

Sutton School Building Committee

Regular Scheduled Mtg., Wednesday, 8/7/13, 7:00 PM
Sutton Town Hall, 3rd Floor Auxiliary Meeting Room

Present: W. Mead, K. Stuart, T. Friend, D. Davis, M. Bailey, T. Harrison, P. Brennan,
R. Weaver
Absent: M. Jerz, G. Coulter, M. Hopkins, R. Raymond, J. Smith
Guests: T. Alix (SBS), A. Minkus (SBS)
V. Dubé (Flansburgh Assoc.)

I. Call to Order:

Wendy Mead opened the public meeting at 7:00 PM.

II. Approval of minutes of 7-10-13 meeting: Motion by Tim Harrison 2nd by Mark Bailey Vote: 7-0-1

III. Finance Sub-Committee

Alan Minkus gave 7-23-13 as the most recent meeting date of the Sub-Committee. Some pending items were reviewed. Change Order 23, which includes several CCDs, was approved. Total of amounts approved to date is \$1,050,158. Electronic copy of the Contingency Status Approved Items/Financial Status Report, dated 8-7-13, accompanies these minutes.

Paul Brennan requested clarification on terminology and how the each category affects or may affect the Contingency budget.

A CCD (construction change directive) is used to established a cost range and limit for a modification or change to allow completion in a timely manner. When the actual cost has been determined, the contractor submits a change order for payment. The Finance Sub-Committee reviews and votes on all CCDs. Some have not been approved.

Alan and Tim Alix explained that the term “pending” refers to construction matters or items that have potential costs. The Finance Sub-Committee is apprised of all pending items including, where applicable, the potential cost. However, nothing is presented for vote as the information available has not reached the level of a CCD or Change Order.

Tim Alix expressed confidence in the proportion of expenditures to date from the Contingency budget at this point in the overall project. However, as previous acknowledged, there are potential items associated with renovation and upgrading of the Core Building. Tim Harrison added that he is also comfortable with the “run” rate to date. Tim also explained that the Finance Sub-Committee must re-vote on any Change Order that exceeds a CCD estimate.

VI. Construction Update:

Tom Hood is the new TLT Project Manager, replacing John Davies. He has been Project Manager for about 3 weeks and is working on the backlog of change orders paperwork to clear payments for subs. Tim Alix commented that the effort has improved and advised allowing time for Tom to clear the backlog. Alan added that Tom lives in Massachusetts and this is the only project he is working on.

Tim Harrison asked if there has been an increase in the rate of progress. Tim Alix responded that there has not. He added that the Middle School would not be available for occupancy at the start of the academic year. Although the facility is closer to completion, there are still several items and many details to be completed. The facility will not be accepted until all work is completed to obtain an occupancy permit.

Ted Friend explained that, in anticipation of the occupancy delay, staff had been asked to retain materials needed to start the academic year in the modular facility and to pack all other materials for storage, to be moved into the new Middle School when occupancy is approved. Ted added that the specifics of the move are to be determined when the timing of the move is clearer.

Ken Stuart inquired about the work on the driveway and parking lot off Boston Road. Alan responded that the work must be and will be completed before the start of the academic year. Tim added that the binder course will be laid next week.

Tim Alix next reviewed the report prepared by SBS dated 8-7-13, copy of which accompanies these minutes. Tim expanded on some items including:

- The manufacturer of the wainscoting has contacted 3M about problems with the adhesive on some panels. The wainscoting may be replaced.
- Additional drainage will be added in the courtyard. Vince Dubé explained that, as work in the courtyard progressed, it became apparent that the surface pitch from the perimeter to the central drains may not be sufficient to assure effective drainage for all areas. The additional drains will be located outside of the cafeteria and the doors from the Middle School. These will tie into the existing main drains.
- The composite panels have been shipped from the overseas manufacturer and are due in the 3rd week of August. For safety reasons, installation of these panels must be completed before occupancy.
- New furniture and equipment are ready for installation in the Library. Ted added that nothing will be moved from the existing library in the modular facility until the building is ready for occupancy.

Paul inquired about potential rain delay affect on installation of the composite panels. Tim acknowledged the possibility but, short of flooding, any delay should be brief.

VII Old Business/New Business:

Mark Bailey commented Alyssa Kerr has finished the 2nd panel. Mark also presented an e-mail from Alissa Rakauskas, also a graduate of Sutton High School, of five 30" x 109" banners to be placed at the entrance from the courtyard to the Arts & Performance Center. Electronic copy accompanies these minutes.

Vince noted that the construction plague is being completed. Mark commented that a location needs to be determined for the historic plaques removed from the former Middle (originally Elementary) School, the Core Building and, soon, from the Memorial School.

Referencing the previous discussion about expenditures from the Contingency budget, Paul asked to have the entire building committee updated on the overall budget. He acknowledged that may require an executive session. No immediate action proposed on this request.

A walkthrough will be scheduled for Tuesday, September 3, 2013, 5:00 PM

Next Meeting: Wednesday, September 4, 2013, 7:00 PM, Town Hall, 3rd Fl Meeting Rm

VII. Motion to adjourn made by Donna Davis. Seconded by Paul. Motion passed unanimously. Adjourn 7:57 PM

Ross Weaver, Recording Secretary