**Elementary School Building Committee**

**February 13, 2012, 7:00 PM**

**COA Room, Stow Town Building**

Present: Amy Hastings Co-Chair, Craig Martin, Charlie Kern, Gary Bernklow, Kevin LaCoste, Lynn Colletti, Stephen Quinn, Paul Griffin CMS, Neil CMS, Phil Poinelli SMMA

Public: Ann Needle

**Approval of Minutes**

Motion to accept minutes of 1/9/12 as amended CK, 2nd CM. Unanimous.

Motion to accept minutes of 2/1/12 as amended GB, 2nd CM. Unanimous.

**Review 2/1/12 Meeting**

KL fielded questions from parents regarding Phase 2 completion. PG met with Joe Stella from PJ Stella at his office, discussed dividing Phase 2 into five parts to make up time and to allow for better oversight. Stella to submit Phase 2 schedule incorporating this sequence. Discussion about coordinating PJS and district regarding coordination of site work for balance of Phase 1.

**CMS Update**

PG stated move in date to be Friday 2/17/12. Looking for 30 day temporary occupancy. Largest outstanding item is wood paneling in new gym, cafeteria, and how to coordinate installation while building occupied. Suggestion to turn gym over to Sub contractor the week before April vacation to complete gym and complete cafeteria during April vacation.

Flooring sub contractor for the epoxy floors I the utility corridor is having financial trouble and may not complete. PJS is looking into alternate vendors.

Testing of fire cistern to occur over next few days.

Septic system sign – off is ongoing.

Equipment salvage costs are in budget under moving line item.

Minor issues for Phase 1 outstanding but 2/17 move looks achievable.

Furniture delivery – most on site, teacher’s desk tops damaged by leaking sprinkler head will be replaced but could be after move in date.

**SMMA Close out Review – Phase 1**

12 items outstanding for substantial completion, which is different from occupancy.

There was discussion regarding amount paid vs. amount complete. Payments are in line with schedule of values.

CM brought up affidavits required for occupancy. PP said they will be submitted.

Skylight has not been tested yet, awaiting metal panel installation.

**Review of Budget**

Some outstanding liabilities have been settled and line item reduced. PG ensures that any payment made is for work that has been completed.

**Phase 2 Management**

Discussion of surplus property. GB motioned to approve amount not to exceed $5,000 for surplus property removal. KL 2nd. Unanimous.

Communication will be priority throughout Phase 2. Subs will be included in weekly meetings.

Phase 2 coordination drawings are expected this week.

Discussion of unforeseen conditions in Phase 2. PG thought that his only major unknown is the roof structure when the ceilings come down. Other than that the amount of demo is significant enough that unforeseen conditions should not be major.

SMMA has reviewed drawings for Phase 2 and has issued clarifications that are cost neutral to facilitate the construction process.

Contract with CMS and SMMA is until 6/12/12. Will review and revisit at future date.

Scheduled completion of Phase 2 will be 7/1/12.

**Payments**

Change Order #18

PCO 98.3 Chem feed for sanitary system $15,115

PCO 109.2 Shower stall trim $ 2,655

PCO 110 After school intercom $ 2,377

PCO 111 Equip. rack in data room $ 1,280

Total $21,427

Discussion on process of initiating and authorizing PCO. PCO comes to committee, CM has authority to authorize time sensitive items.

GB motion to approve CO #18. CM 2nd. Approved, 1 opposed.

Requisition for payment #20 not to exceed $931,888.64. AH 2nd. Approved, 1 opposed.

**New/Old Business**

Meeting with BOS 2/14, PG will attend.

ESBC Town Annual Report. AH motioned to approve. CM 2nd. Unanimous

Request made of Nashoba School Committee for maintenance budget of new school to ensure staffing is adequate to maintain new building.

**Public Comment**

Ann Needle asked if $500k in change orders is in line percentage wise for a project like this. PG stated the excess ledge and rock were the biggest CO. Outside of that, while the number of CO’s is high, the value is not unreasonable.

AN asked about Town exposure to litigation. PG said Town is looking to protect itself but has very little exposure. Most items are between Stella and subs.

Next meeting 3/5/12

ESBC site visit 2/20/12 8 AM

9:00 PM SQ motioned to enter into executive session to discuss potential litigation and adjourn immediately after. GB 2nd. Unanimous.

Respectfully submitted by Stephen Quinn