

PERMANENT BUILDING COMMITTEE  
Minutes January 20, 2011

Present: Chair Michael Melnick, Co-Chair Elaine Jones, Craig Blake, William Braun, and Bruce Ey. Also present as Sudbury Public Schools Liaisons to the School Building Committee: Superintendent John Brackett, School Committee Representative Jeffrey Beeler. Also present: Energy Committee member Robert Morrison.

The meeting was called to order at 7:30 p.m. in the Flynn Building.

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

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

It was noted that the project appropriation under Article 1 of the January 19, 2011 adjourned Special Town Meeting (STM) passed almost unanimously and that the debt exclusion vote is scheduled for January 25. The project management and design contracts will be signed upon the expected passage of the debt exclusion. \

At the conclusion of the project meeting, Compass Management personnel and Russo Barr and BLW representatives left the meeting.

Designer Selection The designated Designer Selection Committee, consisting of Sudbury Public Schools Superintendent John Brackett, School Committee member Jeffrey Beeler, and Sudbury Board of Selectmen Chair's designee Michael Melnick, had reviewed the qualifications of the consultants pre-qualified by the MSBA and listed by the MSBA for selection by Sudbury. The designer candidates were ranked by the Committee based on the Selection Criteria mandated by the MSBA. BLW Engineers, Inc. for the boilers and Russo Barr Associates Inc., for the roof and windows received the highest composite rating; Baker/Wohl for roof, windows, and boilers received the second highest composite rating; and Cannon Design for roof, windows, and boilers were third in the rankings.. Dr. Brackett will forward the selection ratings to the MSBA for approval.

Contractual Matters Designer price proposals had been received from both BLW and Russo Barr and distributed to the Committee together with the price proposal from Compass Project Management. Mr. Melnick reported that Compass Management agreed to a not to exceed fee limit of \$105,000. The Russo Barr price proposal of \$114,200, excluding reimbursable roof test and masonry wall test cuts and the BLW price proposal of \$25,600 were acceptable to the Committee.

A proposal has also been accepted from Vertex Air Quality Services, LLC for the hazmat testing performed and will be considered in connection with regard to any future hazmat work relative to the boilers and windows. It was noted that no PCBs were found in the tests performed in connection with the windows. A full report is expected on the findings.

It was clarified that in accordance with the vote language, the PBC will execute all contracts on behalf of the Owner, Sudbury Public Schools. Mr. Melnick was authorized to sign all contract and related project documents.

Associate Membership The Committee voted to request the Board of Selectmen to appoint Robert Morrison as an Associate Member of the Permanent Building Committee for a term concurrent with other Associates. Mr. Morrison, a member of the Town's Energy and Sustainability Green Ribbon Committee (a/k/a Energy Committee), has expressed his willingness to assist in design review of the controls in connection with the boilers to be installed in the Green Repair Program.

Minutes The minutes of December 9, 2010 were approved. As no quorums were present for the posted December 21 interviews of Owner's Project Managers (OPM) by the Designer Selection Committee and the January 4, 2011 OPM project update meeting, written reports were distributed and will be placed on file.

It was noted that no meeting was held prior to the Special Town Meeting as there was no business to discuss.

Fairbank Roof Project Mr. Melnick reported that 85% of the design work is complete and is expected to be completed for bidding in February.

Roof Study As the Russo Barr roof study reports have not been accepted as final, Mr. Blake will gather the reports and make them available on line for review. Building Inspector Jim Kelly and School Maintenance Director Joe Kupszewski will be requested to review the reports in detail describing any inconsistencies with their respective observations. Upon completion, a meeting will be held with Mr. Barr for discussion in order to finalize the report as provided in the agreement with Russo Barr Associates.

DPW As suggested by the PBC, Mr. Kelly will be soliciting a proposal from Consultant Ken Elovitz to review the HVAC system operations of the building. The Committee authorized an expenditure for that purpose.

The replacement washbay reclaim system is complete except for some plumbing work which is expected to be completed shortly. The Committee authorized payment upon satisfactory completion.

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

There being no further business, the meeting was adjourned at 9:30 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), 2<sup>nd</sup> 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: Kickoff Meeting**

	<b>Sudbury Permanent Building Committee (PBC)</b>		<b>Compass Project Management, Inc.(CPM)</b>
√	Michael Melnick (MM)	√	Tim Bonfatti (TB)
√	Elaine Jones (EJ)	√	Jeff D’Amico (JD)
√	Craig Blake (CB)		
√	Bill Braun (BB)		<b>Russo-Barr Associates (RBA)</b>
√	Bruce Ey (BE)	√	Jim Russo (JR)
		√	Michael Flaherty (MF)
	<b>Sudbury Public Schools (SPS)</b>		
√	John Brackett (JB)		<b>BLW Engineers (BLW)</b>
√	Jeff Beeler (JBe)	√	Ken Beck (KB)
√	Robert Morrison (RM)		

Date & Time: January 20<sup>th</sup>, 2011 @ 7:30PM

Location: Flynn Building (Town Hall Offices), 2<sup>nd</sup> Floor Conference Room

Attendees: Attended: (√) Name, Affiliation

Distribution: Attendees:

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DUE DATE</u>
1.01	1/20/11	<b>INTRODUCTION &amp; CONTRACT INFO:</b> 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
1.02	1/20/11	<b>MSBA PROCESS:</b> 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 <sup>th</sup> MSBA Board meeting for project approval.	ALL  PBC	2/18/11  3/30/11
1.03	1/20/11	<b>SUDBURY APPROVAL PROCESS:</b> 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

<u>ITEM</u>	<u>MTG DATE</u>	<u>TOPIC /DISCUSSION</u>	<u>ACTION</u>	<u>DUE DATE</u>
1.04	1/20/11	<p><b>CONTRACTS:</b> The PBC informed BLW &amp; 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.</p>	CPM	1/28/11
1.05	1/20/11	<p><b>HAZARDOUS MATERIALS MONITORING:</b> CPM to contact Vertex to get a proposal for Haz Mat monitoring during the construction phase.</p>	CPM	2/4/11
1.06	1/20/11	<p><b>EXISTING PROJECT DOCUMENTS:</b> 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.</p>	JB  BB	2/3/11  2/3/11
1.07	1/20/11	<p><b>EXPLORATORY INVESTIGATIONS:</b> 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 check. JB to provide the Form. Consults to fill it out and submit.</p>	RBA, CPM, SPS  RBA	1/26/11  February
1.08	1/20/11	<p><b>PROJECT SCHEDULE:</b> 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.</p>	ALL	On going
1.09	1/20/11	<p><b>HVAC CONTOLS:</b> After completion of Schematic Design, BLW to review project controls scope with Rob Morrison.</p>	BLW, BM	2/15/11
1.10	1/20/11	<p><b>SPECIFICATIONS:</b> EJ to send the project team what Sudbury PBC is proposing to use for a Front End specifications.</p>	EJ	2/15/11
1.11	1/20/11	<p><b>NEXT STEPS:</b> CPM will manage the project schedule with RBA &amp; BLW and provide regular communication to MM who will update the PBC.</p>	CPM, MM	On Going

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 date and time is to be determined.