

PERMANENT BUILDING COMMITTEE
Minutes February 17, 2011

Present: Chair Michael Melnick, Co-Chair Elaine Jones, Craig Blake, Bruce Ey, Thomas Joyner and Associate Member Gifford Perry. Also present as Sudbury Public Schools Liaisons to the School Building Committee: Superintendent John Brackett, School Committee Representative Jeffrey Beeler; Also present: School Maintenance Director Joseph Kupszewski and Building Inspector James Kelly.

The meeting was called to order at 7:00 p.m. in the Superintendent's Conference Room, Sudbury Public Schools.

MSBA Green Repair Project- School Building Committee Present: Project Director Timothy Bonfatti and Project Manager Jeff D'Amico, Compass Project Management, Inc.; James Russo, Andrew Barr, and Michael Flaherty, Russo Barr Associates, Inc.; Michael Denommee, BLW Engineers, Inc.

Mr. D'Amico presented an agenda for the team project meeting attached hereto and conducted the meeting involving design and scope review. The minutes of the meeting are attached hereto and both documents incorporated herein.

Mr. Beeler noted his considerable concern regarding apparent cost escalation.

At the conclusion of the project meeting, Compass Management personnel, the BLW representative, and School representatives left the meeting.

Fairbank Roofing Mr. Barr was informed that the technical specifications had been reviewed by Mr. Perry and Mr. Kelly and that many changes would be necessary. Comments had been forwarded to Mr. Flaherty in the afternoon with additional comments pertaining to the non-technical specifications reviewed by Ms. Jones. It was noted that the Central Register notice would appear on February 23 with the specifications to be available on February 25.

Roof Reports Mr. Barr was informed that Mr. Kelly and Mr. Kupszewski are in the process of compiling comments on the roof study reports. Mr. Barr acknowledged that the reports were considered drafts and stated his intention to meet with the Committee whenever the comments were available.

Town Hall Vaults Mr. Melnick reported that Town Clerk Rosemary Harvell has been approached as to her opinion in regard to installation of a fire suppression system for the vaults given the vulnerability of the entire building relative to fire. Ms. Harvell affirmed that notwithstanding the building situation, preservation protocol requires the installation of a fire suppression system for the vaults. Accordingly, a performance specification will be developed for the vaults and the project will not be combined with the HVAC system installation. Mr. Joyner and Ms. Jones will meet to perform a final review of the technical specifications for the HVAC installation before bidding.

DPW Project Mr. Kelly informed the group that he will be meeting with Mr. Elovitz in the near future in regard to the operation of the HVAC system in the building. Other considerations involve balancing, verification of positive pressure to the garage, a check of the charcoal filter placement; verification of air intake, and discussion of the merit in a possible change in location of the air intake from the front of the building to a reopened and heightened roof stack. The need for further indoor air quality testing was discussed. Due to the fact that previous air quality testing has documented that indoor air quality within the building was well below the applicable OSHA standards and that there are no established “odor threshold standards” to assist in evaluation any air quality testing results, it was agreed that air quality testing would not be performed at this time.

Ms. Jones reported that the washbay reclaim system work had been completed and was working to the satisfaction of the DPW Director, who recommended final payment to the contractor.

Minutes The minutes of the January 20, 2010 meeting as prepared by Ms. Jones and Mr. D’Amico of Compass Project Management were approved.

Meeting Schedule The next meeting will be called by the Chairs as necessary.

There being no further business, the meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Elaine L. Jones



Sudbury Green Repair Program
Peter Noyes Elementary School
Project Kickoff Team Meeting
February 17, 2011 – 7:00 PM
Location: Flynn Building (Town Hall Offices), 2nd Floor Conference Room

Purpose

- Project Update and Review Schematic Design.

Desired Outcomes

- Shared understanding of project scope & Schematic Design
- Shared understanding of potential value engineering
- Shared understanding of project schedule & deliverables

Agenda

TOPICS	HOW	WHO	TIME
Opening	Review of the Agenda & Desired Outcomes	CPM	1 min.
Schematic Design Review	- Review Schematic Design: Roofs, Windows Boilers - Discussion and Comments on Design	RBA RBA BLW ALL	35 min.
Design Details	- Discuss design details such as roof material & color, Solar panel relocation, etc.	ALL	15 min.
Value Engineering	- Discussion on Potential Value Engineering - Discussion on Scope Alternates	ALL	15 min.
Minutes Review	- Review previous minutes and discuss progress of deliverables	CPM, ALL	10 min
Next Steps	- MSBA submission on 3/3/11 for Board Mtg on 3/30/11 - New Business	ALL	2 min.
Adjournment			As req'd

Meeting Minutes

Sudbury Public Schools – Peter Noyes Elementary School Green Repair Program

Meeting: Project Meeting 2 with PBC

	Sudbury Permanent Building Committee (PBC)		Compass Project Management, Inc.(CPM)
✓	Michael Melnick (MM)	✓	Tim Bonfatti (TB)
✓	Elaine Jones (EJ)	✓	Jeff D'Amico (JD)
✓	Craig Blake (CB)		
✓	Thomas Joyner (TJ)		Russo-Barr Associates (RBA)
✓	Bruce Ey (BE)	✓	Jim Russo (JR)
✓	Gifford Perry (GP)	✓	Michael Flaherty (MF)
		✓	Andrew Barr (AB)
	Sudbury Public Schools (SPS)		
✓	John Brackett (JB)		BLW Engineers (BLW)
✓	Jeff Beeler (JBe)	✓	Michael Denommee (MD)
✓	Joseph Kupszewski (JK)		Ken Beck (KB)
✓	James Kelly (JKe)		
	Bob Morrison (BM)		

Date & Time: February 17, 2011 @ 7:00PM

Location: Fairbanks Center, Superintendent's Conference Room

Attendees: Attended: (v) Name, Affiliation

Distribution: Attendees:

ITEM	MTG DATE	TOPIC /DISCUSSION	ACTION	DUE DATE
1.01	1/20/11	INTRODUCTION & CONTRACT INFO: JD stated the desired outcomes of this meeting from the agenda. Everyone in the room introduced themselves and their role on the project. JD distributed a draft project directory and asked everyone to send him corrections or additions for their respective parties. MM noted that he will be the point person for the PBC.	ALL	On going
	2/17/11	CPM to distribute updated project directory.	CPM	2/24/11
1.02	1/20/11	MSBA PROCESS: JD distributed the MSBA checklist for Green Repair Projects that identified the responsible parties for each item. JD noted that these items have varying due dates that he will follow up with the appropriate contact for each group. The PBC is targeting the March 30 th MSBA Board meeting for project approval.	ALL PBC	2/18/11 3/30/11

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DUE DATE</u>
	2/17/11	JD noted that the filing date for the MSBA Board Meeting with the 60% CD plans and spec's is 3/3/11. The reconciled cost estimate and final budget will be submitted to the MSBA the following week.	CPM	3/3/11
1.03	1/20/11	SUDBURY APPROVAL PROCESS: MM noted that the \$2.6 million budget was approved at town meeting last night and will be put out for Town vote on 1/25 evening. JB noted that the funding approval only requires a majority vote at the election.	PBC	1/25/11
	2/17/11	Town of Sudbury approved the project funding at \$2.6 million.	Closed	
1.04	1/20/11	CONTRACTS: The PBC informed BLW & RBA that they are authorized to proceed with design of their respective disciplines with a not to exceed value of \$5,000. This NTE value will be replaced with MSBA contracts for the full value of their accepted proposals after the Town approval of the full project funding next week. The PBC asked CPM to prepare contracts for CPM, RBA, and BLW to be ready for execution after the Town Vote next week.	CPM	1/28/11
	2/17/11	Contracts for BLW, RBA & CPM have all been executed. Copies have been distributed to the signing parties, CPM and the MSBA.	Closed	
1.05	1/20/11	HAZARDOUS MATERIALS MONITORING: CPM to contact Vertex to get a proposal for Haz Mat monitoring during the construction phase.	CPM	2/4/11
	2/17/11	CPM received a proposal from Vertex for time and materials construction monitoring services not to exceed \$31,704. CPM, RBA and the PBC all agreed that this was excessive monitoring for this project. CPM noted that the bulk of the cost was to monitor roof removal. RBA noted industry standard is not to monitor roof demo, but to dispose of all roof demo in an appropriate landfill. PBC directed CPM to contact Vertex to revise their proposal and remove the roof monitoring.	CPM	2/22/11
1.06	1/20/11	EXISTING PROJECT DOCUMENTS: CPM inquired what other existing documents, reports or plans SPS has that would be useful to this project beyond what is posted on the SPS website. JB noted that he will work with the SPS facilities department to get existing plans scanned in and sent to the project team. BB to provide results of the infra red scan to RBA.	JB BB	2/3/11 2/3/11
	2/17/11	Jim Kelly issued PDF's on CD's of Noyes School plans from 1948, 1972 and 2000.	Closed	
1.07	1/20/11	EXPLORATORY INVESTIGATIONS: RBA needs to schedule exploratory masonry cuts in the Gym wall to understand the existing condition to be able to design a solution for the deficient through wall flashing. RBA intends to do this investigation next Wednesday to minimize disruption because the school has a half day. RBA to schedule pull tests for the substrate of the roofing material once the snow melts off of the roof. JB requested that all contractors or consultants working on site submit for a CORI	RBA, CPM, SPS RBA	1/26/11 February

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DUE DATE</u>
	2/17/11	check. JB to provide the Form. Consults to fill it out and submit. RBA will complete the roof pull tests and masonry cuts during the School's February vacation, pending favorable weather conditions.	RBA	2/25/11
1.08	1/20/11	PROJECT SCHEDULE: CPM distributed a detailed project schedule and walked the team through the major milestones including: completing SD by 2/11, final CD's by 3/11, bid results by 4/13; shop dwgs by 4/25 and construction commencing on 6/22. The boiler and roof work should be able to be completed over the summer. The window work will spill over into the start of the school year.	ALL	On going
	2/17/11	CPM noted that the design progress is on schedule. The 60% CD set will be issued on 2/28/11.	RBA, BLW	2/28/11
1.09	1/20/11	HVAC CONTROLS: After completion of Schematic Design, BLW to review project controls scope with Rob Morrison.	BLW, BM	2/15/11
	2/17/11	Bob Morrison provided 4 pages of comments response to the SD package, which was distributed to BLW. BLW to review comments, follow up with Bob Morrison, and incorporate changes where appropriate.	BLW	2/28/11
1.10	1/20/11	SPECIFICATIONS: EJ to send the project team what Sudbury PBC is proposing to use for a Front End specifications.	EJ	2/15/11
	2/17/11	MM requested RBA to send EJ a sample of a recent front end specification that RBA has used. RBA agreed to send the front end spec.	RBA	2/24/11
2.01	2/17/11	ROOF DESIGN REVIEW: RBA presented the roof schematic design plans to the PBC and reviewed the specific design details. The PBC selected the white PVC roofing materials. JK requested to add roof ladders to the 2 low roofs at the front of the building and a gate for the ladder in the courtyard to prevent children from accessing the roof. JK noted there are some exhaust fans that can be permanently removed, capping the shaft before re-roofing. JK noted the roof hatch needs to be replaced. The PBC requested tie offs to be added to the sloped roof since the PVC material can be more slippery than EDPM. RBA to update the plans for the next submission.	RBA	2/28/11
2.02	2/17/11	SOLAR PANELS: MM noted that the solar panels on the roof will need to be relocated by New England Breeze. MM suggested carrying \$2,000 for the relocation, CPM to follow up with NEB to get a price for the relocation costs.	CPM	3/1/11
2.03	2/17/11	STRUCTURAL PROPOSAL: The PBC inquired about RBA providing a structural review of the entire school roof. There was a lot of concern on snow load drifting between the high and low roofs. RBA noted there were a minimal number of locations where this may be a problem. RBA to provide a proposal to do a structural review of the existing plans and the actual installation.	RBA	2/23/11

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DATE</u>
2.04	2/17/11	<p>WINDOW DESIGN REVIEW: RBA presented the window schematic design plans to the PBC and described the detail options for the window project. RBA brought window samples to demonstrate. The PBC chose the option B window layout. (Option B = Aluminum framed fixed window and operable hopper window with insulated glazing units and either insulated metal panels above or insulated translucent panel above).</p> <p>RBA presented the windows on the 1970 addition that has an over sized window and a skinning tall window. RBA suggested splitting the window into 2 equal windows and extending the louver across the bottom. RBA to update the plans to the next submission.</p>	RBA	2/28/11
2.05	2/17/11	<p>DOOR SCOPE: As part of the window review, RBA noted that most of the doors and sidelights were not included. The PBC would like to see the doors and sidelight windows included to complete the thermal upgrade to the Noyes School. RBA to update the plans to the next submission.</p>	RBA	2/28/11
2.06	2/17/11	<p>BOILER DESIGN REVIEW: BLW presented the Boiler schematic design plans to the PBC. The PBC debated the pros/cons of maintaining a system with Glycol. BLW to evaluate the 2 options and report back to the PBC. The committee noted they did not like Lochivar and would like to carry PK as the basis of design for the boiler, and then Raypak and Hydro Thermal as the other 2 listed. Bob Morrison provided review comment on the boiler plans and the controls. BLW to review and incorporate where appropriately for the next submission.</p>	BLW	2/28/11
2.07	2/17/11	<p>HOT WATER HEATER ALTERNATE: The hot water heating is existing to remain. JK asked for it to be carried as an alternate in the bid documents. BLW to update the plans to include alternate.</p>	BLW	2/28/11

These minutes are considered the record of the meeting and all decisions and actions reflected herein are deemed agreed by the participants unless notice of changes are provided to COMPASS Project Management within 48 hours of receipt. The next meeting is 3/10/11 at 7:00pm at the Sudbury Public Schools Superintendent's Conference Room, 40 Fairbanks Rd., Sudbury.