

**Town of Hull  
Building Committee Meeting  
Thursday, October 12, 2006**

In attendance:

Cathy Bowes/Committee Member  
Paula Delaney/Committee Member  
Paul Dunphy/Committee Member  
Bill Dwyer/Committee Member  
Patrick Finn/Committee Member  
Chris McCabe/Committee Member  
Jay Meschino/Committee Member  
Charlie Ryder/Committee Member  
Jim Tobin/Committee Member

Debbe Bennett/Support Staff  
Jim Griffin/Support Staff  
David Twombly/Support Staff  
Ray Joyal/Support Staff  
Jim Lampke/Support Staff  
Troy Randall/Ai3  
Eric Lowther/PMA  
Scott Libby/PMA

Absent:

John Reilly/Committee Member  
Kevin Richardson/Committee Member  
Dr. John Silva/Committee Member

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 7:01pm. Chris McCabe noted that John Reilly might not make it this evening.

1. **Approval of Today's Agenda:** *Pat Finn made a motion to approve the agenda. Paul Dunphy seconded the motion. All approved.*
2. **Approval of Minutes:**
  - **August 17, 2006, Open Session minutes:** *Pat Finn made a motion to approve the August 17, 2006 Open Session minutes. Paul Dunphy seconded the motion. All approved.* Dr. Delaney abstained.
3. **Punch List Oversight Service:** Tom Gould noted his report was included in the packages. Tom informed the Committee that CTA has left the building. He said they were there yesterday afternoon and went over some things to be reviewed by the architects and consultants. Troy sent out a revised supplemental punch list and there are about 200 items left and people are still working but it is slowing. Tom Gould said he doesn't know how they plan on getting it completed at such a slow pace. Chris McCabe asked if there is someone there every day working on the 200 items left. Chris noted he is getting concerned about how much the Town is paying for Oversight Services. Tom Gould said there are some days that no one is there but on those days he does talk to staff and address teachers concerns. Tom Gould suggested that maybe CTA should call him at home the night before someone is going to show up. Chris McCabe said we need to work something out because of

the concerns about the money we have left to finish the project. He said what is a back charge is up in air and if we add it all up we are over the \$20 million, although we won't end up paying it all out. We are currently paying Ai3 and Tom Gould a lot and we need to rein in the costs a little bit to finish on budget. Paul Dunphy asked if the new asst. building inspector would be able to step up and help out. Chris McCabe suggested between Peter Lombardo, the new asst. Building Inspector, David Twombly and Jim Griffin they could help oversee the remaining punch list work. He acknowledged that they all have their own jobs to do but we cannot afford to keep paying. Bill Dwyer asked how much electrical work is left. Tom Gould said there is not much electrical work left and what is left is small stuff. Pat Finn asked if Chris McCabe is asking for a motion tonight. Chris McCabe said he is just raising the warning flag tonight. He will talk to Peter Lombardo and ask about the new assistant and possibly allotting some time for him to assist us at the high school. Chris added it appears it is not an 8-hour a day/5 days a week position anymore. Chris McCabe added it doesn't necessarily have to wait until the next meeting. ***Pat Finn made a motion authorizing Town Manager to make whatever adjustments are needed to get the job (punch list oversight) done in a cost effective manner. Paul Dunphy seconded the motion.*** Paul Dunphy told Tom Gould that the services he has provided have been very helpful and he appreciates Tom representing us in such a fine way. Tom Gould suggested possibly making these people get the 200 items done faster. Chris McCabe said that would be ideal if we had our way. ***All approved.***

4. **Owner's Project Manager Report:** PMA handed out the Monthly Status Report to the Committee. Scott Libby noted they are making progress, even though they got a late start they have made up the difference and are now on schedule, which is great news. Scott noted that David Twombly has been helpful in getting resolutions. They had intended to talk about Change Order #1 this evening which is the time reconciliation but they did not get it signed so they will table it until the next meeting. TLT has installed all utilities lines under C and D slab and are moving forward. In the coming month they will install the rest of the concrete slab, which will help accelerate the project. We are three months in and they are pleased with the start. The general contractor will get out of Harborview Road as they are almost done with the utility work. The general contractor is currently screening loam on site, which is messy. A couple people have asked when it will be done and they anticipate within the next week and a half and then it will be seeded to help with erosion control and meet the needs of the project and neighbors. There now have been approximately 45 RFIs, with quick responses. Most are for clarification and don't involve changes in the work. Currently there is a \$20.29 million "remaining to finish" balance and are about 5% complete with construction. PMA noted the pie graph illustrates that 9% of the contract time has elapsed and 5% has been billed. With regard to the projected cash flow and actual, PMA stated TLT is making up the schedule and within the next couple of reqs will exceed projections to get back on schedule. The next meeting will have a requisition and cash flow will commence with the compression of time. TLT has an average of fourteen workmen on site a day. The report includes photos on the 2<sup>nd</sup> page and a shot of the next couple months' schedule. PMA is waiting for a resubmission of the TLT schedule. They are currently working on the revision and should have an update at the next meeting. Based on that, they will be revising

the cash flow projections. They have made a lot of progress and PMA has asked them to reallocate the cash flow to match the schedule.

Pat Finn asked about the pie chart. Scott Libby said it is a pictorial of the budget report, the values shown come off the right column of the budget report. It includes Change Orders that have not been reviewed but will be a future cost forthcoming. The value of the items being reviewed will not necessarily be accepted. This is provided so we have the most accurate data available to make decisions. 2.05% is for design cost changes which are changes made to the Ai3 baseline contract. The next item, 23.8%, includes addenda to PMA's original contract for the testing services company. The original budget established for that item was \$25,000 but it is now at \$43,000, based on the numbers from Briggs. There are pending changes to utilities -- Keyspan is projected at \$48,000 and there are the other town costs (incurred prior to construction). Also included is the WatchAll and security hardware. Scott noted the owner prefers to use a local company to do the security work and that will be a contingency item. Based on the high school project, they are projecting a \$60,000 potential impact (for CCTV). He noted if that had been in the original contract, the bid would have been higher and the contingency lower. Scott Libby noted that Daren met with the school to talk about FF&E. The police detail is currently at about \$4,000, which is outside of the contractor's responsibility. That makes up the contingency, which is just shy of 30% and at 9% from a time point of view so we need to be cost sensitive. Scott said a renovation has a potential for unknown or unforeseen conditions. Half the job is brand new and they have made good progress with minimal Change Orders so far but we need to be careful and watch our exposure.

Scott Libby said the School Department has forwarded the town bills and they are being tracked and everyone has the same accounting to date. Chris McCabe said he doesn't want to confuse things but wants to make it clear that some of these were paid for using HRA money. Scott Libby noted that is the net after the \$83,000 (donation) was taken out to come up with the total project cost. Chris McCabe asked if the \$27,620,000 is the bottom line. Scott Libby said yes, money was taken out for the clock tower. Scott Libby said overall it is a good start but is concerned about contingency. Some costs are part of getting the project out the door which is skewing the data a little bit. Scott Libby invited the Committee members to call him any time if they have questions. He noted Charlie Ryder attends the weekly construction meetings. Pat Finn noted the \$290,000 is not for the clock tower. Scott said that is correct. Pat Finn questions the Briggs budget of \$25,000 but the forecast is \$43,961. Scott Libby said that is what Briggs bid and they were the lowest price. This \$25,000 was based on the summary provided by Ai3. He said basically it's a guess, and things develop on the job. Eric Lowther noted it is based on a unit cost per test. Scott Libby said we work with Jeff who works closely with the testing company. We are not going to spend money just because it is there. They may have over estimated and are paid on a T&M basis and that is what is approved. Pat Finn asked what is call for. Scott Libby said it is a best assessment; he has not seen specs that include quantities and concrete is means and methods. Pat Finn asked Troy Randall if there are cylinder tests. Scott Libby said there are minimum requirements.

Jay Meschino said the dirt pile was supposed to be seeded and asked if it could be done earlier. Scott Libby said there was a concern raised and they have accelerated it and it will be complete by the end of next week. They want to take advantage of the end of the growing season. Scott Libby noted David is a great source of communication and a tremendous benefit. Pat Finn asked if some of the dirt would go to the courtyard. David Twombly said he talked to Mark Fournier and they will take four truckloads of it – two for the courtyard and two for the football field. Paul Dunphy asked Scott Libby if he has reviewed the invoices being presented for approval tonight. Scott Libby said yes, he sends the School Department an e-mail summary by category (e.g. Briggs, TLT etc.) with the values approved. Paul Dunphy asked if they are actually looking at man-hours. He was told yes Paul Dunphy noted previously the invoices had been signed by the owner's rep. but he understands how it works now.

## 5. Architect Report:

- **High School**

- **Application for Payment #34 (USF&G):** It was noted that a copy of the req was included in the packages. It is through the completion of 16 reviews for work done throughout the summer in the amount of \$98,755.00. Troy explained that on the first page of the requisition, line item #5 is the retainage. If you recall, when the takeover agreement was executed, the contract balance was \$1.1M and the Town agreed, along with the bonding company, to withhold \$729,819, which left a value of \$429,776 that would be released upon completion of the punch list work. Req #32 was for \$197,910, req #33 was for \$131,070 and this req, #34, is basically what is left \$98,755 until we hit the threshold, this leaves \$41 to that transition. The Retainage figure (5a) on the front cover has a negative value of \$288,315.00. That means the bonding company has completed \$288,000 more than the \$427,000 value the committee agreed to release upon completion of work. Charlie Ryder said, if approved, we have now spent the amount of money agreed to and asked if they completed all of the punch list work they agreed to do for that money. If not, is that prudent. Troy Randall responded, as a value, they have completed \$288,000 more than the \$429,000 the town agreed to release. Charlie Ryder said the original agreement was they would take the \$427,000 and complete the entire punch list. Therefore, if we paid the \$427,000 there should be no punch list items left. Troy Randall said there are definitely outstanding items left on the punch list and that would turn to the additional language in the takeover agreement that Jim Lampke and Bob Garrity would decipher. Chris McCabe added that was the risk that Bob Garrity brought to our attention. Charlie Ryder asked how much punch list work is left. Troy Randall stated approximately \$200,000. Pat Finn asked if it is in the attorney's hands as soon as we make this payment. Chris McCabe said he would like to hold this until Jim Lampke is here. *Jim Lampke entered the room.* Chris McCabe informed Jim Lampke the committee is talking about making payments to the bonding

company, which would bring the total owed them under the takeover agreement paid at 100% but the punch list is not 100% complete. He asked how that would affect our leverage to get the remaining punch list complete. Jim Lampke asked what is the amount to complete and was told approximately \$200,000. Jim Lampke noted the Town still has the first warrant approved for \$197,000 because the bonding company has not submitted all the releases for the demands for direct payment paperwork. Jim Lampke said under the takeover agreement they are obligated to complete all these items. One concern Bob Garrity had is, if you don't pay the requisition, the Town may be in breach of the contract. Under the takeover agreement they are to complete that amount and they met last week to go over the estimated amounts to complete everything out of the \$700,000. The bonding company will be in breach of contract if they don't complete all the work. They also expect to get a portion of the \$700,000 withheld that still needs to be adjusted. Jim Lampke said the Committee could conditionally approve the req. Chris McCabe asked what the total amount we will have paid if this is approved. Troy said the amount that was agreement upon was \$427,776. If this req is approved, this Committee would have approved \$427,735. Jim Lampke said that is our obligation under the takeover agreement and if they don't complete the rest of the punch list, they are in breach. Jim Lampke asked how long it would take to complete the remaining items. Troy Randall responded "your guess is as good as mine" but he doesn't mean that to slight the effort because they have completed over 1,800 items and a majority are completed. Troy said at this point the remaining items are HVAC control items and they are scheduling a meeting next week to resolve that situation. There is certainly an effort by both parties but we are sitting here tonight with some items not complete. Jim Lampke said his recommendation is, under the contract, if they have done the work they have billed us for we are obligated to approve payment but it can be subject to approval of Bob Garrity and Jim Lampke. Under the terms of the takeover agreement, there is a certain sum that needs to be released and they expect some of the withheld money to be released so we need to be in compliance with the agreement. Chris McCabe said it appears our claims total about \$740,000 and theirs total about \$950,000 and we have about \$450,000 available. We don't have much of an option but to comply with the agreement. Jim Lampke said he thinks it was understood that at some point this agreed upon amount would be paid and there would be work remaining to be done. Jay Meschino asked what was the original amount withheld. Troy Randall responded the balance to finish was \$1,157,595.00, which was the remaining contract balance. Jay Meschino noted we withheld more than the value of the punch list, which was \$900,000 and \$716,000 is the value of work they have done on the punch list. Pat Finn said he did not understand that Bob Garrity and Jim Lampke are holding the \$197,000 and he doesn't want to do something that they could say we are in breach. ***Pat Finn made a motion to approve Payment Application #34 in the amount of \$98,755.00 subject to Bob Garrity and Jim Lampke's approval. Jay Meschino seconded the motion.*** Charlie Ryder said he is uncomfortable with

paying them the full amount when they have \$200,000 worth of work left to do on the punch list. He said if the motion was contingent upon them finishing the punch list he would be fine with it but he doesn't like the idea of putting the full amount of money in their hands and they have \$200,000 worth of work to do. Charlie Ryder said the reason we have them here now is because we were diligent enough not to pay Jackson when they did not do their job. Jim Lampke said he wants to clarify that the lawyers are not holding any money, the Town is. Jim Lampke said we are getting into an area about claims against Jackson and them against us and he is uncomfortable discussing this further in Open Session and it would be appropriate for Executive Session. ***The motion was put on hold.***

- **Other:** Troy Randall informed the Committee that yesterday they conducted the bid opening for the modifications to the ramps and the entry into the lighting and sound booths at the high school. The estimate for the modifications was \$75,000. There were two bidders, East Coast who bid \$74,600 and Cousins Construction who bid \$109,775. Ai3 did start the process of reviewing the references of East Coast General Contractors and have attached those to the back of the documents distributed. The first two look very good and they intend to review a number more. Ai3 made 15-20 calls yesterday. Troy noted it is important to keep the process moving and come to an agreement on the contract and NTP as soon as possible. Jim Lampke provided Ai3 with the contract in advance to expedite the process so it would be moving forward quickly. Once the NTP is sent to the contractor, they will have 14 days to mobilize, and the completion date was pulled back to November 29. They met with Joe Doniger, Jonathan Ford and David Twombly and answered a number of questions regarding implementation of construction. Troy Randall said they just need the Committee to approve the bid in order to move forward to execute a contract. Chris McCabe asked if this requires pre-qualification. Troy responded no. ***Pat Finn made a motion to accept and approve East Coast General Contractor's bid for the auditorium work in the amount of \$74,600. Charlie Ryder seconded the motion.*** Paul Dunphy asked if they (East Coast) did a pre-bid walk through. Troy Randall said they did not attend the meeting but Cousins did. They spoke with Cousins and he acknowledged that he had a lot of high bids from his subs. It was encouraging to know that East Coast's bid was competitive and accurate. Jay Meschino noted there are no values on the references. Troy Randall said they have completed projects valued at \$100,000, \$200,000, etc. The company is made up of employees and owners who have worked on \$50 million projects. Dr. Delaney asked if East Coast is aware of the time schedule to complete this project and are confident they can do it. Troy said he talked to East Coast and explained the schedule and the importance of communication and timely completion and they are ready to go. Troy Randall said he has worked with some of the owners that make up East Coast in the past. ***All approved.***

- **Memorial School**

- **Water repellent:** Troy Randall informed the Committee that the water repellent has been applied to the east face and northeast corner going to the first stair. Ai3 contacted the gentlemen who did the first Rilem tube test and he will return this week to conduct another test to the applied material and will provide the results to the committee when received.
  
- **Jacobs School**
  - **FFE update:** Troy Randall informed the Committee that Daren met with Dr. Delaney, Ray Joyal, David Twombly, Judi Saide and faculty over the past few weeks. They are hoping to go out to bid at the end of this year/beginning of next year. They will do a complete FF&E bid of both phases, which would be a phased delivery with installation coinciding with the substantial completion of each phase. One item that came up is that the Committee needs to make a decision about if the superintendent's office will be furnished. Troy noted this would not be a reimbursable expense and asked if the Committee wants that to be within the project. Dr. Delaney stated she is happy with her current furniture. Troy Randall said they need formal direction from the committee. The Committee stated no motion was necessary and the Superintendent's office furniture would not be included in the project.
  
  - **Change Order #1:** Troy informed the Committee that Change Order #1 is for the time adjustment with TLT and it will be presented at the next SBC meeting. Troy Randall noted the Committee voted to approve an adjustment on the contract that Eric Lowther described. Charlie Ryder noted this is a non-monetary change. Eric Lowther asked Troy Randall if he received any feedback from TLT on it. Troy Randall said he talked about it with them but they have not signed it yet. Eric Lowther said he spoke to Jim Lampke and it is pending Bob Garrity's approval. Jim Lampke added he doesn't see any problem with it. Scott Libby added, based on the progress to date we should be in fine shape.

*Drainage:* Chris McCabe informed the Committee that Mark Fournier looked at the drainage problem on Christina Road. He came up with some ideas to redirect some drainage and it would require modifications to the Jacobs School drainage plans. The estimated value of the change is \$17,000. It involves hooking up to more outfalls over the bluff. Chris McCabe said he would like the Committee to consider a Change Order to mitigate some flooding on Christina Road. Troy Randall said the documentation has been produced and they got a price from TLT. John G. Crowe Associates commented on the values and sent that back for a PCO. Scott Libby noted that value is carried in the exposure of the report. Scott Libby said next week they hope to have it more in line with John G. Crowe's estimate. Scott Libby noted the Town brought this recommendation forward but he feels it was designed adequately and this is overkill. Scott Libby asked if this is

absolutely necessary. He was told that if this is not a good investment, he should let the Committee know. Troy Randall said he doesn't know the technical reasoning behind the adjustment and will report back with the cost at the next meeting. Jay Meschino asked if this is coming out of this budget. Chris McCabe said it is not approved yet but yes – they are just looking at it. Chris said he believes we agreed to alleviate the problems on Christina Road. Chris McCabe said if it is an improvement, that is one thing, but if it is overkill, he would rather use the money elsewhere. Chris McCabe said we (the Town) know we are going to have to improve the drainage in the entire area and we intend to do that with Chapter 90 money when the project is completed. In two years there will be major drainage improvements in the area. Charlie Ryder said we never intended to correct all the problems with this project. Chris McCabe said nothing has changed.

Bill Tramontana said two meetings ago he asked for an answer about the slope behind the retaining wall. Troy Randall asked if he is referring to the existing swale. He said he commented a few meetings ago that the existing condition would be addressed. He noted you probably don't see the result at this point since they have not finished the grading in that area. Bill Tramontana asked for confirmation that this will be addressed. Troy Randall said yes.

*Keyspan:* Chris McCabe informed the Committee that he spoke to Keyspan and now the cost to install the gas line is down to \$43,000 with a potential for \$30,000 in rebates at end of the project. They (Keyspan) will be doing an audit of our fixtures and if they are low energy fixtures we get rebates. He is optimistic that they will give us a check for as much as \$30,000. Chris McCabe added he is going to sign the Keyspan agreement on Monday (October 16) and we'll keep our fingers crossed that we receive the full \$30,000 rebate when we are done with the project. Chris added that Keyspan does not provide free gas to public buildings. It was noted that the cost of this install started at \$220,000 and we got it down to \$43,000 so that is the best we can do. Scott Libby asked Chris McCabe to forward him a copy of the agreement. David Twombly noted TLT wants the gas line installed by December 1. Scott Libby said if the December 1 date is not going to happen, TLT needs to be told.

*Drainage:* Chris McCabe asked if the Committee has is anything else for PMA. Pat Finn asked about the potential changes to the drainage at Jacobs and how much that is going to cost. He also asked if it is necessary. Scott Libby said that is the first question but this is what happens when a project becomes "real". He noted the department heads had signed off on the documents. Scott Libby said he is always an advocate for questioning redesign and he is looking out for your money. He thinks the drainage has been designed adequately. However if the town, through David Twombly, wants to pursue it let him know that it is not just a wish list item. Scott Libby asked if this is essential.



*FF&E:* Paul Dunphy said he would like to segue from the wish list to the FF&E budget and asked what PMA's involvement will be. Scott Libby said an FF&E meeting occurred to get the ball rolling. Their (PMA) involvement will be to track the budget, but they will not make decisions for you, they will just make sure it is within the budget. They will also advocate any cuts that need to be made. Paul Dunphy said he would like to work the FF&E and Technology numbers down based on the real school population. Paul Dunphy asked if we are looking at reusing some furnishings. Dr. Delaney replied that anything in good condition would be held on to and reused. Paul Dunphy said we need 3<sup>rd</sup> party oversight. Scott Libby said past committees have formed sub committees to inventory what is available. He added before it hits the street, an estimate should be anticipated. Ray Joyal stated in June they did an inventory of the existing furniture and equipment and tagged what is usable. They met with the teachers and they have been given a limited budget. Ray Joyal said there is a lot of electronic equipment that is usable. He assured the Committee they would not ask for things like mahogany desk for the kids.

*Roof:* Paul Dunphy noted PMA has listened to discussions about roofs and asked if they might comment at some point about if they think we are doing the right thing on the Jacobs School roof. Eric Lowther noted Scott Libby was not here at the last meeting. Paul Dunphy said it might be time to look at the problem at the high school and make sure we don't face the same problems at the Jacobs.

## 6. Fiscal Report:

- Warrant #443 was presented to the Committee containing three invoices for the high school totaling \$8,346.28.
  - Two invoices from Architectural Involution totaling \$8,261.28 for additional services during the month of September, which will be added to the back charge list (\$7,912.50) and for reimbursable expenses (\$348.78).
  - One invoice from Eagle Leasing in the amount of \$85.00, which represents the pick up fee to have the storage trailer removed from the site.

***Dr. Delaney made a motion to approve Warrant #443 in the amount of \$8,346.28. Cathy Bowes seconded the motion. All approved Warrant #443 in the amount of \$8,346.28.***

- Warrant #444 was presented to the Committee containing four invoices for the Jacobs School totaling \$19,290.07.
  - Three invoices from Architecture Involution totaling \$18,530.07 for design services (\$15,908.12) additional services UEC (\$2,242.50) and reimbursable expenses (\$379.45).

- One invoice from WatchAll for the initial rodent control treatment in the amount of \$760.00.

***Chris McCabe made a motion to approve Warrant #444 in the amount of \$19,290.07. Paul Dunphy seconded the motion.*** Troy Randall noted the invoice for UEC is the baseline testing as part of the hazardous material oversight. Charlie Ryder asked if this was contractual. Troy Randall responded no, this was discussed previously. It is similar to the high school and Memorial School projects; the owner has an industrial hygienist on site to oversee the removal, which is required by the contract but that is a separate service the committee has approved. This particular item is the initial baseline test; to know what the samples are but it was done at all other schools. Troy added if this were under the contract it would negate the third party oversight that the committee wants. It never is a contract item. Pat Finn asked why PMA wouldn't be doing that. Troy Randall responded it was done this way on the past two projects. Pat Finn stated that is what we hired them for. Chris McCabe stated PMA oversees Briggs Engineering who provides concrete and steel reinforcement testing. This is for the industrial hygienist for hazardous removal of material in the existing building. They are two separate conditions. Pat Finn asked if PMA handled it, would they be changing a 15% mark up. Chris McCabe asked David Twombly to look into it. Pat Finn said it is not the testing issue he is questioning, it is the mark up, and we have a new OPM who should be acting as the owner.

***Rodent Control:*** Charlie Ryder asked if there is an end in sight for the rodent control. David Twombly said they will be reevaluating after one month of weekly applications and will likely reduce it to once a month. David noted 64 traps have been set and only four rodents have been caught. Jay Meschino noted they are baiting the traps so they will take the bait and go away to die. Charlie Ryder asked if the abutters have noticed progress. Jay Meschino responded he would say yes, but some abutters say they still have seen them but it is improving. ***All approved payment of Warrant #444 in the amount of \$19,290.07.***

- Warrant #445 was presented to the Committee containing one invoice from Tom Gould for punch list oversight services at the high school from September 28 thru October 11 in the amount of \$2,555.00.

***Paul Dunphy made a motion to approve Warrant #445 in the amount of \$2,555.00. Charlie Ryder seconded the motion. All approved payment of Warrant #445 in the amount of \$2,555.00.***

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

- **Keyspan – Jacobs School:** Discussed previously in the meeting.

- **High School Project Budget/Expenditures:** Chris McCabe noted the high school project budget expenditures would be discussed in Executive Session since it ties into the final payment to the bonding company.
- **Gale Associates High School Roof Third Party Review – Update:** Chris McCabe noted the Committee did authorize Gale to proceed with the review. The cost is \$7,000 to review the plans, do a field site inspection and provide a recommendation. Ai3 is getting them all the documents they need. On Monday there was a meeting and the next meeting is scheduled for 7:30am on October 19 and Vertex will be on site for that meeting. They plan to open some holes in the roof to see exactly what was used and how the application was installed. Chris McCabe asked them to have the report by the October 26<sup>th</sup> SBC meeting. Gale brought up the warranty on the roof and Chris asked if we have a warranty. Troy Randall stated we do not.

Chris McCabe asked Debbe Bennett for an update on the status of the high school audit. She noted the auditors have submitted the final draft report to the State. Chris McCabe noted the pay-as-we-go program for the Jacobs Schools is in place and we are eligible for 71% of what we have spent to date and he is anxious to get that.

#### 8. Superintendent's Report:

- **Teacher Liaison – Jacobs School:** Dr. Delaney informed the Committee the high school project had a Teacher Liaison who was on site through construction. They have advertised for a volunteer to fill this position at Jacobs but did not get a response. She asked if this is cost effective since the contingency for this project is so tight. Dr. Delaney noted we now have PMA on site, David Twombly and Ray Joyal attending the meetings so she doesn't know how the committee feels about it. Chris McCabe said unless there's a need there that we are not aware of, he thinks things are going well and that level of representation isn't necessary and should continue as is, without a liaison.

Debbie McCarthy, president of the HTA, stated they are strongly requesting this position be put in place. She stated there was one at the high school and should be at Jacobs. She said she has spent a considerable amount of time on this and has had several conversations about their desire to have this position filled. Chris McCabe responded the Committee would take her comments under advisement. Debbie McCarthy said she did request this September 1 and now it is the end of October and the renovation is inside the building. She added there is a health checklist that has not been implemented. Chris McCabe asked if there are items relative to health that we have not been addressing. Debbie McCarthy said there are certain steps that need to be adhered to according to SMACNA. Mrs. McCarthy added that the MSDSs (material safety data sheets) of all materials used in construction be available to building occupants and they should be provided a weekly itinerary of the schedule of activity. In addition, a formalized complaint procedure should be established which is not in place and considering the size and scope of the project they are requesting this position. Chris McCabe said his

recommendation is to put the concerns in writing as well as why a liaison is needed – the Committee has just been given a lot of information. Debbie McCarthy said she did have a conversation about this with John Reilly two weeks ago and was told this was a volunteer position. Now she would like it to become a stipend position. Debbie McCarthy said she is concerned about the health of occupants. Chris McCabe asked her to let the Committee know immediately of any imminent concerns about teacher or student health.

Dr. Delaney informed the Committee that a group met today about dedicating a room in the Jacobs School to Donnie Gately.

Pat Finn asked if this (liaison position) would be under David Twombly's position. Chris McCabe said the union representative would submit list of reasons why they need this position.

#### **9. Old Business:**

Paul Dunphy asked David Twombly and Jim Griffin if they are signed up for the commissioning seminar. They responded yes, they would be attending tomorrow.

Jim Tobin asked for the results of the police detail. David Twombly said they would have a detail when the concrete is delivered and then they won't need them. David said there would be a warrant for the details incurred to date. David Twombly added at first the Police Department wanted two details every day but the contractor only has to pay when they are working in the street. David Twombly said the chief of police said it was a safety issue. Jim Tobin said then the town should pay it.

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

*Cathy Bowes made a motion to go into Executive Session for the purpose of discussing strategy relative to litigation for the high school and not return to Open Session. Paul Dunphy seconded the motion. The Committee approved the motion by a roll call vote.* The Committee adjourned Open Session at 8:48pm.

Respectfully submitted,

Debbe Bennett  
Recording Secretary