totaling \$13,629.00. The document was distributed via e-mail and the back up document includes the technical testing information and the detailed results for the Rilem Tube Test to the main elevation. Cousins Construction will apply the Blok-Guard & Graffiti Control. Troy Randall said he would recommend approval of CO #4 for both items. Kevin Richardson noted it says because of the other waterproofing that was applied, this will not be warranted. Troy Randall said because of the application of the previous water repellent, they would not provide a warranty for this application. He added even if they did provide a warranty, it is just a materials warranty, not labor or damages. Kevin Richardson noted this was applied a couple months ago, and asked if it was inferior or is the brick so porous. Kevin Richardson asked how frequently this would need to be done so the School Department can include it as a budget item. Troy Randall responded, typically every 3-5 years but some say 7 years but 3-5 years is the average. Pat Finn asked why there is a Change Order instead of getting quotes from waterproofing outfits. Troy Randall said you could go in that direction. This is to get it applied quickly since we are getting into the low temperatures and the material needs to be applied in conditions warmer than 40°. Dr. Silva asked if the Rilem Tube Test was done on the building itself. Troy Randall responded, yes. Dr. Silva noted if there is a separation between the mortar and brick we are going to have problems, he asked if any more preparatory work needs to be done before this is applied. Troy Randall said, yes within reason. He added, this product has a larger molecule that will cover most hairline cracks but they would need to look at the surface to see if there are any larger gaps. Dr. Silva asked if this would be an extra cost. Troy Randall said when they (Ai3, the contractor and the town)

reviewed the test results we looked at the surface and there were very few areas that needed to be caulked or addressed -- the front elevation is solid.

John Reilly asked why we couldn't pressure wash the old material off so we could get a full warranty. Troy Randall said he would have to go back to the rep. and ask the question but the warranty would be for material only anyhow. Peter Lombardo asked if the two products are compatible. Jim Lampke said we may want to explore what warranties will be covered up front. He wonders if in Troy and Scott's experience that this is typical, that they do not include labor, and maybe anticipate that in the future that the warranty be full, not limited. Scott Dunlap said it is typical with water repellent to not be responsible for a 100 year-old leaking building. You are dealing with a repair product and they would not take responsibility for the building. Paul Dunphy suggested the School Department pay for it. John Reilly noted we have a storm coming up and it needs to be done. This is a problem that existed. Charlie Ryder asked if we had that side of the brickwork done and if it failed. John Reilly responded, yes. Charlie said at that time we said the next time the School Department would pay for it. ***Pat Finn made a motion to approve Change Order #4 for the Memorial School waterproofing (\$13,669.21) as long as it is the last thing we pay for on the Memorial School and the School Department is responsible from here on out.*** John Reilly noted if the building is not finished with waterproofing, water would leak back into the building. ***Paul Dunphy seconded the motion. The motion passed 9 to 2*** (Jim Tobin and Charlie Ryder).

Troy Randall noted for the record that a substitute punch list has been submitted.

## **6. Fiscal Report:**

- Warrant #436 was presented to the Committee containing six invoices for the high school project totaling \$19,326.97.
  - Five invoices from Architecture Involution totaling \$14,717.18 for additional services and reimbursable expenses. The additional services invoices (\$14,688.73) will be added to the back charge list.
  - One invoice from Garrity and Knisely in the amount of \$4,609.79 for legal services associated with the high school project during the months of April, June and July 2006.

***Paul Dunphy made a motion to approve Warrant #436 in the amount of \$19,326.97. Chris McCabe seconded the motion. All approved Warrant #436 in the amount of \$19,326.97.***

- Warrant #437 was presented to the Committee containing five invoices for the high school totaling \$5,172.54. All of these invoices are being charged to contingency.
  - Four invoices from David Reinks for videotaping and cablecast services for the 7/20, 7/27, 8/3 and 8/17 School Building Committee meetings totaling \$285.00.
  - One invoice from Edwards Angell Palmer & Dodge for legal services associated with borrowing. The high school portion of this invoice totals \$4,887.54.

***Chris McCabe made a motion to approve Warrant #437 in the amount of \$5,172.54. Kevin Richardson seconded the motion. All approved Warrant #437 in the amount of \$5,172.54.***

- Warrant #438 was presented to the Committee containing one invoice for the Memorial project in the amount of \$193.39 from Edwards Angell Palmer & Dodge for legal services associated with borrowing.

***Pat Finn made a motion to approve Warrant #438 in the amount of \$193.39. Dr. Silva seconded the motion. All approved payment of Warrant #438 in the amount of \$193.39.***

Steve Rusteika was asked how the committee knows when we are asking them to do additional work that is not in their contract. Stephen Rusteika said you just have to ask.

- Warrant #439 was presented to the Committee containing six invoices for the Jacobs project totaling \$39,102.61.
  - Two invoices from Architecture Involution totaling \$18,484.39 for design services (\$17,960.77) and reimbursable expenses (\$523.62).
  - One invoice from PMA Consultant in the amount of \$19,263.34 for Construction OPM services for the month of August 2006.
  - One invoice from Edwards Angell Palmer & Dodge for legal services associated with borrowing. The Jacobs portion of this invoice totals \$1,274.08.
  - One invoice from FedEx for shipping charges associated with the Jacobs project in the amount of \$42.80.
  - One invoice from 2U Direct Courier Van in the amount of \$38.00. This represents delivery of two boxes of documents to the MSBA in preparation for the new audit procedure for the Jacobs project.

*Pat Finn made a motion to approve Warrant #439 in the amount of \$39,102.61. Dr. Silva seconded the motion. All approved payment of Warrant #439 in the amount of \$39,102.61.*

- Warrant #440 was presented to the Committee containing payment requisition #3 from Cousins Construction in the amount of \$30,680.58. *Chris McCabe made a motion to approve Payment Requisition #3 for Cousins Construction in the amount of \$30,680.58. Dr. Silva seconded the motion. All approved.*

#### 7. Town Manager's Report:

- **Contract Extension – Owner's Project Manager for the High School:** Chris McCabe informed the committee that Tom Gould was hired to oversee the punch list work and once it reached \$25,000 it needed to be bid. They did that and issued an RFP back in June and the deadline was July 17. Tom Gould was the low bidder and it is his recommendation to continue with Tom through the completion of the punch list work. *Chris McCabe made a motion to extend Tom Gould's OPM services contract for the high school. Dr. Silva seconded the motion.* Kevin Richardson noted the pace of work has slowed considerably and asked if Tom's hours will reduce based on the level of need. David Twombly said now Tom is there at 6am and sends him an e-mail of what he has planned for the day and has been working closely with Troy Randall, CTA and all the subs. Dr. Delaney said there are not that many contractors coming in now. David Twombly agreed but said Tom has also been working with Troy Randall going through the punch list and he also did some work on the generator. David Twombly added he has been very good to work with and he works with the subs to get the project completed. *All approved the motion.*
- **Contract Amendment #2 – Ai3:** Chris McCabe informed the Committee that the contract amendment #2 for Ai3 had been discussed six or more months ago and the numbers were included in the project budget, however, it was never formally approved. *Pat Finn made a motion to approve Contract Amendment #2 for Ai3 that was agreed to a long time ago. Dr. Silva seconded the motion. All approved.*
- **Jacobs School Project Budget:** Discussed earlier in meeting.
- **Jacobs School drainage modifications to reduce flooding on Christina Road:** Chris McCabe informed the Committee that the new DPW director has submitted a proposal to JGCA to do drainage modifications to help mitigate the drainage problem at Christine Road. Troy Randall said Darren Sawyer is working on that. Chris McCabe said the committee may want to revisit that if it can help those folks by making modifications. Dr. Silva noted that would mean a Change Order. It was noted that we need to make sure all requests come to the committee for approval first. John Reilly said he thought

that because of the elevation of the area it would have to be pumped and the idea does not involve pumping but asked it be followed up. John Reilly added that before Ai3 investigates any requests from department heads that the town departments first go through the proper channels. Otherwise it will open up a change order and we need to keep a handle on it. John Reilly asked if the Committee is opposed to having Ai3 look at it. Jay Meschino said he thought the overflow of additional water was against conservation. Chris McCabe said no.

Chris McCabe informed the Committee that as of today the Town got approval from the SBA to commence draw down of the pay-as-you-go program. We will submit the paperwork to receive the reimbursement of the \$2 million already spent on the Jacobs project.

- **High School Roof Third Party Review: Discussed** earlier in meeting.

*Faculty Liaison:* John Reilly noted during the high school project there was a Faculty Liaison. He suggested we seek out someone that would be interested in the position for the Jacobs project and ask for volunteers. It was noted in the past it was a stipend position.

George McCullough asked about the drawing difference since he still has not heard the result of the review. John Reilly stated that is one of the things he wanted to talk to Bob Garrity about but it has not been neglected. John Reilly asked Mr. McCullough to, in the future, submit an agenda items request if there is a topic he would like discussed during the meeting.

*Jacobs Security Monitoring:* Dr. Delaney noted there are some concerns about security at Jacobs School in light of the recent news cases. She said Judi Saide is recommending installing a similar security system as the high school at the Jacobs and feels she can put it in the entry door suite and then relocate it in the new structure for about \$4,000. David Twombly said Judi will again be using Brander on the project and she will be able to move it to the new portion once phase I is complete. Dr. Delaney noted that as with the other projects the CCTV would be taken out of the contingency portion of the budget. Jay Meschino asked what exactly this system is. He was told it is a camera and video monitor system with an electronic button to unlock the door. ***Jay Meschino made a motion to authorize Judi Saide to take \$4,000 out of technology budget for the aiphone video door entry system. Paul Dunphy seconded the motion. All approved.***

John Reilly said it has been suggested that the Committee have more regular meetings or maybe start the meetings earlier especially if we have a big agenda like tonight. He noted the Committee could also post a meeting in case something comes up that needs immediate action. John Reilly said if the Committee wants to meet every other week no

Town of Hull  
Building Committee Meeting  
Thursday, September 21, 2006  
Page 22

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matter what is on the agenda, that is fine. Jay Meschino said at a previous meeting we discussed starting the meetings earlier and asked if it would help if we changed the day. John Reilly said another way to keep it moving along would be to limit discussion. Paul Dunphy said he feels we need to start earlier. Jay Meschino recommended the Committee stick with meeting twice a month regardless of the agenda. John Reilly said he has let the discussion flow in the past but can now limit it if wanted. ***Jim Tobin made a motion to start the School Building Committee meetings at 7:00pm on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Paul Dunphy seconded the motion.*** It was noted the next regular meeting would be held on October 12<sup>th</sup>. ***All approved***

Troy Randall noted he is handing over four copies of the Memorial School Clock Tower remediation plans.

**8. Superintendent's Report:**

- **Jacobs Asbestos Abatement:** Discussed earlier in meeting.
- **Recent Leak in High School Roof:** Discussed earlier in meeting.

**9. Old Business:** None this evening.

**10. New Business/Submission of Agenda Items:** None this evening.

***Paul Dunphy made a motion to adjourn the meeting. Jim Tobin seconded the motion. All approved. The meeting adjourned at 9:58pm.***

Respectfully submitted,

Debbe Bennett  
Recording Secretary