

**Town of Hull  
Building Committee Meeting  
Thursday, January 10, 2008**

In attendance:

Cathy Bowes/Committee Member	Debbe Bennett/Support Staff
Paul Dunphy/Committee Member	David Twombly/Support Staff
Patrick Finn/Committee Member	Jim Lampke/Support Staff
Phil Lemnios/Committee Member	Peter Lombardo/Support Staff
Jay Meschino/Committee Member	Scott Dunlap/Ai3
Charlie Ryder/Committee Member	Scott Libby/PMA
Jim Tobin/Committee Member	
Dave Walsh/Committee Member	

Absent:

Bill Dwyer/Committee Member  
John Reilly/Committee Member  
Kevin Richardson/Committee Member  
Dr. John Silva/Committee Member  
Kathleen Tyrell/Committee Member

The Building Committee meeting was held in the Exhibition Room at Hull High School, and the meeting was called to order by Phil Lemnios at 7:00pm. Phil Lemnios informed the Committee he would like to truncate the agenda, which originally had a presentation on preventative maintenance, and he would like to put that on hold until the next meeting since four Committee members were unable to attend tonight's meeting and it is important to have as much of the Committee present as possible.

1. **Approval of Today's Agenda:** *Dave Walsh made a motion to approve the agenda. Charlie Ryder seconded the motion. All approved.*

2. **Owner's Project Manager Report:**

- **Budget Report:** Scott Libby stated the budget report has not changed much since the last meeting other than the few invoices being presented tonight. He said December's progress is ongoing. The rough-in of Building A is about 80% complete and the slab installation for Buildings A and B did occur and they anticipate the new addition slab will be installed on Wednesday and this will put us back on track for the critical path. Scott Libby noted they lost a few days due to the cold weather as well as fabrication issues but it has not impacted the schedule at this point. The punch list work is nearing 100% completion and this week the engineer and architect will do a final recheck of the punch list and will determine the final monetized value. In building C (which is the "old building") sheet rock and mudding is about 90% complete and they began painting on the 2nd floor and began the wall tile installation on the 2<sup>nd</sup> floor. The existing building,

in general, is about 70% complete, which is great news. In about 6-8 weeks we will be talking about flooring and millwork. Going forward, the structural steel erection should be complete in Building B and all structural steel should be complete by the end of the month. Masonry and other trades are planning to move from Buildings A and C to the new addition. Scott Libby noted they had a hiccup with structural steel erection but overall they are on track and ahead of the early finish schedule. They had 59 planned starts for the month and 19 actual and, in turn, 60 planned finishes with 34 actual. Scott Libby noted that there are a lot of activities occurring now that do not show up on the schedule analysis until March and going forward these numbers will dramatically flip over. The forecasted work is already being worked on and that does not show up on the graphs. Now based on the req, there is over \$6 million of gross work value to go with a construction elapsed time of 69% and about 30% of contingency used. The projection of Change Orders pending is relatively low and about \$1 million remaining in contingency even with those possible Change Orders.

Paul Dunphy asked where we are on the commissioning punch list. Scott Libby said they met with the commissioning agent on Tuesday and today and a majority of the phase 1 issues have been completed. Scott Libby said he estimates it is more than 90% completed. David Twombly said we met with TLT, Viking Controls and Snowden. Scott Libby said he asked him (Steve Di Giacomo) to come in again and Steve felt it was a little pre-mature and thought maybe March would be a better time to do an update. His overall feeling was the job has gone well and that there was a lot of cooperation and everyone has been responsive. There have been a few glitches but with the cooperation of the team it gets resolved quickly. Phil Lemnios asked that Steve Di Giacomo come in and be on the March meeting agenda to discuss his observations, reports, etc.

### 3. Architect Report:

- **Jacobs School**

- **Application for Payment #18:** Scott Dunlap stated the Committee members have a copy of Application for Payment #18 in their packets which is in the amount of \$659,205.90. He said, as always, it is divided by phase with Phase 1 98% complete and Phase 2 is 39% complete. This application for payment was submitted to Ai3 and PMA for review and there were discussions and negotiations with the contractor. This document is the final, approved amount, which has been signed off by PMA and Ai3. Paul Dunphy said on page 6 of 16 it has finish carpentry of Building C. Scott Libby said they were holding back money in phase 1 because of punch list work and releasing it items are complete. Scott Dunlap noted this item is in the new building in the classrooms that are tied to the new addition. Paul Dunphy said you reference building C earlier and noted the drywall. He asked if that work corresponds to this line item. Scott Libby said the old portion of building C but a portion of the new addition is under the phase 1 req. Scott Dunlap said that is building C/D for finish carpentry released in the new building. There is another same line item in phase 2 for the old building and that is the renovation work. Paul Dunphy asked if there are line items for building

C in phase 2. Scott Dunlap said only if he broke out a small piece where it connects to the brand new building but he does not think so. Paul Dunphy said we paid a lot on finish carpentry in Building C and D and he wondered if we were paying too much too soon. Scott Libby added some money is paid if the material is being held on site with the proper storage and bonded papers and there could be some overlap. He said they keep a detailed, watchful eye on what is released. Phil Lemnios said the confusion is that Building C is currently under construction except for a small portion that was finished in phase 1 but when you look at that it is confusing. Scott Libby said we made some adjustments recently on the schedule of value breakdowns for building A and B and they have better assessed the weighted building value. Paul Dunphy said on page 2 of 16 there are a lot of "balance to finish" amounts and asked if that is correct. Scott Dunlap said that is site work; some of that work is for wrapping around and tying the loop road in and the work that needs to be done by the café and back of the building. Scott Libby said as phase 2 progresses, the site work would be drawn off of but because it was not split out and they are monitoring that. Scott Dunlap said at that time they broke out the values, they had not worked out how they would stagger that work. All the amounts we are holding fore site are for items either they were not able to do during phase 1 or they decided they could do it better if done in phase 2. Scott Libby said they also had to re-sequence some site work due to the trailers. Phil Lemnios asked if there is anything in the balance to finish column that will go beyond the 100% mark. Scott Dunlap said no. Scott Libby said it couldn't unless there is a Change Order. They are all either on or under budget but it will not exceed those amounts.

- **Change Order #8:** Scott Dunlap informed the Committee that Change Order #8 is in the amount of \$34,585 and includes eight items. *Peter Lombardo entered the meeting.*

On the second page - PR #34 is to furnish and install exit signs and horn/strobe modifications after construction was complete. Scott Dunlap said after construction was complete, the fire chief decided it would be better to have the horns and strobes and they were added for a total cost of \$3,496. Scott Dunlap noted on the other projects and every project they have been involved with, it is not uncommon for this to occur once the inspectors see where the devices are and be concerned about a sight line or they want to ensure the horn can be heard. Scott Libby added when this came up it prompted the meeting we had with the department heads. As a result they have implemented some other PRs for phase 2 to avert getting to the end and making changes. Scott Dunlap stated PR 38 contains some items resulting from that meeting that they worked with the fire chief on these for phase 2 and hopefully that got all of those out of the way.

Paul Dunphy said he has talked to Capt. Thomas and explained to him some concerns he has with some of this work. Paul said one thing is, putting a horn in the electrical closet. He said it is kind of dangerous to have an electrician

working on a panel board and have an alarm go off in a small electrical closet. He thinks maybe they should revisit these and asked if they could hold off on some of these. Scott Libby said some of the work has been completed in good faith for PR 34 and for the 2<sup>nd</sup> phase work, they have added wire already. Paul Dunphy said the discussion he had with Capt. Thomas tonight raises enough concern. Phil Lemnios said he is a little concerned with the last minute aspect of changing the process in place. He said we have a weekly meeting with the relevant officials; the building team, the contractor, fire prevention, and town representatives. All of these items are the result of those weekly meetings. Phil Lemnios asked if any of these items are required to become code compliant or do they take us beyond code compliant. Scott Dunlap said beyond code compliant. Phil Lemnios said so they are not a result of not being in compliance it is enhancements. Paul Dunphy said he feels bad bringing it up. Scott Libby said when they receive a request from the Fire Department or the gas inspection team; the bottom line is in order to get occupancy, you have to do what they want. Paul Dunphy said we are seeing this for the first time, and asked why has the work been completed if we have not approved it. Scott Libby said because of where it came from and the representation at the meetings there was no reason to believe it wouldn't move forward and they wanted to keep the progress moving. Scott Dunlap said if you would like to talk to Capt. Thomas, but in order to avoid compromising the integrity of the process and by that he means, right now the contractor looks to the fire officials and if they ask for something, they give it to him. Scott Dunlap said if we go back to the contractor tomorrow and say the Building Committee rejected it, it not only compromises Ai3 and PMA's integrity it also compromises the Fire Department's authority and they'll think they can ignore their requests until it gets to the Building Committee. He suggested these items get approved and in the meantime, if you want to talk to Capt. Thomas in the next few days he can come back to the weekly meeting and tell them to take it out.

Dave Walsh said PR #37 essentially is for lally columns and asked if these are in front of the gas mains. Scott Libby said there weren't any bollards in the drawings. Dave Walsh asked, isn't that a requirement. Peter Lombardo said yes. Scott Libby said the gas company would not allow the pipe to go under the building so it got displaced outside which created that situation and the original plan did not call for that. That change came about based on where they ended up locating the gas line into the generator. So these came were the result of a third party entity. Dave Walsh said it is a code requirement regardless of where they came out -- they had to be protected. Scott Dunlap said originally they could have come out at a location behind the generator where you could not have gotten to it so it would not have been required. *Jim Lampke entered the meeting.*

Phil Lemnios asked if the Committee has any questions on the other items. Paul Dunphy noted he would work with Capt. Thomas. Phil Lemnios said every Tuesday morning there is a job site meeting with the architects, contractor, PMA and variety of staff members, which lasts between 45 minutes to an hour and a

half. In these meeting a variety of public officials provide input and observations regarding the progress of the building and whether or not there should be modifications as items are brought to the official's attention. Phil Lemnios said he is very proud of the Fire Prevention and Building Inspector who always err on the side of providing enhanced protection. Jay Meschino asked if they are going to do this work. Phil Lemnios said Paul will talk to Andy, Scott Libby and Dave but we will move forward with requesting the funding. Scott Libby said if the wiring did not go in you would have limited options but you can change the device that goes in.

*Pat Finn made a motion to approve Change Order #8 in the amount of \$34,585.00. Dave Walsh seconded the motion. All approved Change Order #8*

#### 4. Fiscal Report:

- **Warrant #520** was presented to the Committee containing seven invoices totaling \$698,450.60 for the Jacobs School.
  - One invoice from David Rienks in the amount of \$60.00 for videotaping/cablecast services for the December 20 SBC meeting, which is being charged to Owner Administrative.
  - One invoice from WatchAll in the amount of \$225.00 for exterior rodent control performed on December 14, which is being charged to Contingency.
  - One invoice from Henry Dunn in the amount of \$1,300.00 for transporting school lunches for the period of December 14 thru January 10 (13 days). This is being charged to Contingency.
  - Two invoices from Ai3 totaling \$18,396.36 for design services (\$18,371.31) and reimbursable expenses (\$25.05), which are being charged to Architect.
  - One invoice from PMA in the amount of \$19,263.34, which is being charged to the OPM account.
  - Payment Application #18 from TLT Construction in the amount of \$659,205.90 for construction costs thru December 31.
- *Charlie Ryder made a motion to approve Warrant #520 in the amount of \$698,450.60. Dave Walsh seconded the motion. All approved Warrant #520 in the amount of \$698,450.60.*
- **Warrant #521** was presented to the Committee containing two invoices for the high school totaling \$7,067.50.
  - One invoice from Garrity and Knisely in the amount of \$4,995 for legal services between August and November 2007.
  - One invoice from Ai3 in the amount of \$2,072.50 for additional services performed during December 2007. This invoice will be added to the back charge list.

*Charlie Ryder made a motion to approve Warrant #521 in the amount of \$7,067.50. Dave Walsh seconded the motion.* Paul Dunphy noted the legal bills are not added to the back charge list and the architect is. Phil Lemnios said the issue is the architect fees are the result of the failure of the contractor. The legal fees were incurred pursuing recovering it. Pat Finn added legal services are not back chargeable. *All approved payment of Warrant #521 in the amount of \$7,067.50.*

6. **Town Manager's Report:** None this evening.
7. **Superintendent's Report:** Phil Lemnios informed the Committee that the Superintendent expressed her apologies for not being able to attend the meeting. She is tied up in another meeting, which was unavoidable.

**8. Old Business:**

- **Beatrice Sloan:** Phil Lemnios said he would like this item to go on hold until the next meeting so Mrs. Sloan can be here.
- **Jacobs Cubby Space:** David Twombly informed the Committee that there were three options they looked at to resolve this issue. They looked at increasing the number of cubbies, increasing the size of each cubby and redesigning of them. David Twombly said there is not enough wall space to add cubbies and if you increase the size, you will not have enough for each student. Redesigning was not a viable option since the material has already been purchased and would result in a significant change order. Working with the principal and some teachers, the consensus was to install some hooks. Back in October and November they installed some hooks on the first floor. TLT said they could provide the maple wood to hang the hooks on to match the other woodwork. This is also the least expensive route and the largest cost would be if we had the custodians come in on a weekend to install them. Dave Walsh asked if the hooks that have already been installed are mounted on maple. David Twombly said no, those were installed on a temporary wall and the wall will come down. Scott Libby said their recommendation is your labor forces could do this for less money. David Twombly said they would start in late spring and may get the woodshop students involved in putting them together.

It was noted the Preventative Maintenance presentation would be on the next meeting agenda.

**9. New Business/Submission of Agenda Items:**

- **Jacobs School – Copy Machine:** David Twombly said the FF&E budget was approximately \$700,000 and we currently have \$44,000 left in the budget. The School Department would like to purchase a couple copiers -- one now and one later -- out of that \$44,000. David stated some of that balance would be utilized for the phase 2 move

to cover the cost for movers, boxes, dumpsters, etc. Scott Libby reminded the Committee that the FF&E bids came in lower than what was originally projected. Phil Lemnios asked why the copiers were not in the bid. Scott Libby said it was but these were on the no bid list, the furnishings consultant allocated \$46,000 for the school to purchase their own copiers. Phil Lemnios said so they were intended to be provided but just purchased independently later. Scott Dunlap said for a lot of reasons, it is difficult to do an open bid on copiers. David Twombly said they received bids on a Xerox and Riso machine and the low bid was \$11,700 for the large copier. Jay Meschino asked if we have one left from the original building. Jay Meschino asked David if this is needed in his opinion. David Twombly said yes because one of their copiers is down now and that is what got the conversation started. David Twombly said the copier they are looking at is a Konica and it makes 60 copies per minute. He noted last year the School Department made over one million copies. Scott Dunlap said the town spent \$30,000-\$40,000 on copiers at the other schools. Phil Lemnios said you need to have a good copy machine. David Twombly said he is providing this for informational purposes. Phil Lemnios asked the Committee if anyone has a problem with this. None noted. Pat Finn said he was okay with it as long as we don't go over the FF&E budget. Phil Lemnios asked if the machine would be linked to the desktops. David Twombly said yes it has that capability. Phil Lemnios recommended that option. Phil Lemnios noted that no motion is needed since the money remains in the budget.

Paul Dunphy said some time in the future we need to start talking about the trailers and what we are doing with them. Phil Lemnios said they have begun that discussion internally and are in the process of exploring options and getting the residual value nailed down. During the next couple of weeks we will try to figure out what an RFP will look like. Scott Libby noted we should be prepared to move in June.

It was noted the next meeting will be held on Wednesday, February 13<sup>th</sup> and will be held in the Exhibition Room at the high school for the preventative maintenance presentation beginning at 7pm. Scott Libby noted he would not be able to attend.

*Rodents:* Jay Meschino stated for the records that he has seen a couple rodents at the Jacobs site and wanted to mention it in the event that the issue comes up again.

***Paul Dunphy made a motion to adjourn the meeting. Dave Walsh seconded the motion. All approved.*** The meeting adjourned at 7:44pm.

Respectfully submitted,

Debbe Bennett  
Recording Secretary