

WALTON ELEMENTARY SCHOOL – WAKEFIELD, MA		MEETING MINUTES
PERMANENT BUILDING COMMITTEE MEETING NO. 18	January 8, 2019	
Location:	Walton Media Center, 18 Davidson Road	
Time:	5:30 PM	

Attendees:

Name	Assoc.	Present
Joe Bertrand	PBC Chair/Advisory Subcommittee	Y
Chris Callanan	PBC/School Committee/Advisory Subcommittee	N
Jason Cohen	PBC/Advisory Subcommittee	Y
Tim Demers	PBC/Advisory Subcommittee	Y
Janine Fabiano	PBC	Y
Jerry Hammersley	PBC	Y
Jim Lavery	PBC	N
John McDonald	PBC Alternate	Y
Philip Renzi	PBC	Y
Chip Tarbell	PBC Secretary/Advisory Subcommittee	Y
Steve Maio	Town Administrator	N
Doug Lyons	WPS Superintendent of Schools	Y
Michael Pfifferling	Business Manager	Y
Elaina Byrne	Walton Principal	Y
Rick Stinson	DPW Director/Working Group	N
Chris Pierce	DPW	N
Michael Sullivan	Fire Chief/Working Group	N
Chris Blessen	Tappé Architects	N
Jim Rogers	LeftField Project Management	N
Jay Faxon	LeftField Project Management	N
Mark LaFleur	LeftField Project Management	N
Lynn Stapleton	LeftField Project Management	Y
Mark Sardella	Wakefield Daily Item	N
Kristin Liberti	Walton Teacher	N
Andy Bray	Walton Parent	N
Daniel Lieger	By-Laws Review Committee Chair	Y

A PBC Meeting was held to review the closeout progress on the Walton Elementary School Renovations and Addition Project. A quorum of the PBC members was present and the following was noted:
 Joe Bertrand called the meeting to order at 7:00 PM.

I. Administrative Actions

School's Punchlist & Status of Open Items

1. Walton's Principal, Elaina Byrne, addressed the remaining issues requiring completion throughout the school before leaving to attend the Parents/Teachers Meeting in the Gymnasium. She reviewed the punchlist she has been tracking and the following items remain open:
 - Resolution on the drainage issue with the sewer line and the overflow through the cleanout in the Art Room
 - Shades in a few rooms have still not been installed
 - Programming of lighting is not to school's satisfaction
 - Electrical outlet in Kindergarten Room 117 is not working
 - Outside light is still shining on neighbor's property – WMGLD needs to add a shield to block light spread onto neighbor's property
 - Extend walls of urinals for privacy
 - Interior Signage – 6 SPED signs need replacing as they cannot be identified as SPED spaces
 - Roof has been fixed and no leaks into the building anywhere
2. E. Byrne indicated that she would provide the school's punchlist and L. Stapleton would send it to BC to ensure that these items are scheduled for the Martin Luther King holiday when the contractors will be on site. L. Stapleton noted that there were several commissioning issues that still need resolution and that she would confirm with Tappe that their punchlists have been completed.

Vote to Approve Meeting Minutes

3. A vote to approve the meeting minutes of December 4, 2018 Permanent Building Committee Meeting occurred.

MOTION: C. Tarbell moved, seconded by J. Cohen that the PBC vote to approve the minutes of the December 4, 2018 Permanent Building Committee Meeting.

Discussion: None

VOTE: The PBC voted unanimously to approve the minutes of the December 4, 2018 Permanent Building Committee Meeting.

In Favor: 8 Against: 0 Abstained: 0

Approval of Invoices

4. The December 2018 Invoice Summary was reviewed and the following invoices for the Walton School Project were recommended for approval and voted.

MOTION: C. Tarbell moved, seconded J. Cohen that the PBC vote to approve payment of Designer Lawn Sprinkler's Invoice #40889 for the irrigation system for \$6,700.00.

Discussion: None.

VOTE: The PBC voted to approve payment of Designer Lawn Sprinkler's Invoice #40889 for the irrigation system for \$6,700.00.

In Favor: 8 Against: 0 Abstained: 0

MOTION: C. Tarbell moved, seconded J. Cohen that the PBC vote to approve payment of Brian D. McGrail's Invoice #12768 for recording of Board of Appeals Decision for \$180.00.

Discussion: None.

VOTE: The PBC voted to approve payment of Brian D. McGrail's Invoice #12768 for recording of Board of Appeals Decision for \$180.00.

In Favor: 8 Against: 0 Abstained: 0

MOTION: C. Tarbell moved, seconded J. Cohen that the PBC vote to approve payment of Amazon's Invoice #646597363373 for classroom carpets for \$602.70.

Discussion: None.

VOTE: The PBC voted to approve payment of Amazon's Invoice #646597363373 for classroom carpets for \$602.70.

In Favor: 8 Against: 0 Abstained: 0

MOTION: C. Tarbell moved, seconded J. Cohen that the PBC vote to approve payment of Amazon's Invoice #753346798598 for classroom carpets for \$589.63.

Discussion: None

VOTE: The PBC voted to approve payment of Amazon's Invoice #753346798598 for classroom carpets for \$589.63.

In Favor: 8 Against: 0 Abstained: 0

II. Construction Update

Remaining work to Complete

5. The following work remains to be completed:

- Refer to list of punchlist items above.
- Final Commissioning – Relocate the DP Differential Pressure Control, Modify the Valve Schedule and Tag Valves

Change Order Approval

6. Change Order No. 9 was presented to the PBC which totaled \$19,955.90 (Post Meeting Revision to \$16,566.74). Change Order No. 9 consisted of 4 PCOs: PCO 82 - Relocation of Fire Alarm Panel for \$6,448.63; PCO 83 - Additional Electrical for Security Doors at Main Entrance for \$553.67; PCO 85 - Existing Drainage Exploratory for \$6,179.01; and PCO 86 - Lintels for HVAC Openings per Structural Engineer for \$3,385.43.

MOTION: C. Tarbell moved, seconded J. Cohen that the PBC vote to approve the revision of Change Order No. 9 for a total of \$19,955.90 (Post Meeting Revision to \$16,566.74).

Discussion: None

VOTE: The PBC voted unanimously to approve the revision of Change Order No. 9 for a total of \$19,955.90 (Post Meeting Revision to \$16,566.74).

In Favor: 8 Against: 0 Abstained: 0

Status of New Information on Rejected PCOs

7. PCO 82 - Relocation of Fire Alarm Panel for \$6,448.63 which was previously rejected was approved in Change Order 9 based on additional information provided by the Electrical Contractor. The following PCOs remain rejected: PCO 75 - BC Acceleration and Productivity Impacts; PCO 81 - American Electrical Premium Time 2; and PCO 87 - AEC Damages of Additional Manhours.

III. Budget Update

8. There were three budget transfers and commitments made:

- a. Transfer of \$6,700.00 from Construction Contingency to Other Project Costs for Lawn Irrigation.
- b. Transfer of \$180.00 from Owner's Contingency to Other Project Costs for filing fee for recording the Board of Appeals Decision.
- c. Transfer \$16,566.74 from Construction Contingency to Change Orders for BC Change Order No. 9.

9. The Total Project Budget Status Report, dated December 31, 2018, was presented and reviewed. To date, 95.2% of the Total Project Budget has been expended and 99.8% has been committed.

IV. Other Business/Discussion

10. Daniel Lieger, Chairman of the By-Laws Committee discussed changes to the Town's By-Laws that would affect the Permanent Building Committee. In general, there was discussion about adding 2 members to the PBC from the facility in design or construction's user group and that those members would have voting rights. In addition, it would be enforced that each design and construction project have an Advisory Committee. The general opinion of the PBC is that they have always included a large group of users in their PBC, Working Group and Construction Meetings and that many of their projects have had official Advisory Groups whenever there was interest. The PBC noted that they always taken into consideration the users' wants and needs and have provided it within the parameters of the budget and project scope. The PBC felt that it would have no impact whether the users voted or not as they would always be the minority and that the addition of voting righting would only complicate issues not improve them.
11. It was noted that the MSBA would be doing a Post Construction Tour of the Galvin Middle School on February 12, 2019.

V. Next Meeting

12. The next PBC Meeting is proposed for February 5, 2019 at 7:00 PM. The proposed location will be at Town Hall if a room can be reserved.

VI. Executive Session

13. The following motion and vote was made to enter into Executive Session:

MOTION: C. Tarbell moved, seconded by J. Cohen moved that the PBC vote to enter into Executive Session.
Discussion: None

VOTE: The PBC voted to enter into Executive Session. A Roll Call was taken:

Tim Demers – In Favor	John McDonald – In Favor
Philip Renzi – In Favor	Jerry Hammersley – In Favor
Jason Cohen – In Favor	Janine Fabiano – In Favor
Chip Tarbell – In Favor	Joseph Bertrand – In Favor

In Favor: 8 Against: 0 Abstained: 0

14. The following motion and vote was made to exit the Executive Session:

MOTION: C. Tarbell moved, seconded by J. Cohen moved that the PBC vote to exit the Executive Session.
Discussion: None

VOTE: The PBC voted to enter into Executive Session to discuss legal issues. A Roll Call was taken:

Tim Demers – In Favor	John McDonald – In Favor
Philip Renzi – In Favor	Jerry Hammersley – In Favor
Jason Cohen – In Favor	Janine Fabiano – In Favor
Chip Tarbell – In Favor	Joseph Bertrand – In Favor

In Favor: 8 Against: 0 Abstained: 0

VII. Adjourn

15. The following motion to adjourn and vote were made:

MOTION: C. Tarbell moved, seconded by J. Cohen moved that the PBC vote to adjourn the meeting at 8:25 PM.

Discussion: None

VOTE: **The PBC unanimously voted to adjourn the meeting at 8:25 PM.**
In Favor: 8 Against: 0 Abstained: 0