LEFTFIELD
THE RIGHT CHOICE IN PROJECT MANAGEMENT

WALTON ELEMENTARY SCHOOL – WAKEFIELD, MA	MEETING MINUTES

PERMANENT BUILDING COMMITTEE MEETING NO. 21	May 7, 2019
Location:	Town Hall, 1st Floor Conference Room, 1 Lafayette Street
Time:	6:00 PM

Attendees:

Name	Assoc.	Present
Joe Bertrand	PBC Chair/Advisory Subcommittee	Y
Chris Callanan	PBC/School Committee/Advisory Subcommittee	Y
Jason Cohen	PBC/Advisory Subcommittee	Y
Tim Demers	PBC/Advisory Subcommittee	N
Janine Fabiano	PBC	Y
Thomas Galvin	PBC	Y
Jerry Hammersley	PBC	Y
John McDonald	PBC	Y
Chip Tarbell	PBC Secretary/Advisory Subcommittee	Y
Steve Maio	Town Administrator	Y
Doug Lyons	WPS Superintendent of Schools	N
Michael Pfifferling	Business Manager	N
Bob Schiaroli	WPS Facilities Manager	Y
Elaina Byrne	Walton Principal	N
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
Andy Bray	Walton Parent	N
Daniel Lieber	By-Law Review Committee Chair	N
Keith LaGraves	By-Law Review Committee	N

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 6:00 PM.

I. Administrative Actions

PBC Business

1. Tom Galvin was introduced as the newest member of the PBC.

2. The election of Officers for the PBC ensued and the following nominations were made and votes were taken.
MOTION: C. Callanan moved, seconded by C. Tarbell, to nominate Joe Bertrand to serve as Chairman of the Permanent Building Committee.

VOTE: The PBC voted unanimously to approve Joe Bertrand to serve as Chairman of the Permanent Building Committee.
In Favor: 8 Against: 0 Abstained: 0

MOTION: J. Cohen moved, seconded by C. Callanan, to nominate Chip Tarbell to serve as Secretary of the Permanent Building Committee.

VOTE: The PBC voted unanimously to approve Chip Tarbell to serve as Secretary of the Permanent Building Committee Meeting.
In Favor: 8 Against: 0 Abstained: 0

Vote to Approve Meeting Minutes

3. A vote to approve the meeting minutes of May 7, 2019 Permanent Building Committee Meeting occurred.
MOTION: C. Tarbell moved, seconded by J. Cohen that the PBC vote to approve the minutes of the May 7, 2019 Permanent Building Committee Meeting.

VOTE: The PBC voted unanimously to approve the minutes of the May 7, 2019 Permanent Building Committee Meeting as amended.
In Favor: 8 Against: 0 Abstained: 0

Approval of Invoices

4. The March-April 2019 Invoice Summary was reviewed and the following invoices for the Walton School Project were recommended for approval and voted.

MOTION: C. Tarbell moved, seconded by C. Callanan that the PBC vote to approve payment of Wayne Alarm's Invoice #167729 for replacement of malfunctioning smoke alarm for $291.25.
Discussion: None.

VOTE: The PBC voted to approve payment of Wayne Alarm's Invoice #167729 for replacement of malfunctioning smoke alarm for $291.25.
In Favor: 8 Against: 0 Abstained: 0

MOTION: C. Tarbell moved, seconded by C. Callanan that the PBC vote to approve payment of ASAP Drain's Invoice #13142 for snaking clogged pipe line for $200.00.
Discussion: None.

VOTE: The PBC voted to approve payment of ASAP Drain's Invoice #13142 for snaking clogged pipe line for $200.00.
In Favor: 8 Against: 0 Abstained: 0

MOTION: C. Tarbell moved, seconded by C. Callanan that the PBC vote to approve payment of All Owners Drain Cleaning's Invoice #N1136 for snaking, videoing and determining slope of clogged pipe line for $575.00.
Discussion: None.

VOTE: **The PBC voted to approve payment of All Owners Drain Cleaning's Invoice #N1136 for snaking, videoing and determining slope of clogged pipe line for $575.00.**
In Favor: 8 Against: 0 Abstained: 0

MOTION: C. Tarbell moved, seconded by C. Callanan that the PBC vote to approve payment of All Owners Drain Cleaning's Invoice #N1587 for snaking and videoing clogged pipe line for $350.00.
Discussion: None.

VOTE: **The PBC voted to approve payment of All Owners Drain Cleaning's Invoice #N1587 for snaking and videoing clogged pipe line for $350.00.**
In Favor: 8 Against: 0 Abstained: 0

MOTION: C. Tarbell moved, seconded by C. Callanan that the PBC vote to approve payment of Amazon's Invoice #C112-9735000-1937867 for 2 hand dryers for $940.00.
Discussion: None.

VOTE: **The PBC voted to approve payment of Amazon's Invoice #C112-9735000-1937867 for 2 hand dryers for $940.00.**
In Favor: 8 Against: 0 Abstained: 0

MOTION: C. Tarbell moved, seconded by C. Callanan that the PBC vote to approve payment of BC Construction's Application for Payment No. 11 for $72,734.46.
Discussion: None.

VOTE: **The PBC voted to approve payment of BC Construction's Application for Payment No. 11 for $72,734.46.**
In Favor: 8 Against: 0 Abstained: 0

II. Construction Update

Status of Closeout

5. According to BC Construction and confirmed by Tappe Architects, the punchlist is complete.

6. There has been no more clogging of the drain line to date since March 14, 2019. The hand dryers have been installed.

Commissioning Update

7. Chiller start-up and final training is to be scheduled later this month. BC Construction is to inform Bob Schiaroli and Jay Faxon of the day and time.

III. Budget Update

8. There was one budget transfer made:
    a. Transfer of $2,356.25 from Construction Contingency to Other Project Costs for: replacing malfunctioning Smoke Detector for $291.25; for drain snaking for $200.00; for drain snaking, video and slope determination for $575.00; for drain snaking and video for $350.00; and for hand dryers for $940.00.

9. The Total Project Budget Status Report, dated February 28, 2019, was presented and reviewed. To date, 99.7% of the Total Project Budget has been expended and 99.9% has been committed.

IV. Next Meeting:

10. The next PBC Meeting is proposed for June 18, 2019 at 7:00 PM. The proposed location will be at Town Hall if a room can be reserved.

V. Other Business/Discussions

High School Project Update

11. An invoice from Dore & Whittier for work on the High School Study was presented:

MOTION: C. Tarbell moved, seconded by C. Callanan moved that the PBC vote to approve payment of Dore & Whittier's Invoice # 3 for work on the High School Study for $6,000.00.

Discussion: None

VOTE: The PBC voted to approve payment of Dore & Whittier's Invoice # 3 for work on the High School Study for $6,000.00.
In Favor: 8 Against: 0 Abstained: 0

Galvin Middle School Update

12. Bond Brothers concluded a 12-hour mediation session with Geopier and Helical. The Town issued a Demand Letter to Bond.

13. Helical had provided no notice to their insurance company when settling began.

14. SGH is to review the engineering for Bond.

15. The correction work recommended will take place over the next 2 summers. There will be no summer school this year at the Galvin.

16. The solution is to drill approximately 380 8"d. holes 10-12 feet deep and fill with grout. Then, floor leveling and finishes will be re-done.

17. The work area is roughly 10 rooms and adjacent corridors

DPW Projects

18. There are two DPW projects, Repairs to the North Avenue Boudiet Garage and a Feasibility Study for a New DPW Garage.

19. An Advisory Committee will be set up for the Feasibility Study for a New DPW Garage.

20. Public Safety Building Reassessment Meeting is to be scheduled this summer to discuss priorities and functionality of the existing facility, alternates sites, design changes and opportunities for expansion within the existing building.

21. The Public Safety Building will be on the Town Meeting Ballot in November 2019.

School Projects

22. Greenwood Elementary School was submitted as an SOI for the Accelerated Repair Program (ARP) at MSBA. MSBA is scheduled to announce eligibility for the ARP on June 26, 2019 at the MSBA Board Meeting.

VI. Adjourn

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

MOTION: C. Tarbell moved, seconded by J. Bertrand moved that the PBC vote to adjourn the meeting at 6:57 PM.

Discussion: None

VOTE: **The PBC unanimously voted to adjourn the meeting at 6:57 PM.**
In Favor: 8 Against: 0 Abstained: 0