

**Town of Hull
Building Committee Meeting
Thursday, October 2, 2008**

In attendance:

Cathy Bowes/Committee Member
Paul Dunphy/Committee Member
Bill Dwyer/Committee Member
Patrick Finn/Committee Member
Kevin Richardson/Committee Member
Charlie Ryder/Committee Member
Dr. John Silva/Committee Member

Jim Tobin/Committee Member
Kathleen Tyrell/Committee Member
Dave Walsh/Committee Member
Debbe Bennett/Support Staff

Absent:

Phil Lemnios/Committee Member
John Reilly/Committee Member
Jay Meschino/Committee Member

The Building Committee meeting was held at Town Hall on the 2nd floor and the meeting was called to order by Kevin Richardson at 7:00pm.

1. **Approval of Today's Agenda:** *Pat Finn made a motion to approve the agenda. Dr. Silva seconded the motion. All approved.*
2. **Building Project Dedication Ceremony:**

Kevin Richardson informed the Committee the re-dedication ceremony is scheduled for Thursday, October 16 at 4:30pm. He said Senator Robert Hedlund, Representative Garrett Bradley and State Treasurer Timothy Cahill would be attending. He said some of the sub committee members thought coffee and pastries would be fine while others were leaning more towards an Air Force flyover. Kevin Richardson said he sent a few different dates to Garrett Bradley and he worked out the date of the 16th with the Treasurer and we said we would make that happen. Dr. Silva has a brochure from the original dedication. Kevin Richardson said he would work with the School Department on creating a new brochure program for this ceremony. Pat Finn said we would need a ribbon for the ribbon cutting. Kevin Richardson noted it is a re-dedication and they talked about doing an open house so people could see the school. He said School Committee members could do guided tours. David Walsh said you need guided tours of the building because people get lost in it. Kevin Richardson said they would figure out how to do the tours. He said the thought was to do it on the front steps or inside the foyer. They will talk to Judi Saide about setting up a microphone and speakers. It was asked how many people would be cutting the ribbon. Pat Finn said the School Building Committee Chairman, Superintendent of Schools, Senator Hedlund, Representative Bradley and State Treasurer Cahill.

Kevin Richardson noted in the original program, there was an actual presentation of keys and acceptance of the building. Kevin Richardson said at the original dedication they had an invocation, prayer and benediction so the different houses of worship were invited and we should probably do the same. Dr. Silva said a rabbi, priest and minister would be invited and noted all three were present at the 9/11 ceremony. It was noted any teachers who taught in the school when the building opened should be invited and if anyone can think of anyone else. Cathy Bowes noted there should be a press release. Kevin Richardson said the Patriot Ledger, Hull Times and cable would be notified. Pat Finn said each School Building Committee member should contact as many people as they can so we have a big turnout. Pat Finn said they talked about inviting the school band. Pat Finn asked what about the Jacobs band, cub scouts, boy scouts and girl scouts etc. David Walsh asked about a color guard. Dr. Silva said no. Pat Finn said he would like a big turn out for the politicians because they had a lot to do with the monthly funding. Dr. Silva said maybe the high school chorus could do a selection.

Kevin Richardson said they talked about coffee and pastries but the big question is the number of people to plan for. David Walsh and Cathy Bowes felt at least 100. Pat Finn said they also talked about keeping the doors open until 7:30 or so in case people want to stop by later to walk thru. David Walsh said before ordering anything, you can determine how many committee members, dignitaries, band members, etc, are coming to get an idea of the numbers. Kevin Richardson said we could send an e-mail to the committees to get a count. Pat Finn suggested inviting the neighbors.

Kevin Richardson said Senator Hedlund gave him the time of 4:30pm but he would ask if they want to start at 4:30pm or if they want to do a walk through first at 4:30p and start at 5:00pm. Dr. Silva noted we really need to get through the program before the tours start or do it after the tour but not in between. Charlie Ryder said that would give people a chance to leave if they want to. Paul Dunphy said he doesn't know why we need food. Pat Finn said Phil suggested coffee & pastry. Pat Finn said we would need balloons and ribbon. David Walsh said he is not big on balloons. Dr. Silva said he would call Dick Charlton, the first principal of the Jacobs School and invite him. Kevin Richardson asked if anyone knows of any of Lillian Jacobs' relatives. Dr. Tyrell asked if the balloons are a yes or a no. Cathy Bowes suggested possibly a flower arrangement. Pat Finn noted the one idea he had that Phil actually liked was the balloons. Dr. Silva said the balloons would be tied; they are not talking about releasing them. David Walsh added there are companies that release doves. Dr. Silva said the simpler the better, maybe a couple balloons tied on the stand. Kevin Richardson said he wanted to see if anyone had any other ideas.

He said John Reilly would be the master of ceremony and he talked to him about it. John Reilly would speak first, then Kevin Richardson, Senator Hedlund, Representative Bradley and State Treasurer Cahill, Dr. Tyrell, Joan Meschino and Dr Silva since he was on the School Committee at the time the school opened. Dr. Silva noted Jim Lampke's father was on the Building Committee too and he is now living in Florida. Kevin Richardson noted that

is eight speakers at 2-3 minutes each. Pat Finn suggested limiting it only to Kevin Richardson, John Reilly and Dr. Tyrell from the Town. Pat Finn added Phil said Dr. Silva would speak last. Paul Dunphy asked if they would be introducing the contractor, architect and project manager. David Walsh said Ai3 and Scott Libby already said they would be there. Paul Dunphy said they should all be acknowledged. Kevin noted John Reilly would do that. Paul Dunphy asked about inviting the sub contractors. Pat Finn said we could have PMA contact the subs to invite them. David Walsh said a lot of them never get to see the finished product. Kevin Richardson said we should try to get some type of RSVP from people. Dr. Silva noted some of the wording in the original program would need to be changed. Dr. Tyrell said she and Debbie Bennett would work on that. Kevin Richardson asked if there is anything else.

Pat Finn asked if a motion is needed for any money. Kevin Richardson said the only cost would be food and maybe a cake. Paul Dunphy said it would be nice to have something prepared from the school kitchen. Kevin Richardson said he would talk to Joe Divito about a cake. David Walsh said he would make a motion to spend whatever it takes to get the job done.

3. Fiscal Report:

- **Warrant #558** was presented to the Committee containing seven invoices totaling \$7,748.56 for the Jacobs School.
 - One invoice from Ai3 in the amount of \$2,472.50 for air quality testing that was performed by UEC, which is being charged to the Testing account.
 - One invoice from Ecolab in the amount of \$294.67 for additional material required for the kitchen in order to meet the Board of Health requirements.
 - One invoice from Charles River movers in the amount of \$3,850.00 for moving services during the week of July 21 for the Jacobs School furniture move which was approved by the School Building Committee on June 12, 2008.
 - One invoice from David Rienks in the amount of \$50.00 for videotaping/cablecast services for the September 18 School Building Committee meeting, which is being charged to Owner Administrative.
 - Three invoices from the Hull Police Department totaling \$1,081.39 for police details required due to FF&E deliveries and traffic control on Harborview Road.

Paul Dunphy made a motion to approve Warrant #558 in the amount of \$7,748.56. Bill Dwyer seconded the motion. All approved Warrant #558 in the amount of \$7,748.56.

- Warrant #559 was presented to the Committee containing two Technology invoices totaling \$188,127.49 for the Jacobs School. Judi Saide has reviewed and approved both of these invoices and they are within the original Technology budget.
- One invoice from Sullivan & McLaughlin in the amount of \$29,399.49 for Phase 2 cabling work for the period ending August 15.
- One invoice from Ockers for technology hardware in the amount of \$158,728.00.

Charlie Ryder made a motion to approve Warrant #549 in the amount of \$188,127.49. Paul Dunphy seconded the motion. All approved payment of Warrant #549 in the amount of \$188,127.49.

- Warrant #560 was presented to the Committee containing seven Furnishings invoices totaling \$48,316.42. Nancy Lohrer of ICD has reviewed and approved all of these invoices and they are part of the phase 2 FF&E bid package.
 - One invoice from Childcraft/School Specialty in the amount of \$15,583.61.
 - One invoice from Corporate Express in the amount of \$17,569.00.
 - Three invoices from MegaMedical Supply totaling \$2,190.00.
 - One invoice from Monitor Equipment in the amount of \$1,587.21.
 - One invoice from Pencils, Inc. in the amount of \$11,386.60.

Charlie Ryder made a motion to approve Warrant #560 in the amount of \$48,316.42. Dr. Silva seconded the motion. All approved payment of Warrant #560 in the amount of \$48,316.42.

Meeting Schedule: It was noted the next regularly scheduled meeting would be November 13 and the sub committee would need to approve warrants in the interim. ***Dr. Silva made a motion to schedule a meeting for October 23 and the sub committee could approve whatever payments need to be done immediately. David Walsh seconded the motion.*** Paul Dunphy said they need to keep an eye on how we spend down the money because there are still some open issues and we don't want to release too much money. Paul Dunphy said EMA has some issues so we need to make sure they are not paid off. Paul Dunphy said until we know the building is operating as designed, we should not release all the money. He said as an example, EMA noted the occupancy sensors in the classrooms keep the lights on longer then he wants and he wants that cut back to save energy. Paul Dunphy said we want to make sure that and whatever is on his list gets taken care of. Pat Finn said the Committee could get an update on the 23rd. David Walsh asked how much money we can hold and what is it based upon. Charlie Ryder said he thinks we cannot hold more than what the punch list is monetized for. Paul

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Dunphy said we just need to make sure the sub committee does not pay it off. Dr. Silva suggested meeting after the dedication on the 16th. Charlie Ryder noted PMA has control of it. **All approved the motion.** The Architect, project manager and commissioning agent should attend the next meeting on October 23rd. It was noted the sub committee should not release the retainage.

Pat Finn said he would like an update on the high school on that agenda. He said it would be nice to know what is going on.

Pat Finn made a motion to adjourn the meeting. Paul Dunphy seconded the motion. All approved. The meeting adjourned at 7:33pm.

Respectfully submitted,

Debbe Bennett
Recording Secretary