

ESBC Meeting - draft minutes  
Town Building - COA  
May 14, 2012

Attendees: SMMA Phil Poinelli  
CMS Paul Griffin  
Neil Joyce  
ESBC Craig Martin  
Stephen Quinn  
Amy Hastings  
Ellen Sturgis  
Kevin LaCoste  
Michael Wood  
Charlie Kern  
Gary Bernklow  
Lynn Colletti (arrived at 8PM)  
Audience Ann Needle  
Jim Salvie

Meeting commenced at 7:05PM.

**VOTE:** Charlie Kern motioned to approve April 9<sup>th</sup> minutes. Gary Bernklow seconded. Unanimous approval.

Craig: Gas line follow-up from April 21<sup>st</sup>. Craig Martin and Bill Wrigley requested and received record drawings from the gas company. Gas company's crew had mismarked the gas line. Gas line was put in two phases. In Phase 1 the gas company put in 210' of gas line. Gas company abandoned the 100' still in the ground. Recently when Digsafe was called, the gas company came out and marked the abandoned line instead of the new gas line. The abandoned gas line has now been removed. The gas line now goes below a porous pavement area, but as this is an unsatisfactory location, it will need to be moved. The current gas line is not in a straight line. It has two bends now, but this will need to be changed to a straight line. This should be fixed in the next two weeks.

Report from OPM, Paul Griffin, of CMS:

Deficiency report: The report was reviewed. The cross-bracing in the gym has a sag in them. They are not fully in tension. Craig requested CMS to give Stella a date to be satisfactorily done with these items.

April financial report: Budget was reviewed. Outstanding liability of \$518,502 includes \$250K of contested items by Stella. Michael Wood asked if there's enough funds to cover OPM and Architect to the end. OPM has a dispute as to when his contract ends. His attorney still needs to review and respond.

Change Orders: Change Order #20 was discussed. Stephen Quinn asked why there's a CO for decommissioning the well. Phil answered that it wasn't in the documents, but it was required by the DEP. Stephen Quinn asked why padlocks are paid by the school project, for what appears to be a maintenance issue. They are not your ordinary padlock that you buy at the hardware store. Other items listed on CO #20 (attached) as "requested by the School Administration" were not described appropriately, as most of these items are required by code or ADA.

**VOTE:** Michael Wood motioned to approved CO#20 in the amount of \$90,879.00. Gary Bernklow seconded. Unanimous approval.

Discussion of Payment Requisition #23: About \$1.5 Mil is still retainage of 5% .

**VOTE:** Craig Martin. Motioned to approved Payment Requisition #23 not to exceed \$695,120.42. Gary Bernklow seconded. Lynn Colletti opposed. Approved.

Punchlist: Reviewed list of items for Phase 1. Glass guardrail on second floor lobby still needs to be resolved with Hank of SMMA. Work is anticipated to be complete this week. Skylight metal will be installed when metal panel is installed on Phase 2. Skylight testing will be done at the same time windows will be tested on Phase 2. Paneling in gym is about 98% complete. Movable partition in gym is installed, but not wired yet to operate.

Phase 2: Masonry is being installed. Windows are on site, beginning installation. Floors are poured. Too rainy this week to open up the roof. Added lintel to foundation in old gym is installed. Steel (misc.) arrived timely.

Phase 2 Schedule: CPM (Critical Path Method) schedule from Stella was returned by CMS to accelerate. CMS will not accept the July 30<sup>th</sup> date. Stella believes any delays were not due to him. Most of the CCDs (Construction Change Directive) were a result of demolition, therefore there should be a decline in CCDs going forward.

MSBA exclusions to Change Orders will be dealt with at final audit.

Paul of CMS spoke with Paul Fowkes about fundraising match. MSBA is working on it with legal on how to process it. Anticipated that latest will be processed is during the final audit.

SMMA: Phil Poinelli: Presented the plaque and the committee corrected name spellings.

OPM contract: Discussion with Bill Wrigley ongoing on review of contract. Bill and counsel are reviewing contracts.

Next meeting date is June 11<sup>th</sup>, July 9<sup>th</sup>, August 13<sup>th</sup>.

Attached is a correspondence list.

**VOTE:** Michael Wood motioned to adjourn. Craig Martin seconded. Unanimous approval. Meeting adjourned 8:52PM.

Minutes respectfully submitted by Amy Hastings

Below is the correspondence list:

5/14 From Glenn via Ellen to committee April 27 deficiency report  
5/14 From Paul via Ellen to committee: CO & PR for tonight  
5/12 From Neil via Ellen to committee: Project meeting minutes 5/8/12  
5/11 From Lorraine via Ellen to committee: draft Plaque  
5/10 From Ellen to committee: agenda for 5/14/12  
5/10 From Paul via Ellen to committee: partial April financial report  
5/9 From Michael to committee: draft minutes 4/9/12  
5/7 From Joe Stella via Ellen to committee: CPM April 2012 update  
5/6 From Craig Martin cc committee Letter to NStar re gas main break 4/21/12  
5/5 From Neil via Ellen to committee: Project meeting minutes 5/1/12  
4/30 From Neil via Ellen to committee: Project meeting minutes 4/24/12  
4/26 From Ellen to committee re Gas Main break/Glenn site report  
4/21 From Neil via Ellen to committee Project Meeting minutes 4/17/12  
4/17 From Neil via Ellen to committee Project meeting minutes 4/10/12  
4/11 From Julia/CMS via Ellen to committee Stow Monthly March 2012 Reports (in 2 parts)

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**Change Order**

PROJECT (Name and address): **The Francis/Center Elementary School**  
 380 Court Road, Room 202  
 Stow, Massachusetts 01775

CHANGE ORDER NUMBER: **020**  
 DATE: **May 16, 2012**

OWNER:  **ARCHITECT:**   
 **CONTRACTOR:**   
 **FIELD:**   
 **OTHER:**

TO CONTRACTOR (Name and address): **F.J. Sullivan Construction Company**  
 50 Main Street  
 Wakefield, Massachusetts 01880

ARCHITECT'S PROJECT NUMBER: **00020**  
 CONTRACT DATE: **June 15, 2010**  
 CONTRACT FOR: **General Construction**

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
 (Include, where applicable, any unapportioned amount attributable to previously executed Construction Change Directives)

PCO #1.3	Revised transformer location per CCD #31	\$	1,438.00
PCO 131	Provide custom connection #1 Fire Pump Control Panel	\$	2,197.00
PCO 135	Documentation existing well	\$	4,500.00
PCO 137	Removal of unfire-rated insulation containing materials at existing boiler per CCD #32	\$	10,607.00
PCO 139	Stage lighting relocation	\$	7,540.00
PCO 148	ACM Removal at Uniformers Underlab Pipe Trenches	\$	11,971.00
PCO 140	Provide mounted bracket and fire physical rating equipment as requested by School Administration	\$	1,483.00
PCO 142	Provide structural steel support at Building A stage area due to unfire-rated conditions	\$	5,415.00
PCO 143	Provide additional wood blocking at Children wood panel enclosures as to align with floor tile pattern design	\$	2,142.00
PCO 144	Replace fire extinguisher cabinet at corridor C156 to flush design as requested by School Administration	\$	294.00
PCO 145.2	Provide twelve (12) stainless steel palllocks with interchangeable cores as requested by School Administration	\$	1,053.00
PCO 146	Provide field welding at existing structural column base plates due to unfire-rated field conditions per CCD #95	\$	797.00
PCO 149	Provide additional wall water testing to determine filter treatment requirements	\$	1,175.00
PCO 151.4	Provide plumbing work relating to fire valve, escape switches, backflow devices and flow switches per CCD #86	\$	3,697.00
PCO 151.2	Plumbing revision relating to gas service piping. Work was performed in conjunction with gas utility company direction per CCDs 47 and 48.	\$	5,912.00
PCO 152	Additional trash rack removal at Phase 2 areas per Contract Unit Price	\$	4,867.00
PCO 153	Add fire dampers at corridor transfer ducts to Girls' Toilet A107 and Boys' Toilet A109	\$	576.00
PCO 154	ACM Quantity Adjustment - Contract vs. Actual ACM Removal	\$	15,471.00

The original Contract Sum was	\$	23,601,900.00
The net change by previously authorized Change Orders	\$	445,977.00
The Contract Sum prior to this Change Order was	\$	24,047,877.00
The Contract Sum will be increased by this Change Order in the amount of	\$	90,757.00
The new Contract Sum including this Change Order will be	\$	24,138,634.00

The Contract Time will be increased by **zero (0) days**.  
 The date of Substantial Completion as of the date of this Change Order therefore is Phase 1A Substantial Completion in August 27, 2010; Phase 1B in December 9, 2011; Phase 1C in January 27, 2012; Phase 2 in June 12, 2012.

**NOTE:** This Change Order does not include changes to the Contract Sum, Contract Time or Guaranteed Minimum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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