

Sutton School Building Committee

Regular Scheduled Mtg., Wednesday, 6/29/11, 7:00 PM
Town Hall Mtg. Rm.

Present: W. Mead, K. Stuart, R. Raymond, D. Davis, M. Bailey, T. Friend, G. Coulter, R. Weaver.

Absent: M. Hopkins, M. Jerz, J. Smith, T. Harrison

Guests: J. Winikur (SBS), A. Minkus (SBS), T. Alix (SBS), E. Monahan (SBS)
D. McClelland (Flansburgh Assoc.), V. Dubé (Flansburgh Assoc.)

- I. Minutes of previous meeting. Motion to approve by Ken Stuart, second by Ted Friend. Vote to approve: 7-0-1

- II. Alan Minkus gave an update on the early phase work with the modular structure and removal and storage of furnishings, etc. from the Middle School.

The modular structure is in place (18 units). Interior finish work has been started. The electric transformer is expected to be installed in 7-10 days. Full power throughout the units is expected to be completed by 7-27-11 and the units ready for furnishings by 8-3-11.

The removal of furnishings from the Middle School has been completed. Two (2) sets of trailers are being used for storage. The white trailers contain furnishings that will be moved into the modular structure, after which those trailers will be removed. The gray trailers will remain on site for a 3 year period.

- III. Jon Winikur provided a brief update on the bid process. One of the other bidders filed a protest alleging non-disclosure of legal proceedings by TLT, the low bidder. However, prior to the hearing with the attorney general, the protest was rescinded. The net effect was to delay the contract signing process. However, as it is early in the project, SBS has not encountered any foreseeable problems that would materially impact the project or cost.

Alan commented that the contract documents had been reviewed by town counsel, Thomas McEnaney of Kopelman & Paige.

TLT has been requested to provide various documents including a certificate of insurance, a schedule of values, site layout plan, project staging, erosion control, etc. This is all expected to be completed and the contract signed during the week after July 4. John Davies will be the project manager for TLT. Site activity is expected to start on or about July 13.

Ted Friend stated that portions of the school grounds will be closed off for safety reasons. These will include the circular driveway from Boston Road and the back entrance from Putnam Hill Road. The Elementary School and Simonian Center will remain accessible from the 409 Boston Road entrance. Summer camps, summer programs and vendors have been notified. The public should be aware that the restricted access also applies to pedestrian traffic.

On a related matter, the gyms are expected to remain accessible until early 2013, although the access routes will change over the course of the project.

- IV. Wendy Mead announced that groundbreaking ceremony is scheduled for the Thursday, July 14 at 10:00 AM.
- V. Jon Winikur next presented a document listing the members (with their CV) of the OPM team from SBS who will be responsible for management of the project. In addition to Jon, the team includes Alan Minkus and Tim Alix, all of whom have been working on various phases of the project. The most recent addition is Ed Monahan, who has been designed Clerk of the Works and will be responsible for the on-site day-to-day management. Although just being introduced to the full committee, Ed has been on site during most of the modular structure construction and during the recent moving and is known to several of the committee members.

Motion by Ted Friend to accept the OPM team as presented. Second by Mark Bailey. Vote: 8-0-0

- VI. Old Business/New Business

Wendy repeated the request for any interested town resident to contact the Board of Selectmen about the vacant position of the SSBC.

- VII. Motion to adjourn made by Roger Raymond, second by Ken Stuart. Motion passes unanimously. 7:27 PM.

The next meeting is scheduled for Wednesday, August 3, 2011, 7:00 PM.

Ross Weaver, Recording Secretary