

**Town of Hull
Building Committee Meeting
Thursday, December 20, 2007**

In attendance:

Cathy Bowes/Committee Member
Paul Dunphy/Committee Member
Bill Dwyer/Committee Member
Patrick Finn/Committee Member
Phil Lemnios/Committee Member
Charlie Ryder/Committee Member
Dr. John Silva/Committee Member
Kathleen Tyrell/Committee Member

Dave Walsh/Committee Member
Debbe Bennett/Support Staff
David Twombly/Support Staff
Jim Lampke/Support Staff
Peter Lombardo/Support Staff
Troy Randall/Ai3
Scott Libby/PMA
Bob Garrity

Absent:

Jay Meschino/Committee Member
John Reilly/Committee Member
Kevin Richardson/Committee Member
Jim Tobin/Committee Member

Phil Lemnios called the Building Committee meeting to order at 7:01pm and the meeting was held in the Exhibition Room at Hull High School. Phil Lemnios noted the meeting was originally scheduled for December 13 but was postponed due to inclement weather and noted the agenda is substantially the same as last week.

1. **Approval of Today's Agenda:** *Dr. Silva made a motion to approve the agenda. Paul Dunphy seconded the motion. All approved.*
2. **Approval of Minutes:**
 - May 24, 2007, Executive Session: *Charlie Ryder made a motion to approve the May 24, 2007, Executive Session minutes. Paul Dunphy seconded the motion.* Phil Lemnios noted these minutes have the addition of "approved as to content" and "approved for release" information. *All approved.*
 - November 8, 2007, Open Session minutes. *Charlie Ryder made a motion to approve the November 8, 2007, Open Session minutes. Paul Dunphy seconded the motion. All approved.*
3. **Owner's Project Manager Report:**
 - **PM Report:** Scott Libby said he has been involved in the site meetings and it continues to be positive. At the end of November we are 65% thru the time element and under 71.5% complete from a dollars expended against the value of work perspective. He referred to the handout and said the as-built schedule is dark blue and the green is the

early finish and the red late finish. We continue to be ahead. As expected, in the renovation there is a possibility of unforeseen conditions and we made it out of the ground relatively error free. They did find a few items inside the building and will proceed on T & M to replace some cracked pipe, which has been reviewed by Ai3 and in the scheme of things is very minor. Will continue to make progress even with inclement weather recently. Structural steel continues to be erected at the new main entrance and at the old gym, Building A, area. They are about 80% complete with the roof on building B/C. They had a few hiccups with some demo work but they are back on schedule and on schedule for structural steel erection. The concrete slab was placed in November, which was earlier than expected. As in phase 1 this gained some float by placing the slab early. In the existing building the sheet and mudding is about 75% complete. The majority of rough in is complete in Building B/C and they are working on Building A. The underground utility work is about 95% complete. Over the next 6-8 weeks they will continue with the drywall operation and running the wiring inside the conduit. The plumber is in good shape and has installed all the toilet carriers in the gang bathrooms. Manpower is on track so they anticipate an on time or possibly a slightly earlier-than-planned finish. There is nothing out of the ordinary and contingency remains healthy with over \$1 million remaining. There were a couple new things that came up.

At the last School Building Committee meeting we had discussed WatchAll because he had noted we had reached the cap allocated. The Committee voted to allow a one-month interim service in November and that warrant will be presented tonight. We asked for a proposal which was received by the committee and they are recommending that service continue thru April 2008 for a fee of \$1,125 or the usual monthly rate of \$225 per month. He has reported that in the budget and to date the Committee approved \$225 and the Committee would need to approve another \$900 if you want the services to continue thru April 2008. ***Dave Walsh made a motion to approve continuing the WatchAll pest control services thru April 2008. Bill Dwyer seconded. All approved.***

Scott Libby said the only change that has occurred was the bill that came in for the fence for the abutter property. The Committee had allocated \$5,220 but the invoice came in for \$5,872.50. Phil Lemnios noted he talked to Bill Tramontana and David Twombly has too. Apparently the fence installer installed another additional panel without his knowledge. Bill Tramontana's recommendation is the Town pay the \$5,220 voted amount. He has already been in contact with the company questioning the additional charge and the fence installer has threatened to take the additional panel out. We should authorize payment for the original approved amount of \$5,220. David Twombly said the original proposal was for 128 s/f and they installed an additional two panels without Mr. Tramontana's knowledge and Bill Tramontana will work it out with the contractor.

Paul Dunphy asked if building C is tight to the weather. Scott Libby said yes. Paul Dunphy asked if there is any brick re-grouting or weatherproofing that needs to be done similar to Memorial School. Troy Randall said the brick would get an application of

waterproofing and some re-pointing in specific areas of the building. Scott Libby said that would happen in late spring. Paul Dunphy asked if there is any water infiltration. Scott Libby said there is no evidence of water infiltration or leaks and the final caulking etc. still needs to be done. Dr. Silva said one of the problems at we had at Memorial School was we power-washed it and that caused some of the problems. Scott Libby said in his experience you should not power wash with water a porous surface like that, it should be done by hand with a chemical wash. Troy Randall said what is typically required is a low pressure, widespread nozzle and done with a light detergent. Phil Lemnios thanked Scott Libby for his service to the Town and sent him on his way.

4. **Architect Report:**

- **Jacobs School**

- **Application for Payment #17:** Troy Randall noted the application for payment was included in the packages but was previously approved by the sub committee. Phil Lemnios noted that was included in warrant #517. He said, as you know, we cancelled last week's meeting and have a contractual obligation to pay TLT within a certain timeframe. The sub committee met last Thursday (Kathleen Tyrell and Phil Lemnios) and they consulted with John Reilly. They did approve the payment of \$846,693 so we would not put the Town in a position to pay late charges. Troy Randall explained the req was for proceeding with phase 2 work with the foundation excavation, slab placement, rough in mechanical, electrical, fire protection within the existing portion of the building and some entry structural steel erection, demo etc. Phil asked if there are any questions. Phil Lemnios noted when we get to warrant #517 it will be adjusted by the fact that we have paid the \$846,693 but the Committee approval would include the pay req to have a verification of the full amount. The balance would be \$45,555.10.

5. **Fiscal Report:**

- **Warrant #514** was presented to the Committee containing four invoices totaling \$6,849.54 for the high school.
 - Two invoices from Ai3 totaling \$1,662.54 for additional services, which will be added to the back charge list (\$1,647.50) and reimbursable expenses (\$15.04).
 - One invoice from Rader Engraving, Inc. in the amount of \$3,712.00 for the high school library memorial plaque.
 - One invoice from Corey Gilliam in the amount of \$1,475.00 for removal and reinstallation of the lighting and sound equipment during the auditorium renovation.

Paul Dunphy made a motion to approve Warrant #514 in the amount of \$6,849.54. Charlie Ryder seconded the motion. All approved Warrant #514 in the amount of \$6,849.54.

- **Warrant #515** was presented to the Committee containing five invoices totaling \$16,252.05 that will all be charged to the Jacobs School Technology Account. These invoices have been reviewed and approved by Judi Saide and fall within the budget amount.
 - Two invoices from Ockers totaling \$14,456.75 for technology hardware (\$11,810.00 and \$2,646.75).
 - One invoice from Mayer-Johnson in the amount of \$129.00 for technology software.
 - One invoice from NCS Pearson in the amount of \$328.50 for technology software.
 - One invoice from Houghton Mifflin in the amount of \$1,337.80 for technology software.

Paul Dunphy made a motion to approve Warrant #515 in the amount of \$16,252.05. Charlie Ryder seconded the motion. All approved payment of Warrant #515 in the amount of \$16,252.05.

- **Warrant #516** was presented to the Committee containing six invoices totaling \$7,641.50 for the Jacobs School.
 - One invoice from David Rienks in the amount of \$50.00 for videotaping/cablecast services for the November 8 School Building Committee meeting, which is being charged to Owner Administrative.
 - Three invoices from FedEx totaling \$46.50 for delivery of MSBA submissions #11, #12 and #13, which are being charged to Owner Administrative.
 - One invoice from WatchAll in the amount of \$225.00 for exterior rodent control performed on November 16, which is being charged to Contingency.
 - One invoice from Henry Dunn in the amount of \$2,100.00 for transporting school lunches for the period of November 9 thru December 13 (21 days). This is being charged to Contingency.
 - One invoice from Sweezey Fence Erectors in the amount of \$5,220.00 for the abutter fence installation. The School Building Committee approved this proposal on September 27 and this is being charged to Contingency.

Paul Dunphy made a motion to approve Warrant #516 in the amount of \$7,641.50. Charlie Ryder seconded the motion. All approved payment of Warrant #516 in the amount of \$7,641.50.

- **Warrant #517** was presented to the Committee containing eight invoices for the Jacobs School totaling \$892,249.46.

- Two invoices from Ai3 in the amounts of \$4,427.50 and \$1,092.50, which are being charged to the Testing account.
- Two invoices from Ai3 in the amounts of \$18,371.31 and \$23.41, which are being charged to the Architect account.
- One invoice from Ai3 in the amount of \$810.00 for ICD's phase 1 FF&E installation management services, which is being charged to the Furnishings account.
- One invoice from PMA in the amount of \$19,263.34, which is being charged to the OPM account.
- One invoice from PMA in the amount of \$1,567.50, which is being charged to Testing.
- Payment Application #17 from TLT Construction in the amount of 846,693.90 for construction costs thru November 30.

Dr. Silva made a motion to approve Warrant #517 in the amount of \$892,249.46. Charlie Ryder seconded the motion. All approved payment of Warrant #517 in the amount of \$892,249.46. (\$846,693.90 was previously approved by the sub-committee).

- **Warrant #518** was presented to the Committee containing four invoices for the Jacobs School totaling \$15,964.69 that will be charged to the Jacobs School Furnishings Account. All of these invoices represent purchases made as part of the FF&E bid package and all invoices have been reviewed and approved by Nancy Lohrer of ICD.
 - One invoice from W.B. Mason in the amount of \$415.56.
 - One invoice from Robert H Lord in the amount of \$13,507.14.
 - One invoice from Equipment Environments, Inc. in the amount of \$1,458.00.
 - One invoice from Passons Sports in the amount of \$583.99.

Charlie Ryder made a motion to approve Warrant #518 in the amount of \$15,964.69. Paul Dunphy seconded the motion. All approved payment of Warrant #518 in the amount of \$15,964.69.

6. Old Business:

- **Emergency Power Cable:** Paul Dunphy said he talked to the Wiring and Building Inspectors and that work will be taken care of according to the specifications and drawings at no extra cost. Paul said that is what he was told by PMA. Phil Lemnios noted this is an issue Paul Dunphy brought to the attention of the committee at the last meeting as to the nature of a critical cable for emergency purposes. He said Paul Dunphy did quite a bit of research on it as well as Troy, PMA, David Twombly and others and he thanked Paul as a citizen volunteer for bringing this up to bear and for his expertise. *Kathleen Tyrell entered the meeting.*

Phil Lemnios noted there is a memo in the package from Judi Saide regarding the generator test at Jacobs School. For the record, the letter reads:

“On November 21, 2007 at 12:00 noon we performed the Phase 1 generator test at the Jacobs School. The Light Department turned off the power from the street to the building so we could perform an accurate test. Over 20 staff members from the town and school system participated. Each department was responsible for fully testing the items on the generator list in their area of expertise.

All items on the Griffith and Vary attached list in Phase 1 passed the test. Note: The univents were not designed to be on the generator therefore, there would only be hot water circulation in the pipes so they don't freeze but there would be no heat in the classrooms.”

Phil Lemnios said the good news is the phase 1 test passed and when we complete the project there would be further testing. Phil noted Paul Dunphy has had an expressed interest in this.

7. New Business/Submission of Agenda Items

- Paul Dunphy said he is concerned about recent headlines regarding maintenance of the schools and budget money but he is not sure this is the appropriate time. Phil Lemnios said he is not sure this is the appropriate committee. Phil Lemnios noted there was a recent article in the *Hull Times* indicating that the School Department, in preparation for the FY09 budget, may have difficulty fully addressing the ongoing maintenance needs due to the tightness of the budget and the fact that the Town is in a general fiscal difficulty. Kathleen Tyrell assured him there were several misquotes in the article and said as they work through the budget they will make it very clear but that article had some misinformation. Paul Dunphy asked her to take his comments in the spirit intended, but there are a lot of people involved in the budget process that don't really understand maintenance. He said he has concerns about maintenance of the rubber roofs that are subject to high wind conditions and can't be ignored. We must take care of maintenance. He noted we have had issues with the windows at the high school and things like waterproofing at the Memorial School are ongoing budget maintenance expenditures. Dr. Tyrell said she completely agrees with Paul Dunphy and would appreciate his help. Paul Dunphy said he would be happy to get involved. There had been talk about forming some type of maintenance committee for town buildings and to this point it has just been talk. Phil Lemnios said we need two things to occur. It would make sense to form a maintenance committee to review what the annual maintenance requirements are for these buildings and look at it in the context of what we can afford. If we don't have the metrics, we can never measure where we are relative to the need. One of the recommendations from this committee may be to the Board of Selectmen to

form such a committee to identify the maintenance requirements and what the schedule should look like. If we do get to a position where we finish this project with some available funds, perhaps we could provide that committee with a small budget to, if needed, hire consultants to document what the appropriate maintenance program should be. This will provide a well-documented plan of action of the critical things that need to occur annually and also those that are nice to do.

Dr. Silva stated one of the last things Phil Lemnios did before he left Hull was establish a Director of Maintenance for the town. The problem that existed then was he could do it for the Town but the School Committee had to come on board. At that time the School Committee suggested they were interested. Dr. Silva suggested this be looked at again for a designated person for all town buildings. Phil Lemnios said if we get this maintenance committee up and running we can also identify where those operations synergies exist and the best plan of attack. This is not just limited to the school buildings. We, like every city and town, does not allocate enough long or short term building maintenance funding. If we don't know what the goal is, we can't measure how far away we are from it.

Dave Walsh stated before a shovel was put in the ground for any project, there was a meeting in the high school auditorium. We are now three superintendents later and Dr Reynolds assured him that there was going to be some sort of program implemented. He said this cannot be ignored and it has to happen. He said to be assured back then and now still not have a program for the schools is not acceptable. Phil Lemnios said we can put it on the agenda for the next meeting and maybe talk about what such a committee should look like and the School Building Committee could make that recommendation to the Board of Selectmen. Paul Dunphy said it only works for him if it is done in time for this budget cycle. Phil Lemnios said he does not know if it would be in time for this budget cycle. He said we are in a budget cycle for FY09 where we have a great deal of flux and a great many unknowns. The state is indicating that they are having severe budget difficulties they are anticipating and that will have an impact on local aid. They have already presented a very anemic local aid projection to begin with. We have sent out directives to all departments to plan for 5% reductions. He said we are in a long range planning process and we now have a 5-year projection and he reestablished a capital line item so we can begin to address some of our capital needs but we still have some large questions and he is not sure we are going to be able to incorporate everything this committee would recommend for FY09. The key is to get going on it and put price tags on these things. Phil said it is not a perfect solution but as Dr. Tyrell indicated she is already taking into consideration the needs of the buildings. She and the School Committee are confronted with a bleak budgetary outlook and their primary objective is to educate children not maintain buildings. They are going to do all those things but their first priority is to educate children. Phil Lemnios said if we don't start, we are never going to get a roadmap. Phil Lemnios said that is the reality of the situation.

David Twombly suggested the Committee members watch Channel 22 because they did a presentation on the maintenance of the buildings and talked about the current preventative maintenance contracts we currently have for the generators, elevators, sprinklers, alarms etc. and he also talked about the contracts we don't have. Phil Lemnios asked David to make the same presentation at the next School Building Committee meeting and the meeting would be held in this room at the high school since the Selectmen's Room is not good for a presentation.

Dave Walsh said at a meeting at the trailer prior to phase 2 we talked about the cubby storage areas and hooks of some sort. He has had conversations with a few of the teachers. He said outside in the halls it is not working out great with the coat, boots, etc. David Walsh asked if there could be a discussion about retrofitting the existing halls with hooks in phase 2 to do something. David Twombly said he worked with Ai3 and agreed the cubbies are somewhat small. They have installed some hooks on the first floor in a couple rooms and they are working to install about 30 more hooks by rooms 241, 242, 243, near the barrier. They have worked with Daren to redesign the current cubbies but it would affect the stability of the cubbies. He noted if we make any changes to them or change it to different cubbies, it would be a substantial change order and it had been talked about a lot at the construction meetings. Dave Walsh said it also came up that the materials had been purchased already. Troy Randall said he doesn't know the current status and would report back. Dave Walsh asked who would be retrofitting the hooks. David Twombly said the school department staff would be doing it and added there would be an expense associated with it. Phil Lemnios asked David to have a cubby report at the next meeting.

Phil Lemnios noted the last item tonight is Executive Session to discuss strategy relative to litigation and this requires a roll call vote. Phil informed the public that they would be discussing high school issues with Attorney Garrity, special counsel and along with Jim Lampke, Troy Randall and staff. He noted members of the public will have to leave and the Committee does not expect to reopen in Open Session.

Dr. Silva made a motion to go into Executive Session for the purpose of discussing strategies relative to litigation and not return to Open Session. David Walsh seconded the motion. All approved by roll call vote.

Respectfully submitted,

Debbe Bennett
Recording Secretary

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