



<b>WALTON ELEMENTARY SCHOOL – WAKEFIELD, MA</b>	<b>MEETING MINUTES</b>
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<b>PERMANENT BUILDING COMMITTEE MEETING NO. 9</b>	<b>April 12, 2018</b>
Location:	Wakefield HS, 60 Farm St., Principal's Conference Room
Time:	7:00 PM

**Attendees:**

Name	Assoc.	Present
Joe Bertrand	PBC Chair/Advisory Subcommittee	Y
George Brooks	PBC	N
Lisa Butler	PBC/Advisory Subcommittee	Y
Chris Callanan	PBC/School Committee/Advisory Subcommittee	N
Jason Cohen	PBC/Advisory Subcommittee	N
Tim Demers	PBC/Advisory Subcommittee	Y
Janine Fabiano	PBC	Y
Jerry Hammersley	PBC	Y
Jim Lavery	PBC	Y
Phillip Renzi	PBC	Y
Chip Tarbell	PBC Secretary/Advisory Subcommittee	Y
Kim Smith	WPS Superintendent of Schools	N
Maria Monks Serrao	Director of Facilities/Working Group	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
Lynn Stapleton	LeftField Project Management	Y
Mark Sardella	Wakefield Daily Item	N
Andy Bray	Walton Parent	N

A PBC Meeting was held to review 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 7:01 PM.

I. Administrative Actions

*Vote to Approve Meeting Minutes*

1. A vote to approve the meeting minutes of the March 15, 2018 Permanent Building Committee Meeting occurred.

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve the minutes of the March 15, 2018 Permanent Building Committee Meeting.

*Discussion: None*

**VOTE:** The PBC voted unanimously to approve the minutes of the March 15, 2018 Permanent Building Committee Meeting.

In Favor: 5    Against: 0    Abstained: 0

*Approval of Invoices*

2. The March 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 by J. Lavery that the PBC vote to approve payment of LeftField's Invoice #10 for Construction Administration Phase Services performed in March 2018 for \$24,300.00.

*Discussion: None*

**VOTE:** The PBC voted unanimously to approve payment of LeftField's Invoice #10 for Construction Administration Phase Services performed in March 2018 for \$24,300.00.

In Favor: 6    Against: 0    Abstained: 0

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve payment of Tappé Associates' Invoice #180304 for Construction Administration Phase Services performed in March 2018 for \$12,000.00.

*Discussion: None*

**VOTE:** The PBC voted unanimously to approve payment of Tappé Associates' Invoice #180304 for Construction Administration Phase Services performed in March 2018 for \$12,000.00.

In Favor: 6    Against: 0    Abstained: 0

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve payment of Tappé Associates' Invoice #180304 for HAZMAT Consultant Services performed in March 2018 for \$5,940.00.

*Discussion: None*

**VOTE:** The PBC voted unanimously to approve payment of Tappé Associates' Invoice #180304 for HAZMAT Consultant Services performed in March 2018 for \$5,940.00.

In Favor: 6    Against: 0    Abstained: 0

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve payment of Williams Scotsman's Invoice #5637022 for the Trailer Rental for April 2018 for \$1,638.13.

*Discussion: None*

**VOTE:** The PBC voted to approve payment of Williams Scotsman's Invoice #5637022 for the Trailer Rental for April 2018 for \$1,638.13.

In Favor: 6    Against: 0    Abstained: 0

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve payment Williams Scotsman's Invoice #5635299 for the Storage Unit Rental for April 2018 for \$77.38.

*Discussion: None.*

**VOTE:** The PBC voted to approve payment of Williams Scotsman's Invoice #5635299 for the Storage Unit Rental for April 2018 for \$77.38.

In Favor: 6    Against: 0    Abstained: 0

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve partial payment to the School Department for WMGLD Invoice #1372264 for electrical usage for construction activities for February 2018 for \$1,064.67.

*Discussion:* It was noted that the school's electrical consumption has doubled based on the construction's power usage and review of past invoices. It was agreed that the electrical bill would be split 50/50.

**VOTE:** The PBC voted to approve partial payment to the School Department for WMGLD Invoice #1372264 for electrical usage for construction activities for February 2018 for \$1,064.67.  
In Favor: 6    Against: 0    Abstained: 0

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve partial payment to the School Department for WMGLD Invoice #1385394 for electrical usage for construction activities for March 2018 for \$1,338.70.

*Discussion:* No further discussion.

**VOTE:** The PBC voted to approve partial payment to the School Department for WMGLD Invoice #1385394 for electrical usage for construction activities for March 2018 for \$1,338.70.  
In Favor: 6    Against: 0    Abstained: 0

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve payment of B.C. Construction's Application for Payment No. 2 for Construction Services and Change Order No. 1 work performed March 2018 for a total of \$325,636.57.

*Discussion:* None

**VOTE:** The PBC voted unanimously to approve payment of B.C. Construction's Application for Payment No. 2 for Construction Services and Change Order No. 1 work performed March 2018 for a total of \$325,636.57.  
In Favor: 7    Against: 0    Abstained: 0

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve payment of RCN's Invoice #1 for network fiber relocation performed March 2018 for \$950.00.

*Discussion:* None

**VOTE:** The PBC voted unanimously to approve payment of RCN's Invoice #1 for network fiber relocation performed March 2018 for \$950.00.  
In Favor: 7    Against: 0    Abstained: 0

## II. Construction Update

### *Work in Progress Update*

3. B.C. Construction is making significant strides in recovering their contract schedule. If the work planned for the April School Vacation can be accomplished, B.C. Construction will be back on tract schedule-wise.
  
4. Because of the school's immediate need, a new storage unit was procured and delivered on April 6, 2018 so that the school could move stuff out of the modular. It was requested that the Project absorb the costs. The following vote was taken;

**MOTION:** C. Tarbell moved, seconded by J. Lavery that the PBC vote to approve the rental of an additional storage unit for three months for \$582.56.

*Discussion:* None

**VOTE:** The PBC voted unanimously to approve the rental of an additional storage unit for three months for \$582.56.  
**In Favor: 7    Against: 0    Abstained: 0**

*Work Completed*

5. The following work was completed since the last PBC Meeting:
- Rough inspections for Phase 1 were accomplished at the end of March 2018.
  - Clean up of construction debris found in the new entrance excavation was accomplished and the footings and foundations were formed, poured and backfilled.
  - The second location for the School Nurse and Restroom is being constructed so the Nurse can move over vacation.
  - All spaces in Phase 1 have been drywalled and most have been plastered.

*Upcoming Work*

6. The following is work planned for the upcoming week:
- Demolition of the modular is scheduled for the first weekend of the April School Vacation.
  - Excavation, forming and pouring of the addition's footings and foundations are planned for School Vacation.
  - Addition's foundation system is to be backfilled.
  - The Western Avenue parking and retaining wall will start.
  - The transformer and chiller will be set.
  - The boiler will be demolished and removed as soon as the heat can be turned off.
7. The Building Inspector and Fire Chief has approved all upcoming temporary measures for after School Vacation when the students return.
8. It was reminded that these updates could be found weekly on the project website under Contractor's Update.

*Approval of Change Orders and Potential Change Orders*

9. Change Order No. 1 was presented for approval which incorporates the PCO # 1 and PCO # 2 that were previously approved in prior PBC Meetings. The following vote was taken:

**MOTION:** C. Tarbell moved, seconded by L. Butler that the PBC vote to approve Change Order No. 1 which includes PCOs 1 and 2 for \$21,985.03.

*Discussion: None*

**VOTE:** The PBC voted unanimously to approve Change Order No. 1 which includes PCOs 1 and 2 for \$21,985.03.  
**In Favor: 7    Against: 0    Abstained: 0**

10. The following items previously discussed by the PBC as potential additional project scope will remain on the meeting minutes until action is taken and noted by each item. It was requested that Tappé or the Contractor as appropriate provide pricing for each item on the list.

<u>List of Potential Added Scope Items</u>	<u>Cost</u>	<u>Status</u>
a. <del>Telephones for All Classrooms</del>		Town to provide
b. Sound baffles in the Media Center	\$15,962.55	
c. Full VAT Abatement and New VCT Flooring		
d. Additional New Kitchen Equipment	\$15,473.00	

- e. New Window Treatments throughout
- f. Interior Wood Finish in Gym/Cafeteria
- g. Additional Windows in the Prefab Structure (Gym/Cafeteria) **\$18,639.70** (Approved 3/15/18)
- h. Painting throughout School \$22,015.21
- i. New Countertops in Classrooms \$12,023.14
- j. Replace Security System
- k. Additional FFE
- l. Projectors for Classrooms

- 11. Currently, B.C. Construction is pricing the replacement of the classroom countertops, the new sink bases and painting of all existing rooms.
- 12. The Town and School department are currently pricing the new kitchen equipment and abatement of the existing VAT flooring.
- 13. It was noted that the teachers will be out of all classrooms on June 22, 2018 and that abatement can begin on one half of the building on June 24, 2018 and can then move to the other half. This will allow construction to continue while abatement is occurring.
- 14. A Technology Package needs to be developed and cost provided to the PBC.

III. Schedule Update

- 15. The prefabricated building has been confirmed for delivery between May 14 and May 22, 2018. A two-month installation is anticipated.

IV. Budget Update

- 16. There were four Budget Transfer made from the Construction Contingency to Other Project Costs for the additional Storage Unit; to Utilities for electrical usage for construction activities; to HAZMAT for abatement activities; and to Change Orders for B.C. Construction's Change Order No. 1.
- 17. The Total Project Budget Status Report, dated March 31, 2018, was presented and reviewed. To date, 19% of the Total Project Budget has been expended and 82% committed.

V. Other Business/Discussion

- 18. No other business was discussed.

VI. Next Meeting

- 19. The next PBC Meeting is proposed for May 10, 2018 at 7:00 PM. The location will be at the Walton trailer. A walk-through will be conducted.
- 20. The next Construction Working Group Meetings will be on April 26 and May 10, 2018 at 3:30 PM at the Walton School trailer.

VII. Adjourn

- 21. The following motion to adjourn and vote were made:

**MOTION:** C. Tarbell moved, seconded by J. Lavery moved that the PBC vote to adjourn the meeting at 7:53 PM.

*Discussion: None*

**VOTE:** The PBC unanimously voted to adjourn the meeting at 7:48 PM.  
In Favor: 7    Against: 0    Abstained: 0

*These meeting minutes represent what is presumed to be a complete and accurate account of the items reviewed, discussed, directions given and conclusions drawn unless notification to the contrary is received by the next regular construction meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.*

Prepared by,  
**Lynn Stapleton**  
LeftField Project Management, Inc.