

Elementary School Building Committee Meeting
Minutes of Thursday, March 15, 2018
Town Hall, Room 229

Call to Order: Diane Jurmain called the meeting to order at 7:12 p.m.

Meeting Attendees:

ESBC Members:

Mike Banks, Nancy Gustafson, Diane Jurmain, Wayne Klocko (Chairman), Richard Nichols, Kerri Roche, Craig Schultze, Jon Wine, Kim Borst (Department Assistant)

Additional Attendees

Jeff D’Amico – Compass Project Management

Update on Construction Progress and Schedule

The project is on schedule despite all of the snow. Currently pouring concrete for footings in the A and C wings and then will pour frost wall in the A wing. There was a kick off meeting with all of the project managers for the sub-contractors in the job site trailer today.

Security Camera Access

Security cameras are in place and Police, Fire and DPW have access to them.

Utility Update

An invoice from Eversource for the utility back charges has been processed by the committee and submitted to accounting for a live check. The electrical design engineers are working with Eversource on transformer size. The design team is working to maximize rebates for efficient equipment.

7:14 Wayne Klocko arrived.

MSBA Update

The Project Funding Agreement was executed by the town at the beginning of the month. The MSBA attended a construction meeting on 3/8 and walked the site after the meeting. The MSBA plans to visit the jobsite once a month.

Likely one more month for the MSBA to countersign the PFA and then we can do a bulk submission for reimbursements from July – March that have been held up waiting for the PFA to be signed. Moving forward the reimbursements will be submitted on a monthly basis.

Community Communications

The most recent two week look ahead contained a diagram of 4 segments of the building to help the public understand what areas are being referred to when letter designations such as “A wing” or “B wing” are used. There have been a lot of views and positive comments. As the project progresses, the plan is to produce a video with more in-depth explanation of what is happening.

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Compass Project Management has offered to hold a program at the school to get students excited about the project and learn more about construction.

Construction Administration Updates and Contract Award

The GMP has been approved and signed. The Architect's amendments have also been signed. Contracts with filed subs have been executed and returned to Agostini. Other subs (drywall) are ready to be purchased. A kick-off meeting was held with filed sub bidders. Critical path items were identified.

The shear wall will require a lot of digging and backfilling. This has to happen and the site must be restored prior to steel delivery in April. Issue flagged as a challenge to be aware of.

Compass reviewed the cost event tracking process (Exhibit A).

Wayne Klocko and some members of the project team met with a Builder's Risk insurance representative to verify noncombustible construction. They made some suggestions for proceeding in a safe manner.

Invoices

A bills payable schedule for Compass Project Management for project management services rendered through February 28, 2018 was reviewed.

Craig Schultze made a motion to pay Compass Project Management \$45,215.00 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule for Tappé Architects, Inc. for design services rendered through February 28, 2018 was reviewed.

Craig Schultze made a motion to pay Tappé Architects \$90,654.50 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule for Agostini Construction for pre-construction fees through February 28, 2018 was reviewed.

Diane Jurmain made a motion to pay Agostini Construction \$11,500.00 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Agostini Construction for Application 3 for Contractor's Payment through February 28, 2018 was reviewed.

Diane Jurmain made a motion to pay Agostini Construction \$452,473.41 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

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A bills payable schedule for BETA for peer review services was reviewed.

Craig Schultze made a motion to pay BETA \$5,430.58 for services provided. The motion was seconded by Jon Wine and passed unanimously.

A bills payable schedule for GCG Associates, Inc. for the review of shop drawings for the Construction of the new Clyde Brown School was reviewed.

Diane Jurmain made a motion to pay GCG Associates, Inc. \$315.00 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Eversource for utility back charges was reviewed by the committee.

Craig Schultze made a motion to pay Eversource \$1,252.00 for utility company back charges. Jon Wine seconded the motion and it passed unanimously.

Minutes

Meeting minutes from 2/22/18 were presented to the committee for approval.

Craig Schultze made a motion to approve the meeting minutes from 2/22/18 as written. Diane Jurmain seconded the motion. The motion passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:15 p.m. The motion was seconded by Jon Wine and passed unanimously.

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee

The next meeting of the Elementary School Building Committee will be held on Tuesday, April 17th at 7:00 p.m.