

## Wahconah Building Meeting Minutes

April 21, 2009

Meeting called to order by Jim Huebner at 7:00.

Present: Jim Huebner (chair), Susan Carroll-Lombardi, Billie Henderson, Jim Chivers, Rita Furlong, Bill Goddard, Donna Harlan, George Desmarais, Marge Foster and Jim Drawe.

Motion made by member Chivers and seconded by member Furlong

- To approve the minutes of the April 7, 2009 meeting.

Motion passed with one abstention. (Foster)

### Science Lab

- An invoice was presented for change order expenses of: 1)relocating 3 electrical conduits(\*)\$834, 2) a soffit to accommodate the drop ceiling (\$660) and 3) removing 2 cross bracings and replacing them with 1 at the top of the bar joist (\*)\$340. (Total change order invoice \$1,834)
- There was much discussion as to whether the things done to raise the exhaust pipe (\*) should have been considered change orders, as doing this was part of the original contract.
- The engineer, contractor and subcontractors all felt that relocating the electrical conduits and moving the cross bracing were not within the scope of the original contract, and the science lab subcommittee agreed to these change orders.
- **Action item:** Jim Drawe will bring suggestions to our next meeting as to how the building committee should form and use a "change order subcommittee" to clarify the process by which change orders can be made in a timely way.

Motion made by member Huebner and seconded by member Carroll-Lombardi

- To approve the final payment to Barry Architects for the Science Lab project in the amount of \$800.

Motion passed unanimously.

Motion made by member Huebner and seconded by member Carroll-Lombardi

- To approve the final payment to Salco, Construction for the Science Lab project in the amount of \$24, 836, this includes the expenses or the change orders in the amount of \$1,834.

Motion passed.

8 yes

2 no (Furlong, Goddard)

- Marge Foster reported that she had received an estimate of \$2,797 to remove the old chemicals from the lab, through the Berkshire County Collaborative.
- The Science Lab "Open House" reception is to be held, Thursday, April 30, 2009 from 6:30 to 8:00. SABIC employees and representatives from the Berkshire Taconic Foundation – Central Berkshire Fund have been invited, along with community volunteers.
- **Action item:** Jim Huebner will speak with Shawn Therrian about the specifics of the presentation and agenda for that evening. Donna Harlan and Susan Carroll-Lombardi will also coordinate with Shawn as representatives of the district administration and the school committee respectively.

### **Other Projects**

- Marge Foster reported that 3 quotes had been received for refinishing the gym floor and that there would be a mandatory site visit tomorrow, Wednesday, April 22, 2009. Marge Foster and Mike Daniels will lead the site visit for prospective companies.
- Marge Foster also reported that the RFB for the hall lockers will be filed with Central Registry on Thursday, April 23, 2009.

### **OPM Candidates**

- George Desmarais gave the committee an overview of the duties of the Owner's Project Manager as stated in the contract.
- The committee also reviewed the numerical summary of the written and oral presentation evaluations. These evaluations were designed to narrow the field of applicants to 3.
- Each committee member was given an opportunity to state their opinion concerning the 2 OPM candidates, and then the committee took a vote as to which candidate would best suit the needs of the Wahconah Building Committee.
- The OPM subcommittee will negotiate a professional services fee with Cardinal Construction, Inc., specifically referencing project estimating and grant writing.
- **Action item:** Marge Foster will set up the negotiation meeting with Cardinal Construction.
- **Action item:** Jim Huebner will contact NETCO Construction Project Managers about the committee's decision.

### **Designer (Engineer/Architect) RFS**

- **Action item:** Committee members will review the written presentation of Reinhardt Associates that they submitted in response to the RFS for Architectural and Engineering Services for 13 renovation projects and 1 design project.

- **Action item:** George Desmarais will collect committee member's interview questions for Reinhardt Associates. The interview is to take place at the next Building Committee Meeting, Tuesday, May 5, 2009 at 6:30 PM.
- Committee members suggested a more structured interview process that would involve a presentation with out committee member questions and a short committee meeting before a period of time for questions from the committee.
- **Action Item:** Marge Foster will set up the interview meeting with Reinhardt Associates from Agawam, MA.

### **New Business**

- A member asked about the progress on the fiber optic cable link project and if we had received an update from Rick White. The committee has not received any new information from Rick White, and the fiber optic cable link project is to be included in the design/completion projects for which the committee is currently seeking a designer.

Motion made by member Huebner and seconded by member Chivers

- To adjourn the meeting at 8:53 PM

Motion passed unanimously.

Meeting Adjourned

**Next Meeting** – Wahconah Building Committee –May 5, 2009– WRHS Library 6:45-9:00 PM with designer interviews to begin at 7:00 PM