

**Town of Hull  
Building Committee Meeting  
Thursday, October 23, 2008**

In attendance:

Cathy Bowes/Committee Member  
Paul Dunphy/Committee Member  
Bill Dwyer/Committee Member  
Patrick Finn/Committee Member  
Phil Lemnios/Committee Member  
Jay Meschino/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  
David Twombly/Support Staff  
Jim Lampke/Support Staff  
Peter Lombardo/Support Staff

Absent:

John Reilly/Committee Member

The Building Committee meeting was held in the Selectmen's Office at Town Hall and the meeting was called to order by Phil Lemnios at 7:00pm.

Phil Lemnios congratulated the sub committee members who put together the Jacobs rededication ceremony, which were Kevin Richardson, Pat Finn, Cathy Bowes and Dr. Silva. Kevin Richardson said most of the thanks goes to Debbe Bennett. Phil Lemnios said everyone did a great job putting it together. He said he also heard a lot of favorable comments about how beautiful the building came out.

1. **Approval of Today's Agenda:** *The agenda was approved without exception.*

2. **Approval of Minutes:**

- Thursday, June 12, 2008, Open Session
- Thursday, August 7, 2008, Open Session
- Thursday, August 21, 2008, Open Session
- Thursday, September 18, 2008, Open Session
- Thursday, September 18, 2008, Executive Session
- Thursday, October 2, 2008, Open Session

*Dr. Tyrell made a motion to the approve the Thursday, June 12, 2008, Thursday, August 7, 2008, Thursday, August 21, 2008, Thursday, September 18, 2008, Open Session, Thursday, September 18, 2008, Executive Session and Thursday, October 2, 2008, Open Session. Charlie Ryder seconded the motion. All approved.*

3. **Owner's Project Manager:** Phil Lemnios noted PMA was not available tonight so we can hold the budget report and PM report until next meeting.
4. **Architect's Report:** To be discussed later since they have not arrived yet.
5. **Commissioning Agent Update:** Steve DiGiacomo of EMA, the commissioning firm, said this school is beautiful and a work of art. Inherent in the design is a lot of energy efficiency built in. He said as they whittle down the punch list they are chasing everything down to their logical conclusions and in a few weeks they will have that knocked down to nothing. He asked if there were any questions. Phil Lemnios noted that bringing in a Commissioning agent is something Paul Dunphy brought to our attention as something that would be beneficial to the project. Steve DiGiacomo said a Commissioning Agent is responsible for ensuring the engineer and architect's design intent is being met and that the building is being built to specification and operating efficiently to maximize the annual cost of operating the building and maximize the longevity of the equipment. Phil Lemnios added, as part of these services to the Town he has met with the architect, the engineer, the installers and vendors of the HVAC and mechanical systems to make sure they have met that criteria and specifications and he also arranged the training schedule for town employees. Steve DiGiacomo said it is a balance between mechanical and controls contractors to clean up a few things. Phil Lemnios asked Steve if he knows the approximate value of the mechanical and controls systems in the building. Steve DiGiacomo said he doesn't know but the architects would have that. Phil Lemnios said it is very significant relative to the cost of the building. That is why the School Building Committee chose to make the investment in these services because these are very valuable pieces of equipment and if they are not operating correctly the longevity will not be there. Phil Lemnios noted it was a great suggestion from Paul. Paul Dunphy noted a lot has to do with the indoor air quality such as the correct amount of air changes in the classrooms and a lot of comfort control is built in. In addition, some is electrical code related and sanitary code related. Paul added as we can tell from the report, Steve is very detailed oriented. Phil Lemnios said it is a great benefit to the project.

Charlie Ryder asked if there are any showstoppers on the punch list. He added the people involved were not the happiest when Steve came on board but in talking to them recently, Charlie said he was impressed with how well Steve got along with the construction managers and they seem very cooperative in helping Steve get it done. Steve DiGiacomo said at first he was like the uninvited guest but then Del and TLT viewed him as a catalyst for change in a positive way. Steve DiGiacomo said in his opinion there are no showstoppers. Paul Dunphy asked the timeline for buttoning up the punch list. Steve DiGiacomo said the vast majority would be in two weeks and possibly as long as four weeks, depending upon if there is a decision to be made about the gym air handlers, regarding whether or not they should be on the generator. He is waiting for a decision on that. Paul Dunphy asked if there have been any complaints about air quality or comfort control from the faculty and staff that are living in the schools. Dr. Tyrell said nothing that has not been addressed. David Twombly said there have been a couple spaces that are a bit cooler than wanted and in September some that were warmer than we would like. He said about 95% of the areas are in good shape and

Steve DiGiacomo has done a great job working with Jim Griffin and Viking Controls and it was definitely a good move to hire a Commissioning Agent. Steve was a tool for him to use to resolve problems and it was a value added to the project.

Pat Finn asked about the generator and what specifically is the issue with it. Steve DiGiacomo said he called Del just before the meeting and he did not have an answer either. It looks like the Viking Controls are on the generator but the fan motors for the gym are not. It seems like there is list generated by Griffith & Vary and the gym units are on that list but that list may not be part of the original contract documents. They are looking for some direction from the architect or the Town. Paul Dunphy said we had discussions about the size of the generator early on and we spoke about it being in a neighborhood where we may want to use it for an emergency shelter and it was decided not to set the school up as an emergency shelter so the generator was sized according to what was needed for life safety. There were discussions with Superintendent Delaney and the consulting engineer about how much lighting was needed to keep the kids in place during a power outage and they designed the system to that size, so he would be surprised if these air handlers were designed to go on the emergency generator. He said he doesn't think the intent was to operate that system during a power outage. He asked Steve DiGiacomo to follow through on that.

Jay Meschino asked about the transition from EMA to the maintenance staff and asked if training was included in EMA's scope and was it completed. Steve DiGiacomo said his scope was to manage and orchestrate the training and Viking has completed the training. The nice thing was this is not the first introduction of Johnson Controls to the Hull school system and it went smoother due to the prior experience. Jay Meschino asked if he is comfortable with the level of training and the people who participated in it. Steve DiGiacomo said he has supreme confidence in Jim Griffin's ability to get it to do what needs to be done. Phil Lemnios thanked Steve DiGiacomo for his services on behalf of the Committee and said it is safe to say we are very happy with his services.

**Architect's Report:** Troy Randall presented Application #27 from TLT, which will be presented for approval in warrant #561. He said the project is winding down and this is part of the closeout process. The current payment due for TLT is \$284,738.01. Ai3 and PMA Construction have reviewed the application and they would recommend payment.

Charlie Ryder asked how much money we have left after we pay this. Troy Randall said the balance to finish including retainage is \$382,907.89. Phil Lemnios said to be clear the \$382,907 includes retainage but does not include contingency. Troy Randall said that is the contract balance. Troy Randall said for clarification, the amount for retainage is \$295,698.59 and the work less retainage is just under \$100,000.

Pat Finn asked about the timeline for the front entrance handrail fabrication. Pat Finn asked if anyone checked the ADA compliance of the front sidewalks and wheelchair openings. Troy said the contractor was going to verify the sidewalks and it was visually reviewed by John Crowe's office and that is in process. He said he would have his office ask TLT the

status. Pat Finn said Mass Highway does five-foot wheelchair openings and he thought that was the ADA requirement. He noticed that we have only four-foot openings.

Kevin Richardson said when you look at the granite curbing, the asphalt is about two inches from the top of the curb in some places and it seems like it should be more like five inches. Also, some of the granite curbing is pretty hacked up. Pat Finn said it should be consistent six inches. David Walsh said that is a huge concern since over the years you will have water and ice building up onto the sidewalk. That is a grading issue that should have been caught before the pavement went down. He said that could be a considerable redo on behalf of the contractor. Phil Lemnios asked how we address this issue. Troy Randall said he would like to understand it more and will talk to David and Kevin after the meeting to understand exactly the areas and they will address it with the contractor.

Jim Tobin asked about the retaining wall, specifically the holes and the dirt behind the wall. David Twombly said as far as he knows it was repaired. Charlie Ryder added the landscaper came in and addressed the slope about two weeks ago. Charlie Ryder said the way it happened was they had to redig the holes behind the fence because they were losing gravel as it came out. Everyone knew those were temporary until the landscaper came out to finish.

Jim Tobin asked if there are any leaks in the building. David Twombly said they had one leak on the first floor associated with a louver and TLT put flashing on it and since then they have not heard about any leaks.

Pat Finn said regarding the motion he made about the steep slope between the fences to get ground cover and he thought the Committee was leaning towards doing that and then it ended up being a motion to have the landscaper look at it. David Twombly said about three weeks ago he and Jay Meschino met with a local landscaper. We identified the three trees the abutters requested a year ago be moved, they looked at the trees by Jay Meschino's house and looked at arborvitaes or something that would grow along the slope. We are just waiting for the proposal and then a decision can be made. Pat Finn said so they specifically had them look at the slope. David Twombly said there were three issues; the trees that were identified a year ago to move, the trees by Jay's house, and we talked about putting something to grow on the slope. The landscaper will provide three proposals and he is surprised the landscaper has not gotten back to them.

Dr. Tyrell asked that they please make sure to speak to Christine Cappadona because the principal has some concerns about shade and perhaps that can be addressed at the same time. Kevin Richardson noted that is because we removed some of those trees. Jay Meschino asked who was on the sub committee that was created because he thinks they should get involved to help. Phil said he and David Walsh were on it. Pat Finn said we should get three quotes. David Twombly said most of the work was not very expensive.

David Walsh said we need to look at the shade issue and he raised this issue a year ago. The trees were not haphazardly thrown into the plans, shade being one of them and here we are a

year later and we are lacking shade trees. As much as we would like to make everyone happy, there are some things that cannot be deleted. Phil Lemnios said he does not necessarily agree -- we have a school that is ringed with abutters. The kids are in school from September until June but actually in the playground area from September until mid-November, and back out there from April to mid-June. There is not a lot of shade in April, so May and June are shade months. A piece of September and part of October are shade opportunities. Everything else is either a non-school period or not a shade opportunity due to weather. *Peter Lombardo entered the meeting.* Phil Lemnios said on the other side of it, this Committee consistently has tried to strike that balance. This is a project with abutters and people try to preserve their view corridors. He added he does not know how long a child is outside during the course of a day -- it is less than an hour and when you put all that together, he has mixed feelings on the issue. David Walsh said he is not suggesting planting trees everywhere to block people's view. However, trees serve more purpose than shade, cooling dwellings, heating, absorbing airplane noise. There is a lot more to it. His recollection is there were 12-15 trees that were not yet in the ground that were relocated and more we are moving. There has to be some tress on the property and we have a principal expressing concern over lack of shade and at this point he thinks we have gone too far. Phil Lemnios said we need to try to keep that balance. Dr. Tyrell said she just wanted to point out to the committee we have a kindergarten grant that requires us to receive accreditation from NAEYC. One of the requirements of that \$81,000 annual grant for our full day kindergarten does require that we have a certain amount of shade and she wanted to bring that to everyone's attention. Phil Lemnios said he is not dismissing it but is just saying we spent a lot of time on it a year ago and what is the real impact and where do we strike that balance.

## 6. Fiscal Report:

- Warrant #561 was presented to the Committee containing seven invoices totaling \$315,064.83 for the Jacobs School.
- Two invoices from Ai3 in the amount of \$13,295.00 for additional services and one in the amount of \$8.14 for reimbursable expenses, which will be charged to the Architect account.
- Two invoices from PMA totaling \$16,196.52 for professional services (\$15,683.50) and testing services (\$513.02)
- Two invoices from Ecolab totaling \$827.15 (\$389.76 and \$437.40) for additional material required for the kitchen in order to meet the Board of Health requirements, which will be charged to Contingency.
- Payment Requisition #27 from TLT Construction in the amount of \$284,738.01.

*Dr. Tyrell made a motion to approve Warrant #561 in the amount of \$315,064.83. Paul Dunphy seconded the motion. All approved Warrant #561 in the amount of \$315,064.83.*

- Warrant #562 was presented to the Committee containing three FF&E invoices and are all within the approved budget amount. Nancy Lohrer of ICD has reviewed and approved these invoices for payment.
  - One invoice for Boston Showcase in the amount of \$4,897.64
  - Two invoices from Robert H. Lord in the amounts of \$42,740.64 and \$4,065.00

*Dr. Tyrell made a motion to approve Warrant #562 in the amount of 51,703.28. Charlie Ryder seconded the motion. All approved payment of Warrant #562 in the amount of \$51,703.28.*

#### 7. Town Manager Report:

- **Acceptance of Substantial Completion - phase 2:** Phil Lemnios informed the Committee is required to vote to accept substantial completion and get an authorized signature. Phil Lemnios explained that substantial completion is the determination from the architect and project manager that the building is now substantially complete with some punch list items that are not significant enough to hold up this declaration that basically turns the building over to the Town, less punch list and warranty items. Troy added it also signifies the effective day and start of the warranty. *Charlie Ryder made a motion to accept Substantial Completion of phase 2 effective August 22, 2008. Kevin Richardson seconded the motion. All approved.*

Phil Lemnios informed the Committee that the superintendent will be speaking about the need to completely fit out the library, purchase some phys ed equipment, a copy machine and also about the playground equipment. The funds the Superintendent is asking for are available within the furnishings budget and thinks she will be asking for up to \$39,000 and Debbe Bennett will work with PMA to fine tune that number to make sure the up to amount is clearly available.

#### 8. Superintendent's Report:

- **Library Books**
- **Physical Education Equipment**
- **Copy Machine**

Dr. Tyrell thanked staff members Christine Cappadona, Assistant Principal, Kyle Shaw, the Phys Ed teacher, and Mary McCauley, School Librarian for attending tonight's meeting. Dr Tyrell said when everyone toured the building they saw a library that is partially empty. She said she spoke with Scott Libby who said it is quite often that these things come in on the tail end under the FF&E budget after the building is properly

furnished. Dr. Tyrell said Mrs. McCauley put together a comprehensive report and on page 2 of the report it details the average age of the books by classification. Also on page 13 she has listed by decade, the number of books in the collection. She said as you can see, quite a few were printed prior to 1960. It is quite an old collection and the average age is 1984. She said on page 13 the numbers speak for themselves. Dr. Tyrell said over the years the School Department has not been able to keep up with the collection and there is a need and an opportunity within FF&E.

Phil Lemnios added the amount they are seeking to spend for this purpose is up to \$39,000. Dr. Tyrell added she wants to firm the numbers up with Debbe Bennett after she works with PMA and they may have to pare down the library or physical equipment slightly. Dr. Tyrell said Mr. Shaw has put together a list of equipment he is requesting totaling approximately \$5,000 and the principal has requested two additional copy machines but she does not believe at this point in time money is available for two so she, in all likelihood will be requesting one copy machine for \$5,446. This all totals a little more than \$39,000. She said Scott Libby was out of the office this week so Debbe was unable to get a firm number but we will work within that number and not exceed that balance. ***Pat Finn made a motion for the School Building Committee to authorize up to the balance of the FF&E budget, up to \$39,000, for the purpose of equipping the new Jacobs library, physical fitness equipment and a copy machine. Kevin Richardson seconded the motion.*** Paul Dunphy said page 13 of the report indicates there are 13,716 books in the library now, he asked how many are on the new book list to purchase. He was told approximately 1,700. Paul Dunphy asked if the plan is to dispose of part of the 13,000. Mary McCauley said they would probably be replacing them with better titles. Dr. Tyrell said Mary would purge them. Phil Lemnios said when all is said and done what will the size of the collection be. Mary McCauley said it would still be approximately 13,000 but with more relevant, newer titles. Paul Dunphy asked if there are enough stacks to accommodate what they want to purchase and keep. Mary McCauley said when the older titles are taken out there will be. Dr. Tyrell said there are empty shelves now.

Paul Dunphy said regarding the gym equipment, he has some concerns with the scooter boards – he asked are these to be used in the gym. He was told they would be. Paul Dunphy asked how they play into maintenance of the floor. Kyle Shaw said they are designed to roll on gym floors and he does not believe they would cause damage to the structure. Paul Dunphy asked if there is any history of using these on wood floors in the town. Kyle Shaw said they have a few already so he assumes they have been used before but they are extremely old. David Walsh said he used them when at the Memorial School on the tile floors and they are like little dollies. David Walsh said he has not seen the new ones but he would be hard pressed to say they would not have any wear on the floor since they have wheels. Paul Dunphy said that is his concern, that they are going to wear on the wood floor. Dr. Tyrell said they would look into that and find out and she appreciates that suggestion. Paul Dunphy suggested contacting other towns that have used them. Dr. Tyrell said if other towns have been successful they will go ahead but if

not they would substitute them with something else of equal value. Phil Lemnios said we could give them the dollar latitude and that way they have the ability to replace it with some thing else.

Pat Finn said he has no problem giving them the rest of the budgeted FF&E money and he is glad to see they intend to spend \$30,000 on books for the library. He said when he was a student at the Jacobs, they brought a group of students to Hammets factory in Braintree to pick out books and he would like to see something like that happen. He would like to see the kids have an opportunity to do that with maybe a couple grand of this \$30,000. Phil Lemnios asked if Pat would be open to letting the Superintendent think about that. Phil Lemnios said he likes the idea of the kids having a participatory role but would defer to the educators in the room. Pat said he would also like the kids to know the books were from the School Building Committee. Dr. Tyrell added Hammets is long closed but she is certain that Mary McCauley will involve the children.

Jay Meschino asked if the motion made was just on the library. Phil Lemnios said no, it was up to \$39,000 to include the library, physical education equipment and a copier. Jay Meschino asked if this represents a bid process, did we bid out these books. Dr. Tyrell said the copier vendor is on the State bid list. She said they would follow those procedures, this is just a sampling and this is what it will probably look like. Jay Meschino said some of the older books were nearly a century old and he hopes someone would gather those and protect them and donate them to a public library, museum, etc if there is any value to them. Dr. Tyrell said if there is value to them they would do that but there are places to donate books.

Jim Tobin asked what the criteria was for choosing these books and who did it. Dr. Tyrell said Ms. McCauley who is a licensed librarian spearheaded it and she knows she consulted with some teachers. Jim Tobin said it is nice for the public to know who put the list together. Dr. Tyrell added this is just a sampling and until they have a firm number they could not provide an exact list. Jim Tobin asked if the copier service agreement would go in with the other service agreements. Dr. Tyrell said yes. Jim Tobin asked if it is the same contract as the Town's. Phil Lemnios said the Town's two copiers were purchased by the former Town Manager and they are not the same contract as the schools.

Charlie Ryder noted in regard to the gym equipment, we have some bad memories of Memorial School receiving inappropriate equipment for the age group and he assumes Mr. Shaw has done his homework and is not ordering anything that would be inappropriate for the age group.

Jay Meschino asked if this is within our scope to vote on. Phil Lemnios said yes because it is within the FF&E and it would complete the outfitting of the school relative to these critical functions.



David Walsh asked if the motion is that these dollars go to the items presented tonight, not something different. Phil Lemnios said to be clear, they are seeking the amount of up to \$39,000 that will be expended in the three areas – a copier, certain gym fitness items and the bulk of it, around \$30,000, being spent on library books. They will report back to us once the process is complete so we will know what it was spent on. *All approved.*

- **Jacobs Playground:** Phil Lemnios said he would have the Superintendent speak on this issue and then ask that a sub committee be formed. Dr. Tyrell said they have some serious concerns about the playground structure. On October 7 she received a call informing her that two children received a broken bone on the same day on the playground falling from the monkey bars and the rings. They spoke with the school nurse, Mrs. Meschino, who later identified three children had broken bones on the equipment. Mrs. Meschino did provide list of numerous lesser injuries but children who had been injured on this equipment. *Jim Lampke entered the meeting.* Dr. Tyrell said they shut down the playground immediately (the monkey bar area and the rings). They have shut it down in a way that would prevent children from using it during school days but they have concerns about children after school hours and weekends from using it. She, David Twombly and Christine Cappadona met with a gentleman from the playground company. Initially they thought the best solution would be to move the bars and rings from 6 feet to 4 feet. The representative cautioned them not to do that because if we tampered with the structure, we may be putting the Town in a future liability position since it was built to guidelines and that our position would be considered negligent. Dr. Tyrell said they had a hard time convincing him there was something wrong given the extent of the injuries. She is not comfortable reopening the playground with this number of injuries. They asked the representative what could be done to keep the children and Town out of harms way. They came to a consensus about removing the monkey bars and added lowering them would create a new set of problems such as people banging their heads. Dr. Tyrell said they can supervise the playground and keep them off the monkey bars and rings but they are concerned about weekend use. They came up with a proposal to remove the monkey bars and rings and lower some platforms. Dr. Tyrell said she made it clear that she did not think it should be our cost and he did not agree and came back with a proposal of \$15,000 to correct this problem. We have a structure that a reasonable person could say is dangerous and she is looking for guidance on where to go. Phil Lemnios said the Superintendent talked to him about this and they determined it might be better for a sub committee to dive into it more deeply. He thought Paul Dunphy, David Walsh, Charlie Ryder and David Twombly would be a good make up, and he asked that the sub committee be established and report back to the School Building Committee. Phil Lemnios said he would ask Jim Lampke to be available to that sub committee for legal advice. *Jay Meschino made a motion to establish the playground sub committee of Paul Dunphy, David Walsh, Charlie Ryder and David Twombly. Jim Tobin seconded the motion. All approved.* Paul Dunphy said if they go there ASAP and decide that they need to take immediate action, why would they wait another month to come back to the Committee. Why not take immediate action if we all agree it is required. Paul Dunphy said as an example, if they agree with the

manufacturer that it needs to be removed. Dr. Tyrell said the manufacturer does not feel it needs to be removed. Paul Dunphy said they could go anywhere from minor alterations to total removal. Dr. Tyrell said to remove the monkey bars and rings and change the stairs to a different direction and lower and change platforms, etc. is in excess of \$15,000. Phil Lemnios asked if at this point the monkey bars and rings are off limits. Dr. Tyrell said the whole structure is. Phil Lemnios said an immediate action we may want to take is snow fencing around it to make it off limits for non-school time. Paul Dunphy asked what if they go up there Saturday and conclude that it needs to be shut down. Phil Lemnios said the Building Committee does have a sub committee for interim financial events, which is the Superintendent, Town Manager and John Reilly. If the playground sub committee decides they need immediate action, the financial sub committee will take a look at that request and take any action and report back to the full Committee. This was put in place because there may be events between meetings that need to be acted upon in an expedient manner.

Jay Meschino suggested that they look further into the injuries and how they were caused. He said the height of the platform might be a code issue as well and if it is not to code that may give us leverage to deal with the manufacturer. Dr. Tyrell said if you took the monkey bars down there would be platform with no destination that would be too high. Jim Lampke suggested if there were a belief that there is an inherent danger to children using it now, he would suggest putting this piece of equipment off limits. Phil Lemnios noted they have done that. Jim Lampke said in terms of emergency action, are they talking about knowing what needs to be done and doing it right away because he would like more information. He doesn't understand -- if there are a lot of problems happening and even if it is built to industry standards -- perhaps there is a problem with the industry standards. There is one, if not more, federal agencies that deal with that sort of thing like the National Product Safety Board. They have recalls of things built to standards but still have problems. Phil Lemnios said that is why Jim Lampke has been added to the sub committee.

Phil Lemnios said as we continue talking about this, one of the points to putting the sub committee in place is to gather the information as precisely as possible, report back to the Committee and take immediate action as needed. David Walsh said he is happy to offer any advice he can, but Jim Lampke is on to some things that need to be discovered, like is there an inherent problem with this model that needs to be looked at. We have playgrounds all over town and is it just this equipment with problems. Dr. Tyrell said they don't know but it is too much of a coincidence to do nothing. It could be fine but we need to take a good look at it. Phil Lemnios said there are several lines of inquiry; one being is there anything reported about this particular model or brand that would point to a problem. Re-verify that installation was done correctly and if the matting underneath is the proper height and re-verify what the plans call for. David Walsh asked if they could get those specs. Phil Lemnios said yes, the architects could provide them. Phil Lemnios told them they have the ability to draw on any resources needed and will report back, however if the sub committee determines that there is something of significance and

importance that they can't wait three weeks, there has to be a decision made to either call an emergency meeting or we let them take that action and report back. Phil Lemnios said even though no one may be using it during school hours, what about after school hours or weekends, we don't have such control of that site during off school hours. Phil asked the sub committee members to wait after this meeting to set a schedule.

## 9. Old Business:

- **Physical Plant Assessment:** Phil Lemnios informed the Committee that David Twombly got bid specs out to firms to develop a plan for the long-term maintenance of the facility to determine what should be done when, what frequency should you do certain things and what is the cost associated. Three firms returned bids, Habeeb Associates, Commercial Construction Consulting and Engineer, and Environmental Consulting Services. This was a straight low bid proposal and Habeeb Associate bid \$16,800, Commercial Construction Consulting bid \$13,200 and Engineer and Environmental Consulting Services bid \$9,250. People went through the bid responses and they are all qualified bidders. They are recommending accepting the lowest bidder (Engineer and Environmental Consulting Services) and the source of funding would be the contingency account. David Walsh asked if this is along the lines of a company that comes in and helps you better use your energy. Paul Dunphy said no. Phil Lemnios said they are going to look at the structural frame and building envelope and point out any concerns. They are going to do a curtain wall evaluation, roofing, plumbing heating, air conditioning, ventilation, electrical, elevators, life safety and fire protection, ADA compliance, code compliance and mold. They will include a capital needs analysis including an estimated cost for each component, repair or replacement anticipated during the evaluation term, etc. Phil Lemnios said they are going to look at everything in the Jacobs School since it is still under the School Building Committee authority. Phil Lemnios said this provides an opportunity to look at the value of this service. This firm is at Cambridge Public Schools, the Massachusetts Department of Energy Resources; they do quite a bit of school work.

Jay Meschino asked if this service is a duplicate service to what our people are providing -- are they actually performing maintenance. Phil Lemnios said no, they are giving a projected plan of maintenance over time and what we can expect to pay for regular maintenance items as well as larger periodic rehabs. They will recommend a service schedule such as, every five years we need to do a minor overhaul and every ten years a major overhaul. This will also be loaded into SchoolDude where there will be a pop up that tells Jim Griffin when to perform certain items.

Jay Meschino said he would like to learn more about the difference in the bids, since the low bid is significantly lower than the other two. David Twombly said they were given the same chart that bids each item separately. He added, this is going to be a good tool for budgeting to plan for equipment replacement. Jay Meschino said he is just worried the low bidder is not providing something. Paul Dunphy said this is a 50-year school

building but it is not like our fathers school buildings. This school will not make 50 years and as it ages, major components are going to fail and some if you ignore them, will fail catastrophically. So you need to know the shelf life or the life cycle of the equipment in order to keep the building open and safe. You need to know where to spend money and when to stop spending money and replace it. We are looking to use this as a mirror for the other school buildings since they have many of the same types of systems. Paul Dunphy added, in his experience, the new electronic lighting systems don't last beyond five years and you are going to get blind sided with maintenance costs to keep it up and running.

Jay Meschino said regarding the maintenance budget in the schools, we still need to have the money available within the school budget because we can have this plan but if we don't do the work we are back to where we started. We need to be allocating the appropriate amount of money in the budget for maintenance it is critical. Phil Lemnios added, within the constraints of a municipal budget, the demands are typically greater than the resources. Jay Meschino said that is the challenge that has to be balanced. *David Walsh made a motion to accept the low bid of Engineer and Environmental Consulting Services for \$9,250 to do this service for the Jacobs School. Pat Finn seconded the motion.*

Pat Finn asked Troy Randall if this would be money well spent. Troy Randall said absolutely, it is always good to have a maintenance plan. He agreed with Paul Dunphy that the building would not last 50 years without proper maintenance. *All approved.*

- **High School Update:** Jim Lampke said they are still in the process of negotiating with the bonding company. As indicated before, there is a lawsuit between a couple of the sub contractors that involves the general contractor, thru the bonding, that the Town has been made a party to regarding the roof. The sense is the bonding company needs to get that case resolved before they look to resolve the issues and claims the Town has raised. It was scheduled for mediation in September and then was postponed until October and then postponed again until November and that is where the matter is. Jim Lampke said he believes that once that matter is resolved, the bonding will look to close out the project.
- *Bike Racks:* Pat Finn asked if we ever had bike racks at the high school. Phil Lemnios said Judith Van Hamm and her sustainable energy committee have identified a way to get bike racks if the Town pays to ship and install them. The new bike racks have a bit more installation cost associated with them. Pat Finn asked if there is anything this committee can do to help pay the shipping and handling cost. Phil Lemnios said the big cost would be installation.

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

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*Paul Dunphy made a motion to adjourn the meeting. Dr. Tyrell seconded the motion. All approved.* The meeting adjourned at 8:24pm.

Respectfully submitted,

Debbe Bennett  
Recording Secretary