

**Town of Hull
Building Committee Meeting
Thursday, November 2, 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
John Reilly/Committee Member
Kevin Richardson/Committee Member

Charlie Ryder/Committee Member
Dr. John Silva/Committee Member
Jim Tobin/Committee Member
Debbe Bennett/Support Staff
David Twombly/Support Staff
Peter Lombardo/Support Staff
Scott Dunlap/Ai3
Troy Randall/Ai3

Absent:

The Building Committee meeting was held in the Library at Hull High School, and the meeting was called to order by Chris McCabe at 7:00pm. Chris McCabe noted John Reilly will be along shortly but we have important business to attend to so the Committee should get started. The first order of business is to approve tonight's agenda.

1. **Approval of Today's Agenda:** *Dr. Silva made a motion to approve the agenda. Dr. Delaney seconded the motion.* Cathy Bowes noted it is a long agenda and asked if some items could be slated for next week. Chris McCabe stated that should not be a problem. Executive Session will last at least one hour and the Committee can decide after Executive Session what to put on hold. *All approved.*

Chris McCabe stated the Committee intends to go into Executive Session to meet with Bob Garrity and the expert on roofing, Jeff Brouillard of Gale Engineering since it involves litigation. Chris McCabe noted the Committee will reconvene in Open Session and apologized to the audience for inconvenience.

Dr. Silva made a motion to go into Executive Session for the purpose of discussing strategy relative to litigation for the high school and return to Open Session. Jay Meschino seconded the motion. The Committee approved the motion by a roll call vote. Executive Session convened at 7:07pm.

Kevin Richardson made a motion to return to Open Session. Dr. Silva seconded the motion. All approve by roll call vote. Executive Session adjourned at 8:40pm. Open Session reconvened at 8:45pm.

2. **Approval of Minutes:**

- September 21, 2006, Open Session minutes
- October 12, 2006 Open Session minutes
- October 12, 2006, Executive Session minutes

Charlie Ryder made a motion to approve the September 21, 2006, Open Session minutes, October 12, 2006 Open Session minutes and the October 12, 2006, Executive Session minutes. Paul Dunphy seconded the motion. All approved. Dr. Silva abstained from the October 12 minutes.

John Reilly noted that Marc Fournier was next on the agenda but with the School Building Committee's approval he would like to first jump down to the Superintendent's Report/Teacher Liaison position since there are people waiting. No objection noted.

3. Superintendent's Report:

- **Teacher Liaison – Jacobs School:** John Reilly said this is a follow up item that was brought up on September 21. The Committee wanted to seek a volunteer first. Dr. Delaney informed the Committee they did advertise for a volunteer but received no response. At the last meeting, which Chris McCabe chaired, Debbie McCarthy was asked to submit a request in writing and that was included in the School Building Committee's packets. Dr. Delaney said this position is new to her and she felt it is the Clerk of the Works responsibility to monitor the project. She feels this is PMA's responsibility and not our staff's. John Reilly said we got into this a few years back at the high school when the Owner's Rep. at that time was fielding questions from twelve different people. The position was created to designate one person on the staff to go to the Owner's Rep. and run things down. It was better time management for our support staff and it gave the teaching staff a sense of control and knowledge of the conditions, noise, etc. In the past, how it worked was the School Department paid the stipend that was paid back by the Building Committee. John Reilly said he would entertain a motion to have the teacher liaison at the same pay rate as before, \$3,000 per year, however, he noted it was the Building Committee that appointed the individual.

Cathy Bowes said she had some questions and contacted Debbe Bennett to pull together minutes on the subject. Based on the information she received, it appears that Kathleen Reynolds posted the position and the superintendent was responsible for appointment and a selection committee was set up to interview and choose the candidate. John Reilly said the last time he was part of the sub committee along with Kathleen Reynolds, the Principal, a teacher, the president of the HTA and the Athletic Director. Cathy Bowes noted all communications were generated from the superintendent. John Reilly said he believes the stipend came from the School Department because of the union agreement and retirement benefit ramifications but the actual selection came from the Superintendent. Cathy Bowes said in a memo dated September 24, 2002 it says the determination of the funding was a total of \$3,224 based on 11.25% of a BA Step 1 for the position. \$3,000 was to come from the School Building Committee and the balance

of \$224 paid by the School Department. It was noted that in the past the School Building Committee paid the \$3,000 directly.

Dr. Silva said he thinks we have to keep in mind that the teacher selected still had full teaching duties, no duties were relieved. He added this work should be done either before or after school hours. Cathy Bowes noted it states that the liaison will attend the weekly construction meetings and these meetings were during the morning. John Reilly said if the person does not attend the meetings they would still be the point person the Owner's Project Manager would contact with any schedule changes and then they would contact the other teachers and keep the rest of the staff updated. Cathy Bowes noted as a point of information, the School Committee has had discussions on this and believes there is enough support staff in place and the School Committee does not support this liaison position. Pat Finn said he agrees with Cathy Bowes and he said at the last meeting that things have changed since the last two schools. We all know that we are running out of money, and this is not reimbursable. We have a new facilities manager, Mr. Twombly who can handle it along with the new Owner's Project Manager that we are paying a half million dollars to. We have things covered. John Reilly said it is more than handling complaints, it is communication with the staff, which allows them to focus on teaching and lessen the impact of construction and helps them plan accordingly. Paul Dunphy said he agrees with John Reilly, it worked well for us at the high school and it is really important in the case of an occupied building renovation project and with an elementary school it is even more important. ***Paul Dunphy made a motion to establish the position of the Teacher Liaison for the Jacobs project and fund it annually at a rate of \$3,000. Charlie Ryder seconded the motion.*** Cathy Bowes noted there are procedures already in place. The principal attends the weekly construction meetings, blue notes are going home to parents weekly, the Principal holds bi-weekly construction meeting -- the communication is there. Jim Tobin asked if he walks around the building looking for open windows, etc. Jim Tobin said from looking at the pictures, we can see there should be someone at the school that checks the perimeter of the school to make sure the construction does not infringe on the school. Dr. Delaney asked if that isn't PMA's responsibility. Jim Tobin said not in and around the school. Dr. Delaney said she doesn't want to duplicate or triplicate services. Jim Tobin said he doesn't think it is PMA's job to go into the school to make sure dust isn't flying into the building. There should be someone there watching out for the students all the time. Jim Tobin asked why the things in this document weren't brought forward to this Committee. Cathy Bowes said the issues in this letter are not related to the project itself, these are existing building conditions. The moisture is attributable to the current building they are occupying, not phase 1 of construction. Jim Tobin asked if we are blaming teachers for leaving the windows open. John Reilly said the liaison would not be checking windows. Cathy Bowes said we have a director of operations who is working closely with the custodial staff to make improvements based on the Department of Public Health's recommendations. Dave Twombly said he is up there all the time. Jay Meschino noted based on PMA's analysis of our budget, the money is not there and we have used a significant portion of the contingency fund, it's simple economics if we can achieve the

same communication without paying for it. John Reilly said it looks as if the contingency drawing has been artificially inflated based on the Memorial issues. Dr. Silva said his concept of the position would be more of an adviser of the conditions, not checking windows. In phased construction it does not necessarily involve the person going to meetings but rather notifying staff if the contractor will be tearing a wall down in the class next door three weeks from now. It is mainly a PR thing to let staff know exactly what will be going on over the next few weeks. Pat Finn agreed. Kevin Richardson said he could not agree more with regard to the need for communication but one concern he has is the cost and he has not seen what the actual job description is. There is now a logbook in the office so if the teacher notices something, they make a note in the log and it is reported to PMA. Kevin Richardson said he is very concerned about the contingency and asked about funding it out of the school budget but with the amount of money spent this year it's just not there. The School Department has spent \$193,000 on mold and more to come so we don't have it there. He said he does think we have the communication lines open and he doesn't see what that position would do if they are not attending weekly construction meetings. John Reilly said this position should have been in place from the start. Not to slight Dave Twombly but he is very busy and we just gave him the added responsibility of the high school punch list oversight. There may be adequate communication but there is always room for improvement. Dave Twombly added the log book was put in place last Tuesday. If a teacher fills it out, whether it's a leak or an open window, Christine Cappadona, the Assistant Principal, faxes it over to the TLT trailer and they fix the problem and replies to Christine whether it is a TLT or School Department issue. John Reilly asked what happens if it is not TLT's responsibility. David said the custodians would address it or if it is larger, he is called. John Reilly said the missing link is the action part. It would be much easier to call the teacher liaison to communicate it. Charlie Ryder said he agrees with John Reilly, we had it at the high school and it seemed to work well because we never heard any major complaints. The communication came from the teacher to the Owner's Rep. Dr. Delaney said based on her experience and that of her colleagues, the onus of communication usually falls on the Assistant Principal or Principal. They need to make sure there is adequate communication with the teachers. She would expect that communication would be frequent and accurate. Pat Finn asked Dave Twombly if he attends all construction meetings. David said yes, and if there is anything going on in the building he calls either Ray Joyal and/or Christine Cappadona to cover all bases. It is up to them if to determine if it is something that is going to affect the teachers or students and then notify them.

Debbie McCarthy stated the HTA remains firm in its stance that a liaison position is needed to represent the concerns of the occupants and it is needed during this current \$21.6 million construction/renovation project. It is critical to ensure the health and safety of all occupants. Said position was first requested on September 5 and more than eight weeks later they are even stronger in their stance that this position is vital for the integrity of communication for the layers of administration and the owner's rep. which was in place during the high school project. Contained in the HTA report dated October 15 is documentation for the request and follows the advice given to the association by the law

offices of Sarah Gibson. Mrs. McCarthy asked the Committee to look at the just released report on indoor air quality and they reaffirm their stance. The HTA acknowledges the fiscal constraints, however, this position was protocol for the high school and is more dire based on the size and scope of the project taking place at Jacobs. Mrs. McCarthy said although she is passionate about it, she is a little angry and there is a part of her that would like to disseminate the data collected regarding the health and safety at Jacobs School. She said she is not going to fault any individual but the current process is ineffective. She said from the beginning she refused to play this out in public because it was not in the best interest of the children. She said she began working with the children in town 30 years ago and their health and safety is her number one concern. She said she does believe there are issues. Mrs. McCarthy asked the Committee to respect the union and their request for this \$3,000 annual position especially when compared to the \$4,000 allocation for a month's worth of police details for the outside safety. She said this is money well spent for the inside safety of the building. She asked the Committee consider the position and respect the teachers' service, credibility and their commitment to the health and safety of the children of this community.

John Reilly called for the vote. ***The motion passed 8 to 4*** (Jay Meschino, Cathy Bowes, Dr. Delaney, Kevin Richardson). John Reilly clarified this person would be a teacher and he would like to follow the same format as the last time with a selection committee who makes a recommendation to the Superintendent and then the Superintendent will pass it along to the Building Committee.

4. **Marc Fournier, Director of Public Works:** Marc Fournier said 80% of the Highway Department's service calls are drainage related. One of the hot spots in town is Christine Road and the road to the east of the school project. He reviewed the plans on the east side and proposed to the architects that they increase the drainage pipe in that area from a 6" to a 12" under drain and add surface drains to direct the water out to the sea wall and not toward Christine Road. During last Saturday's storm Christine Road had about 4 feet of water. This change would be a good way to ensure water is directed out the catch basins. It is an inexpensive insurance for the future that we do not have a drainage problem. Marc Fournier said due to climate changes we now experience more severe rain and storm events and urged the Committee to approve the Change Order for \$11,000. John Reilly noted originally the price was over \$17,000. Charlie Ryder asked if we are talking about a design flaw. Marc Fournier said he doesn't think so; he is just looking at it from a different perspective. Now with more development, there is less open space and less areas where the water can infiltrate. He doesn't think it was a flaw. Recent events in the neighborhood indicate that in the future we will have to have adequate storm water drainage on site. Charlie Ryder said it seems he heard that the Town would be doing a project in the area during the next couple years to address this. Marc Fournier said this would take care of the problem. Charlie Ryder asked, didn't we have a report for John G. Crowe saying that, as designed, it is adequate. Scott Dunlap said this was discussed a couple times. It was not understood what the new project would be. The only thing being proposed now is the size of the pipe and the extent of the work will be modified slightly. Chris McCabe said he still thinks there will be a need in the

future to increase the drainpipe on Harborview Road but we should do whatever we can do to mitigate the flooding on Christine Road now. He said it is unbearable and we should do whatever we can do to lessen that, it is well worth it. Charlie Ryder said he had a concern about using school project funds to resolve problems that are not project related. We just talked about spending \$6,000 for a liaison and now you want to spend another \$15,000. Chris McCabe said he thinks we have a responsibility to contain the additional surface water drainage and prevent it from going down hill. Half of the ball field is concrete now and it magnifies the situation. The project has a responsibility to the people who live down hill and it should be a primary focus to see what can be done for Christine Road. Dr. Silva said he spent an hour there on Saturday and that was the second time he has seen the flooding. He said this was one day of rain and five or six houses were inundated. The Town had three pumps going and the problem was compounded by a lot of dirt that seemed to be coming down from the pile. He said if you lived there you would realize it is unbearable. They are project abutters and it impacted them even more. He said he thinks Chris McCabe is right; we are going to spend money on the other end anyhow. Jim Tobin asked if this neighborhood has seen an increase in flooding since the project began because it sounds like you are trying to justify school project money for something that should have been done years ago. Chris McCabe said we had only one heavy rainstorm since the start of construction. Prior to that the last heavy storm was around Mother's Day. Chris said just go up to the site and common sense will tell you the ball field is not there anymore. Jim Tobin said the school was designed to handle storm water running down hill. Chris McCabe said the problem existed before, homes were built without properly planning for drainage. Chris McCabe said this change would mitigate and lessen the problems they endure since it will be containing more Jacobs School site water. Jim Tobin said he doesn't want to get another (audit) report with \$500,000 worth of money we won't get back. He wants to be able to say this \$11,000 is justified. Chris McCabe said they had the Highway Department working overtime overnight pumping out the area so we are spending money on it now. Jay Meschino said he thinks this board agreed to take whatever action was possible to alleviate that problem. The committee just voted to approve the liaison position and he thinks the dollars spent on this are far more important and should be considered a priority. Jim Tobin said the children in the school are much more important than the half dozen homes at the bottom of the hill. Jay Meschino said the change proposed will be done on school property. Marc Fournier stated the federal law now states you have to control storm water on your site and this is generated on your site. It is not a neighborhood problem, it is totally related to the school site. ***Jay Meschino made a motion to approve the change to increase the 6" drainpipe to 12" at a cost of approximately \$11,000. Paul Dunphy seconded the motion.*** Dave Twombly asked if the current plans, as designed, work at the site. Scott Dunlap clarified the drainage system on the site has to guaranty that no more water escapes the site than did before we started the project. He does not want anyone to get the impression that they designed a system that would allow more water to leave the site because that is absolutely not true. By adding the additional building and picking up all that water with the rainwater collection, there is actually less water. It is a problem that always existed. And by utilizing this to collect not only the water on the school site but the other sites, this is a really good value tied into the project to solve a significant problem the town has had for years.

The debate about how to pay for it is different. Peter Lombardo asked if the catch basins on Battery Road are the connected. Chris McCabe said they are dead ends. Marc Fournier noted the system is a mess, it needs to be redesigned and that is a separate issue, however, this looks at the source of the problem. Pat Finn said you don't have to be an engineer to figure out bigger pipes will move more water faster. However, he doesn't like how this came down. He asked what happened to lessons learned and sticking with the budget. We have a very expensive Project Manager who did a value engineer review. Charlie Ryder stated he has been attending the weekly construction meetings and this was discussed at those meetings. PMA feels the size of the pipe designed is adequate to do the job. It was noted we had a major storm and the site is wide open and pipes are not connected yet and that is where he is coming from. *The motion passed 9 to 3 (Charlie Ryder Cathy Bowes, Jim Tobin).*

5. **Owner's Project Manager Report:** None this evening.
6. **Architect Report:**
 - **Jacobs School**
 - **Change Order #1:** Troy Randall noted that Change Order #1 is for the Jacobs School. The Committee already voted to accept the schedule adjustment. *Pat Finn made a motion to approve Change Order #1 for the Jacobs School project. Jay Meschino seconded the motion. All approved.*
 - **Memorial School**
 - **Cousins Construction Application for Payment #4:** Payment req. #4 was presented to the Committee for Cousins Construction in the amount of \$20,190.71. Troy noted the last sheet contains a punch list for Cousins Construction that they are going to attempt to complete one more time and then a decision needs to be made by the Town to take a credit for that amount. John Reilly asked if there were any issues with the weather. Dave Twombly said there are no weather related issues that he has heard of. *Dr. Silva made a motion to approve Payment requisition #4 for Cousins Construction in the amount of \$20,190.72. Cathy Bowes seconded the motion. The motion passed 11 to 1 (Charlie Ryder).*
 - **Change Order #5:** Troy presented Change Order #5 in the amount \$3,321.22 for the Memorial School for selective masonry and minor re-caulking. This work was needed prior to the application of the water repellent. The back up documentation represents time and material on that item related to the Change Order. *Pat Finn made a motion to approve Change Order #5 in the amount of \$3,321.22. Dr. Delaney seconded the motion. All approved.*
- **Jacobs**

- **PVC roof color.** Troy Randall informed the committee that several months ago they started the discussion and the Committee was informed that a roof color would need to be selected for the Jacobs project. He asked if the Committee wants to have input in the selection. Troy said the Committee needs to come to a consensus relatively quickly, ideally by the next meeting. John Reilly noted no change of cost is associated. John asked if there has been any contact with the neighbors on it. Jay Meschino said he threw it out initially and could poll the neighbors and then bring it back to the Committee. John Reilly asked for any preference or any recommendations with regard to color, if a certain color reflects heat, etc. Troy Randall suggested keeping it a light tone and said they have some recommendations that they will bring. Troy noted this is a no-cost adjustment. Dr. Delaney said there was some discussion about selecting a color that would not attract seagulls. Jay Meschino noted he has the PVC roof color swatches as well as the brick color samples to run by the neighbors. Troy Randall stated the window frames are an off white/beige color.

- **High School**
 - **Punch List:** Troy Randall said for informational purposes he is distributing the punch list review for the high school and the last two e-mails from the HVAC and overall punch list review. It details the current status of each phase and what remains to be completed.

7. Fiscal Report:

David Twombly noted Warrant #449 was added today and the Committee already approved it this evening.

- Warrant #446 was presented to the Committee containing seven invoices for the Jacobs School totaling \$530,083.94.
 - Two invoices from PMA Consultants totaling \$20,135.64 for project management services from September 1 through September 30 (19,263.34) and testing services (\$872.30). PMA has reviewed and approved these invoices.
 - Payment Requisition #3 from TLT Construction in the amount of \$505,486.50 for construction costs through September 30. PMA and Ai3 have reviewed and approved this invoice.
 - One invoice from FedEx in the amount of \$11.80, which is for shipping costs to the MSBA. PMA has reviewed and approved this invoice.
 - Two invoices from WatchAll totaling \$450.00 for weekly exterior rodent control services. PMA has reviewed and approved these invoices.
 - One invoice from Brander Alarm & Electric in the amount of \$4,000.00 for the video monitoring and entry system installed at the Jacobs School, which was approved by

the SBC on September 21, 2006. This equipment will be relocated and reused during phase 2 of the project. This invoice is being charged to Technology.

Pat Finn made a motion to approve Warrant #446 totaling \$530,083.94. Dr. Delaney seconded the motion. All approved Warrant #446 in the amount of \$530,083.94.

- Warrant #447 was presented to the Committee containing four invoices for the high school totaling \$2,995.00.
 - One invoice from Architecture Involution in the amount of \$690.00 for punch list review services performed by JGCA from August 18 thru September 21. *This invoice will be added to the back charge list.*
 - One invoice from Tom Gould in the amount of \$2,170.00 for punch list oversight services performed from October 12 thru October 20. Please note October 20 was Tom's last day of work at the high school. *This invoice will be added to the back charge list.*
 - Two invoices from David Reinks totaling \$135.00 for videotape/cablecast services at the 9/21 and 10/12 SBC meetings.

Pat Finn asked what John G. Crowe did. Scott Dunlap told him that is for continued oversight of the high school work and it should qualify for back charges. ***Pat Finn made a motion to approve Warrant #447 in the amount of \$2,995.00. Paul Dunphy seconded the motion. All approved Warrant #447 in the amount of \$2,995.***

- Warrant #448 was presented to the Committee containing one invoice from PMA Consultants for the Jacobs School in the amount of \$773.30.

Dr. Silva made a motion to approve Warrant #448 in the amount of \$773.30. Kevin Richardson seconded the motion. All approved payment of Warrant #448 in the amount of \$773.30.

- Warrant #449 was presented to the Committee containing payment requisition #4 for Cousins Construction in the amount of \$20,190.71. It was noted the Committee approved this payment requisition earlier in the meeting.
- Warrant #450 was presented to the Committee containing one invoice for the high school from Harbor Sign in the amount of \$175.00. This invoice represents the cost of four handicapped signs required by the AAB and contained in Bill Townsend's access report to the Town.

Cathy Bowes made a motion to approve Warrant #450 in the amount of \$175.00. Jay Meschino seconded the motion. All approved.

6. Town Manager's Report:

- **MSBA Audit – High School:** The Committee agreed to put this subject on hold until the next meeting.

7. Superintendent's Report:

- **Teacher Liaison – Jacobs School:** Discussed earlier in the meeting.

8. Old Business: None this evening.

9. New Business/Submission of Agenda Items: Pat Finn noted PMA charges a 10% mark up on the Briggs invoices but when Ai3 does it, they charge a 15% mark up.

Jacobs Play area: John Reilly noted he has some concerns about the play area at the back of the Jacobs School. Now they are just using construction fencing with canvas. John noted the canvas should at least be on the inside of the fence and they should be using more sturdy footings. Whenever there is any work going on outside with any type of machinery, there should be caution signs. Anything we can do to make that area safer should be done before some sort of accident happens. We need to take the proper steps now to make it safe and secure. He does think the area is lacking in many ways. Charlie Ryder asked if that is something the construction people were supposed to do. Dave Twombly noted TLT put the fencing up but there were some problems noted along the bottom of the fence that could have resulted in injury so either PMA or TLT went out there and corrected the issue. In addition where the fence meets the school it had about a one-foot space where the students were trying to squeeze by. Dave Twombly said he could talk to TLT about netting and caution signs. John Reilly asked if there has been any heavy machinery back there lately. David Twombly said he doesn't think there has been any equipment back there recently. Dave Twombly said they talked with TLT about possibly using jersey barriers way back and they were resistant at that time. Paul Dunphy asked why don't we let the teacher's association work it out with TLT. Debbie McCarthy said there was a delivery of concrete made last week and the decision was left up to the teacher whether or not they wanted to stay outside for recess. John Reilly said he would not leave that decision up to the teachers. David Twombly said when there is a concrete delivery, Don Maver of TLT calls the principal to let him know it's coming and he lets the teachers know. John Reilly said don't leave it to the discretion of the teacher; take the students inside for the five minutes the truck is going by. All it takes is a blown tire for a truck to tip and jersey barriers at least provide some protection. John Reilly noted he also would like the canvas to be located on the inside of the fence. John Reilly added he is surprised they are using that kind of fencing. Dave Twombly said he would talk to them about that.

Dr. Delaney asked if anyone wants to join the sub committee to select the Teacher Liaison Cathy Bowes and Charlie Ryder volunteered. John Reilly said the sub committee should include Cathy, Charlie, three teachers and principal.

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Paul Dunphy made a motion to adjourn the meeting. Chris McCabe seconded the motion. All approved. The meeting adjourned at 9:52pm.

Respectfully submitted,

Debbe Bennett
Recording Secretary