**ESBC Meeting**

**Monday, July 9, 2012 (**followed site visit)

**Attending**: Amy Hastings, Ellen Sturgis, Craig Martin, Steve Quinn, Charlie Kern, Lynn Colletti; Lorraine Finnegan, Phil Poinelli, Neil Joyce, Paul Griffin. Public: Ann Needle, Bill Byron.

Amy called to order 7.12pm in Center School Library.

Minutes of June 11: Approval moved by Ellen second by Craig. Unanimous with one abstention (LC). Need Correspondence list from Ellen.

Minutes of June 25: Approval moved by Ellen, seconded by Steve. Unanimous with one abstention (LC).

CMS/Project Manager update: Things are going extremely well; progress at a rapid pace. Moisture mitigation this week. Tiling floor next week and then electrician will kick in and bring in larger crew. 63 on site today! Working 10 hour days, 6 days/week. Full staffing on punch list. GC is taking responsibility for library floors. Still on target for substantial completion by July 31 which may include some of the flushout—rest to be done while furniture is being delivered (scheduled for Aug 6). Anything except construction can be done during flushout. Substantial completion can be met BEFORE flushout is complete.

All transfer of contracts is all done. Agreement between bonding co and Town is nearly complete.

Phase 1 deficiency report and punch list is on target to be completed by July 31: separate team addressing these issues. Ongoing exception to completion of Phase I punch list is landscaping issues: some plantings, playing field. Field solution will be to get it roto-tilled and reseeded; without irrigation, sod was too risky. Field should be ready for late spring use at earliest, but won’t be able to determine until spring when germination success can be evaluated: ideally three seasons to wait (the longer you wait the better). Mill work firm has gone out of business so they are actively seeking new supplier which should be resolved in next week or two. Concrete issues on both front entrance and back “outdoor classroom” are being resolved with new subcontractor. Playing area surface (plastic/rubber) is all being removed and replaced: defective.

Phase 2 has essentially no outstanding issues: contractor has come to table with both problems and proposed solutions: things are getting done. (Phil noted this is how it is supposed to be done!)

FFE scheduled for August 6 to start with two weeks to deliver and set up.

Commissioning meeting today: very good shape for Phase 1. A dozen open items primarily with HVAC that he thinks are done.

MSBA was here a few weeks ago; have said they won’t address fundraising until closeout.

 Change Order #22 for $42,924.07 (detail distributed to committee). Now billed directly to Western Surety/C NA (bonding company). Correction on PCO 173: $60/cubic yard, not $460! Craig made a motion to approve Change Order 22: Charlie seconded. Unanimous.

Consolidated CO Log: Bonding company working with both Town atty and District atty to clear out all of these open items: hope to have them all gone or close to gone. Worst case: carrying $632,000 for liability of open items. CMS believes at most $200,000 is true balance.

Payment Requisition #25: $929,012.88 which includes stored materials of $72,957. Actual amount paid out: 95% of this. As of this draft $2.7 million being held back. This amount is listed on project budget: construction budget shows $3.6MM balance: less $929K = $2.7 million balance. Steve made motion not to exceed $929,012.88, Craig seconded. Five yes, 1 no (LC). Approved.

Cooling water: District had requested to be non-Glycol (makes it less efficient), but the maintenance (having to drain portions of system annually, causing increased oxidation) has caused District to reconsider this. SMMA does not design the non-Glycol system as a rule: this was done after extensive discussion during the design phase. A proposal for the design to change to closed system will be drawn up by SMMA, estimated cost $8,000. Members asked if perhaps District should pay this out of the District budget, as this was a specific request of District staff and may require extensive changes. Dave Korn would know more about the implications of this, as our energy efficiency expert. Overall, the risk is freezing pipes. Lorraine will develop full proposal for next meeting.

Phase One permanent occupancy issued.

**SMMA update:**

 Monetized Phase One punch list as of 6.29.12 $634,775 which is part of the 5% holdback mentioned above. But work has been ongoing and list has been reduced. This includes a minimum charge to bring subs back to site. Includes all items: incomplete, unsatisfactory, damages & claims. Probably reduced by 25%--site work has changed the least. The 5% doesn’t get paid until substantial completion and after punch list value is less than 1% of total project.

Lynn would like to hold off bringing kids in after 100% completion. Paul suggested we discuss that in early August when we’ll have more information.

CHPs: Got an extension from national given the Stella change. We’re currently on target for the full 2% and still have a bit of “wiggle room” to meet the grant requirements.

Water quality testing: a high mineral count came up today of inside water at the tap (not in all levels) that are raising concerns about copper level. Not from well, but only at tap: all the flushing passed tests. This is the only test that comes during summer. Don’t want to wait until September: need to hire water quality specialist. Recommend Hoyle & Tanner. Requesting authorization of not to exceed amount of $10,000. Ellen made motion, Craig seconded. Unanimous.

**New Business:** From Craig:Balance of 2998.07 in donations in town funds: Craig will ask Bill for advice on this. Other item original mural in old gym entrance is showing age but was not included in project. Suggestions? Ellen suggested we discuss with Stow Cultural Council: should not be added to project. Committee concurred: Ellen will follow up.

**Next meeting:** Site visit on July 23rd at 6:30pm with possible meeting. Full meeting on August 13: site walk at 6:30; meeting at 7pm.

Move to adjourn made by Ellen, seconded by Steve. Unanimous

Meeting adjourned 8.17pm

Minutes by Ellen Sturgis