

## **Sutton School Building Committee**

Regular Scheduled Mtg., Wednesday, 8/3/11, 7:00 PM  
Elementary School Library

**Present:** W. Mead, K. Stuart, R. Raymond, D. Davis, M. Bailey, T. Friend, M. Hopkins,  
T. Harrison, R. Weaver.

**Absent:** G. Coulter, M. Jerz, J. Smith

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

I. Minutes of previous meeting. Motion to approve by Roger Raymond, second by Ken Stuart. Vote to approve: 7-0-2

II. Budget Management Update:

Jon Winikur provided a brief update. The Sub-Committee for Finance consisting of Wendy Mead, Jim Smith, Tim Harrison and Ted Friend will meet at least once monthly between the meetings of the full committee throughout the project. A primary focus of this sub-committee will be timely review and – when appropriate - approval of change orders.

To minimize delays, a sub-sub-committee consisting of Ted Friend and Tim Harrison has been established with authorization to review and approve expenditures up to a \$15,000 limit.

Two items recently reviewed and approved are:

- 1) Voice-Over IP (VoIP) for the entire complex. Funding will come from the IT budget. This was actually a decision to accelerate the IT work as the head station installation needs to proceed to be available as the new facilities are completed. An RFP is being prepared. Estimated cost is \$45K. Ted Friend estimated the annual savings in operating costs to be \$12K. Also, problems with the existing telecom system will be resolved.
- 2) Builder's Risk Insurance. Premium cost was \$103,883, whereas the budgeted amount was \$68,200.

Wendy commented that SBS must prepare and submit a report to MSBA each month. Budget details are required.

III. Modular Structure Update

Note: A walk-through of the modular structure was provided before the meeting. Most of those present at the meeting attended the walk-through. Also present was Adam Gilsdorf from Vanguard to provide information and answer questions.

Alan Minkus provide a one-page review which included the following information. Electrical power supply was completed on Thursday, July 28, which has permitted acceleration of internal work. Various quality/code related items were identified and resolved as described on the report.

Rain water infiltration occurred on 7/26. Eight entry points have been identified and have been designated on a report prepared by Rudy Barajas, Vanguard project manager. The primary reason for the infiltration was the full roof membrane not being secured at the front and back edges of the structure when the storm struck. Remediation has included replacement of some insulation and wallboard. More detailed information is on the report.

Martin Hopkins inquired about warranty. Although focused on the modular structure, the overall project was referenced. Duncan and Jon responded that most equipment and workmanship have a one year warranty. Some portions of the project – such as roof membranes – have extended warranties.

Alan comment that work on the modular structure is expected to be completed by Friday, August 12, punch list items completed and furnishing installed by Friday, August 19. It is expected that school staff will be have access starting on Monday, August 22.

#### IV. Building Schedule Update

Tim Alix submitted a one-page report on the overall construction status. TLT has started the site preparation. Job-site trailers are expected to be set within a week. Erosion controls have been established, topsoil removed and stockpiled and the access roadway on the south side of the complex will be relocated. Remediation work is in progress, with demolition to start when remediation is completed.

The connector between the MS and the ES has been torn down. The entry to the ES has been secured.

The school department offices have been relocated to RM 107.

Ted commented that an evacuation plan is in place for all facilities.

#### V. Old/New Business

Next meeting scheduled for Wednesday, September 7, 2011. Tentative site is the library in the modular structure.

#### VI. Motion to adjourn made by Donna Davis, second by Ted Friend. Motion passes unanimously. 7:49 PM.

Ross Weaver, Recording Secretary