

<b>WALTON ELEMENTARY SCHOOL – WAKEFIELD, MA</b>	<b>MEETING MINUTES</b>
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	OCTOBER 2, 2018
Location:	Town Hall, 2 <sup>nd</sup> Floor Conference Room, 1 Lafayette St.
Time:	5:30 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	Y
Janine Fabiano	PBC	Y
Jerry Hammersley	PBC	Y
Jim Lavery	PBC	Y
John McDonald	PBC Alternate	N
Philip Renzi	PBC	Y
Chip Tarbell	PBC Secretary/Advisory Subcommittee	Y
Steve Maio	Town Administrator	N
Doug Lyons	WPS Superintendent of Schools	N
Maria Monks Serrao	Director of Facilities/Working Group	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
Kristin Liberti	Walton Teacher	N
Andy Bray	Walton Parent	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 5:34 PM.

I. Administrative Actions

*Vote to Approve Meeting Minutes*

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

**MOTION:** C. Tarbell moved, seconded by C. Callanan that the PBC vote to approve the minutes of the November 1, 2018 Permanent Building Committee Meeting.

*Discussion: None*

**VOTE:** The PBC voted unanimously to approve the minutes of the November 1, 2018 Permanent Building Committee Meeting.

In Favor: 7      Against: 0      Abstained: 0

*Approval of Invoices*

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

**MOTION:** J. Cohen moved, seconded C. Callanan that the PBC vote to approve payment of CCS' Invoice #16399 for projectors for \$22,173.00.

*Discussion: None.*

**VOTE:** The PBC voted to approve payment of J. Sallèse & Sons' Invoice #34488 for Lockers for \$29,875.00.

In Favor: 7      Against: 0      Abstained: 0

**MOTION:** J. Cohen moved, seconded C. Callanan that the PBC vote to approve payment of Creative Office Pavilion's Invoice #105202 for Phase 2 Furniture for \$25,031.53.

*Discussion: None.*

**VOTE:** The PBC voted to approve payment of Creative Office Pavilion's Invoice #105202 for Phase 2 Furniture for \$25,031.53.

In Favor: 7      Against: 0      Abstained: 0

**MOTION:** J. Cohen moved, seconded C. Callanan that the PBC vote to approve payment of B.C. Construction's Application for Payment No. 9 for November 2018 for \$206,688.24.

*Discussion: It was noted that with BC's Application for Payment No. 9 all base work has been billed except for \$54,798. There is still over \$200,000 in change orders that have not been billed.*

**VOTE:** The PBC voted to approve payment of B.C. Construction's Application for Payment No. 9 for November 2018 for \$206,688.24.

In Favor: 6      Against: 0      Abstained: 0

**MOTION:** J. Cohen moved, seconded by C. Callanan that the PBC vote to approve payment of Tappe's Invoice #181107 for Additional Services for Added Scope Items and Extended Time for \$28,500.00.

*Discussion: None*

**VOTE:** The PBC voted to approve payment of Tappe's Invoice #181107 for Additional Services for Added Scope Items and Extended Time for \$28,500.00.

In Favor: 6      Against: 0      Abstained: 0

## II. Construction Update

### *Remaining work to Complete*

3. The following work remains to be completed:
  - Lighting Controls Programming
  - Final Commissioning – Relocate the DP Differential Pressure Control, Modify the Valve Schedule and Confirm Heating Units are adequately Sized
4. The PBC requested that the Town get a post construction inspection of all roof areas. Capeway Roofing will be on site on 12/7/18 to repair roof leaks.
5. The supply and returns need to be fixed.

### *Change Order Approval*

6. Change Order No. 8 was presented to the PBC which totaled \$198,437.93. Change Order No. 8 consisted of 36 PCOs. The following PCOs were rejected: PCO 67 for Additional Basketball Hoops for \$19,788.28; PCO 75 for BC's Acceleration and Productivity impacts for \$218,514.62; PCO 81 for American Electrical Premium Time 2 for \$17,797.50; and PCO 82 for Relocation of Fire Alarm Panel for \$6,448.63.

**MOTION:** J. Cohen moved, seconded by T. Demers that the PBC vote to approve the revision of Change Order No. 8 for a total of \$198,437.93.

*Discussion: None*

**VOTE:** The PBC voted unanimously to approve the revision of Change Order No. 8 for a total of \$198,437.93.

In Favor: 7      Against: 0      Abstained: 0

### *Status of Furniture and Technology Completion*

7. The lockers were installed and the invoice was included in the November Invoices.

## III. Schedule Update

8. All remaining work is scheduled to be complete over the Christmas Break.

## IV. Budget Update

9. There were four budget transfers and commitments made:
  - Transfer \$4,530.00 from Testing to A/E Additional Services for a total of \$28,500 for Contract Amendment No. 6 for additional design and construction administration support for added scope.
  - Transfer \$23,970 from Construction Contingency to A/E Additional Services for Contract Amendment No. 6 for additional design and construction administration support for added scope.
  - Transfer \$29,875.00 from Construction Contingency to FFE Budget for new lockers.
  - Transfer \$198,437.93 from Construction Contingency to Change Orders for revised BC Change Order No. 8.
10. The Total Project Budget Status Report, dated November 30, 2018, was presented and reviewed. To date, 95% of the Total Project Budget has been expended and 99% has been committed.

## V. Other Business/Discussion

11. No other business was discussed.

VI. Next Meeting

12. The next PBC Meeting is proposed for January 8, 2019 at 7:00 PM. The proposed location will be at Town Hall if a room can be reserved.

VII. Adjourn

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

**MOTION:** J. Bertrand moved, seconded by C. Tarbell moved that the PBC vote to adjourn the meeting at 6:10 PM.

*Discussion: None*

**VOTE:** The PBC unanimously voted to adjourn the meeting at 8:05 PM.

**In Favor: 7      Against: 0      Abstained: 0**