

Name of Committee: Heath School Building Committee (SBC)

Meeting Date: May 15, 2012 Time: 8:00 am Location: Town Hall

Attendees indicated by x; names in bold- voting members

Heath School Building Committee

Kenneth Goldstein	x	Carrie Wilson	x	Will Spears (MDS)
Helen Charlupski	x	Charles Simmons	x	Brian Pace (MDS)
Barbara Scotto	x	Jennifer Fischer-Mueller		Erin Chute Gallentine
George Cole	x	Mel Kleckner	x	Ann Blair
Carla Benka	x	Stacey McCarthy	x	Samantha Herrle (MDS)
William Lupini	x	Daniel St. Clair		Rhonda Corey
Sean Cronin				Sevetlana Bekker(MDS)
Michael Shepard	x	Raymond Masak (OPM)	x	
Peter Rowe	x	Margaret Clark (MDS)		

Public Present: None

Topic: **Meeting Minutes Approval**

Ken Goldstein made a motion to approve the minutes of April 05, 2012 (with corrections). The motion was seconded by Carla benka. The vote was unanimous to approve the meeting minutes.

Topic: **Project Overview**

The following project related topics were discussed during the meeting:

- Project Progress
- Project Proposed Change Order and Budget Update
- MDS Amendment- Geotechnical Services
- McPhail Memo- Library Addition- Geoenvironmental Engineering Issues

Project Progress

Ray Masak presented the overall progress of the project:

Phase I- Classroom Addition

- Window Installation Ongoing
- Trade (MEP+FP) rough done and Inspected
- Drywall Ongoing

- Masonry nearing completion
- Trade (MEP + FP) rough ongoing
- Door frame installation ongoing
- Two story mockup to be tested

Phase II –Cafeteria/ Auditorium

- Foundations and Underground Ductwork completed for Cafeteria
- Trades (MEP) rough ongoing
- Excavation and foundations ongoing for Library Addition
- Demo nearing completion
- Layout ongoing

Furniture

- Purchase Order to be issued this week. Furniture plan came in under budget.

Technology Plan

- Final plan agreed to by the school department. Purchase Order to be issued. Technology plan came in on budget. However, it was noted that there was additional technology needs that the Heath School staff would like to explore. Ray Masak noted that since the furniture budget was under budget, it would be prudent to explore a funding reallocation with the MSBA.

Schedule

- Project is still presently on schedule for August 15, 2012 (Ray Masak reminded the group that there was no “wiggle” room in the schedule)

Project Proposed Change Order and Budget Update

Regarding the proposed change orders for the project, Ray Masak presented that the overall costs that were either approved or proposed that would be allocated to contingency was ~\$77,542. (up from ~\$49,000 from the last meeting) . Ray Masak stated that the project costs against contingency could be significantly less than anticipated. However, George Cole stated we should be cautious in this regard as the underground utility work had not started (which presents many unique challenges).

Ray Masak presented the following budget line items

Construction Contingency	\$350,842	\$77,542 (actual)
Construction Test & Insp.	\$61,576	\$16,000 (MDS Amendment to be covered under this line item)
Furnishings	\$160,000	\$124,615 (actual)
Computer Equipment	\$120,000	\$120,000 (actual)

MDS Amendment-Geotechnical Services

Ray Masak provided the backup documentation justifying the need for additional geotechnical services. Ray stated that this was discussed at our last meeting (in concept) and that the testing budget could handle this amendment (refer above).

Library Addition- Geoenvironmental Engineering Issues

Ray Masak presented a memo prepared by MDS's consultant McPhail Associates which summarized the observations and provided recommendations regarding the initial earthwork activities with the proposed library addition. Ray stated that during design additional testing was needed to determine the extent of oil contamination which had occurred some time ago and that the contract documents had addressed this contamination. However, it was noted that after the oil contamination was encountered, the contractor elected to stop as preparations were not in place to address the encountered condition which was described in the contract documents. Ray further stated that to minimize the duration and costs associated with constructing the deep foundation for the proposed library addition, it was agreed to modify the foundations (grade beam) to minimize contaminated soil excavation/ disposal and groundwater treatment (thus the potential for a potential credit).

Ray Masak also stated that vapor intrusion mitigation measures were also recommended, ie a 60 mil vapor barrier installed directly under the slab and a venting system located below the floor slab

Topic: New/ Old Business

Parking . Ray Masak stated that additional temporary permits were required for the faculty and that the transportation department wanted a vote of HSBC to issue the permits. Mel Kleckner requested the number needed and Carrie Wilson stated only 5 more were required. On a motion made by Mel Kleckner to request 5 additional parking permits from the transportation department and seconded by Stacey McCarthy, the vote was unanimous.

Ray Masak stated that the Parking Plan for the Heath School was in the cue behind the Pierce School and that the HSBC should consider deferring the restriping of the front parking lot until the formal plan is approved.

Field Use. Based on significant amount of open space that would be disturbed, it was suggested that Erin Chute Gallentine and Lisa Paradis (Department Heads for the Parks and Recreation Departments respectively) be invited to the next meeting of the HSBC to discuss open space needs of the school.

Overall Impact on School. A question was raised regarding the impact of construction on the school. Carrie Wilson stated that although there were challenges with the ongoing construction, in general, the school was coping with the construction.

Topic: **Proposed SBC Meeting**

The next meeting of the Heath School Building Committee is scheduled for Tuesday June 12, 2012 at 8:15 AM in the Selectmen's Hearing Room.

Respectfully submitted,

Raymond Masak, PE
Owner's Project Manager