

Wahconah Building Meeting Minutes

October 20, 2009

Revised October 22, 2009

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

- *Jim Huebner announced the sad news that Jason Dion's mother had passed away and that he would not be in attendance at tonight's meeting.*
- *He also announced that Cardinal Construction had donated \$1,000 to the athletic department at Wahconah in memory of Robert "Boog" Powell.*

Present: Jim Huebner, (chair) John Bantjes, Billie Henderson, Marty Phillips, Rita Furlong, Bill Goddard, Jim Chivers, Jim Drawe, Susan Carroll-Lombardi, George Desmarais, Kerry Ryan (CBRS Physical Wellness Director), Mike Daniels (WRHS Head Custodian), My-Ron Hatchett (Reinhardt Associates) and Brent Arthaud (Cardinal Construction)

Motion made by member Chivers and seconded by member Furlong

- To approve the minutes of the October 6, 2009 meeting.

Motion passed unanimously.

- The committee was reminded about "Open Meeting Law." Information can be shared outside of the regular meetings but not discussed or deliberated. Any discussion online or among a quorum that might lead to a decision should not occur outside an open meeting.

Bus Lane Design

- Jim Chivers and Bill Goddard both had suggestions about the bus lane design. Bill had marked the drawings and Jim recommended a diagonal walk-way from the parking lot area to "A" lobby.
- **Action Item:** This subcommittee will set up a meeting to consolidate design recommendations to give to Reinhardt Associates. (Jim Chivers, Bill Goddard, Marty Phillips)

General Contractor's Contract

- My-Ron Hatchett reported that the contract had been received from Garland Construction & Griffin Electric and everything was in order.
- **Action Item:** Susan Carroll-Lombardi will sign the contract after approval by the School Committee on October 22, 2009. She will also issue a "notice to proceed" letter and contact My-Ron Hatchett about the SC approval.
- **Action Item:** My-Ron Hatchett will set up a "pre-construction" meeting with the general contractor and the following building committee members: Marty Phillips, Mike Daniels, Susan Carroll-Lombardi, Jim Chivers, Jim Conro
- **Action Item:** Susan Carroll-Lombardi will see that the contract is scanned and sent to School Committee members for their review before the meeting October 22, 2009.

- **Action Item:** Billie Henderson will contact Diane Koch in the CBRSD central office to get this general contractor's contract approval motion and any other contract approval motions from this meeting on the October 22, School Committee Meeting agenda.
- Marty Phillips advised My-Ron Hatchett as to the CORI check procedure for the construction crew. Each person must present their photo identification in person when they fill out the CORI form.
- My-Ron Hatchett and Mike Lizzi from Reinhardt Associates will be supervising and inspecting the work of the General Contractor.
- **Action Item:** Jim Huebner will speak at the SC meeting on October 22, 2009 at Becket-Washington School and be available to answer questions about the General Contractor's contract.

Bleachers

- Mike Daniels asked how the bleachers would be delivered, with concerns about unloading, staging, etc.
- My-Ron Hatchett reported that the school would receive 2 days notice before the bleachers arrived, and that the company is responsible for everything involved in installation, which should take about 1 week.

High Speed Data Link

- The work began on Monday, October 19, 2009 and the trench has been dug from Wahconah to the woods, skirting around the soccer field.
- My-Ron Hatchett reported that Collins Electric should finish the project by the middle of November.

Doors

- Prior to the meeting George Desmarais and My-Ron Hatchett had reviewed all of the documentation concerning doors and door hardware in an effort to reconcile any differences and double check for accuracy.
- Any changes or corrections that were made should be cost neutral.

My-Ron Hatchett left the meeting at 7:40 PM

Track

- Kerry Ryan had contacted Nick Cavaleri, (WRHS Track Coach), who had expressed a concern about some of the repaired patches on the track. Kerry had forwarded his concern onto Marge Foster so that he can get the contact information for Copeland. He would like for the company to take a look at the potential problem areas before the project is closed.

Skylights

- The custodian at WRHS that went up on the roof with Vermont Roofing expressed a concern that the Vermont Roofing company's scope of the project may not include sealants or flashings.
- **Action Item:** Susan Carroll-Lombardi will talk with Cheryl Cachet to try and reference the specifications for the skylight replacement, as Jason Dion and Marge Foster are out of the office for a few days.

Hall Lockers

- Marty Phillips reported that 95-98% of the punch list repairs have been made: 9 doors have been replaced and BBE is waiting for 4 locks, hooks and a panel to finish.
- The building committee will make the final payment to BBE when these punch list repairs are completed.

Designer Contract Negotiations

- George Desmarais reported about the negotiation team and Reinhardt Associates had come to an agreement on a contract for the Feasibility Study and Schematic Design of the Green Wahconah and Athletic Facilities projects.
- The fee that was agreed upon, of \$140,000, includes \$50,000 for the Feasibility Study, \$65,000 for Schematic Design and a “not to exceed” amount of \$25,000 for Reimbursable expenses.
- The fee roughly relates to an estimated \$5 million in construction costs. Cardinal Construction derived the estimate from cost/square ft. assumptions for the Athletic Facilities and a 20 year payback in reduced energy costs schedule for the Green Wahconah project.

Motion made by member Desmarais and seconded by member Huebner

- To award the design contract for the Feasibility Study and Schematic Design for the Green Wahconah and Athletic Facilities projects to Reinhardt Associates, and to accept the payment schedule issued October 19, 2009 on Attachment A in the amount not to exceed \$140,000 for Basic Services and Reimbursable Expenses.

Motion passed unanimously.

- The Athletic Facilities Advisory Group and the Green Wahconah Advisory Group will meet with Reinhardt Associates and Cardinal Construction tentatively on October 28, 2009 for the first Owner’s Meeting.
- **Action Item:** Brent Arthaud will edit the designer contract to remove the MSBA responsibility language for the feasibility and schematic design phase, since they are not involved.
- Brent Arthaud reported that Cardinal has a meeting scheduled with a lobbyist this week to discuss grants, and they should have a list of grant options soon.
- **Action Item:** Susan Carroll-Lombardi will get the designer pay schedule information to the School Committee for review before their meeting, October 22, 2009.
- Brent Arthaud recommended, and the WBC agreed, that the fee of 8% of basic services (Phase II) and schematic design (Phase I) of an approved construction cost estimate for Phase II should be a part of the motion for School Committee approval. The fee percentage will have been negotiated, should Reinhardt Associates be selected as the designer for Phase II.

Project Tracking

- The committee thanked George Desmarais for his updates of this document.

New Business

- Brent Arthaud asked the committee about budget tracking for the upcoming design projects, and he was referred to Marge Foster.
- Billie Henderson reported that Jim Stankiewicz had discovered that we do not qualify to apply for the NFL Grassroots Grant for football fields and adjacent facilities because we aren't in their target market.
- Susan Carroll-Lombardi reminded the committee that all meetings, including subcommittee meetings, should be posted through the CBRSD central office.
- The committee thanked Brent Arthaud and Cardinal Construction for their kind donation in memory of Robert "Boog" Powell.

Motion made by member Chivers and seconded by member Furlong

- To adjourn the meeting.

Motion passed unanimously.

Meeting adjourned at 8:50 PM

Next Meetings: November 3 & 17, 2009, 7:00-9:00 PM in the Wahconah library.