Name of Committee: Heath School Building Committee (SBC)

Meeting Date: December 06, 2011 Time: 4:00 pm 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)	x
Helen Charlupski	x	**Charles Simmons**		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**		Samantha Herrle (MDS)	x
William Lupini	x	**Daniel St. Clair**	x	Rhonda Corey	x
Sean Cronin	x			Sevetlana Bekker(MDS)	x
Michael Shepard		Raymond Masak (OPM)	x		
Peter Rowe	x	Margaret Clark (MDS)	x		

Public Present: None

Topic: **Meeting Minutes Approval**

Helen Charlupski made a motion to approve the minutes of October 11, 2011. The motion was seconded by Carla Benka. The vote was unanimous to approve the meeting minutes.
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Topic: **Project Overview**

The following project related topics were discussed during the meeting:

- Project Progress
- Budget Surplus- PFA Amendment
- Committee Votes- Budget Reallocation: Field
- Interior Finishes Update

Project Progress

Ray Masak presented Nauset Construction's (General Contractor) progress since the start of the project:

- Fence Installation
- Trailers
- Site Preparation

- Excavation
- Footings and Walls

Ray Masak also presented the modeling that used by the architect to coordinate their design. Ray stated that this material was forwarded to the contractor for their coordination effort as well.

Budget Surplus- PFA Amendment

Ray Masak presented the following key dates regarding the execution of the PFA Amendment:

Bid Opening (120 Calendar days):	September 13, 2011
Contract Execution:	September 29, 2011
Submit Actual Breakdown of Construction Costs:	November 11, 2011
PFA Amendment to Town:	December 06, 2011
Town Comments to MSBA:	December 20, 2011
PFA Execution by Town:	January 04, 2012

Ray Masak stated that the Town had received the PFA Amendment from the MSBA showing a surplus of project funds. He then gave an overview regarding the available surplus for the project stating that the replacement of the existing temperature control needed to added back in to the PFA amendment. If this revision is acceptable to the MSBA, then the available funding surplus will be close to the analysis presented at the SBC October 11, 2011 meeting (Attachment A). He stated that it is the policy of the MSBA to leverage their share of the excess funding for other projects. Bill Lupini stated that that the Town still needed to work with the MSBA to maximize the available funding as the project did not exceed the funding limits for technology or furnishings. Ray Masak added that he has informed the MSBA that the Town would like to discuss the surplus issue further and would contact the MSBA to set up a meeting or a conference call.

Committee Votes- Budget Reallocation, Field

Budget Reallocation. Ray Masak stated that the printing costs were higher then envisioned when he prepared the original budget by ~$10,000 and he proposed that this overrun could be covered by project contingency. In order to get possible MSBA approval (for funding purposes), Ray stated that he needed a vote of the committee to submit this budget revision to the MSBA.

Mel Klekner made a motion to approve the reallocation of funds ($10,000) from project contingency to the printing line item. The motion was seconded by Bill Lupini. The vote was unanimous to approve the Budget reallocation.

Field Regrading. Ray Masak stated the proposed alternative was to add sod, install an irrigation system and to improve the slope of the field to provide a more level playing area. Ray requested that the field regrading be eliminated and that the committee vote accordingly. Ray stated he was concerned with the size of the playable parts of the field (much smaller than anticipated), the slope being created and possible impact to the trees to construct the field as envisioned. The committee requested cost data and it was agreed to table this issue to a future meeting.

Interior Finishes Update

Samantha Henle presented MDS's latest version of the proposed finishes. Samantha stated that based on past input from the committee, MDS modified their vision such that the proposed finishes were more a continuation of the architectural features that presently exist in the building. A discussion ensued and the following summarizes the decisions that were made by the SBC regarding finishes to allow MDS to provide direction to the contractor.

Classrooms. MDS presented the material for the cabinets: wood laminate (maple) and stated a more durable edge band would be provided- both materials were requested by the committee. There were no changes to the finish scheme originally presented- VCT floor tile, carpet (k/ pre-k), wall paint, horizontal laminate surface for cabinet tops (all classrooms except science), and solid surface for science room cabinet tops. It should be noted that the quartz floor tile originally proposed was replaced with VCT floor tile based on input from the Town's flooring vendor.

Classroom Hallways. MDS simplified the floor and wall patterns including the continued use of the green color for the door frames which was requested by the committee. There were no changes to the locker layout presented or the material selection for this area (floor tile, wall tile, paint, and walk off mats).

Multipurpose Room. MDS simplified the design of the floor as well as the selection of colors as requested by the committee. It was restated that the finishes should not narrow the scope of the room. There were no changes to the paint, acoustical material and mats being provided for the walls as well as the flooring material.

Cafeteria. Although there was very little changes in finishes presented (paint, flooring, flooring pattern), the SBC was in agreement that the floor pattern presented (narrow striping) had the potential to conflict with the furniture setup and MDS was requested to present other options for the pattern of the flooring. For the new storefront frame, MDS did not introduce a new color but rather

stayed with the green color used throughout the building as requested by the committee.

Library/ Auditorium. MDS presented the carpet selection for these areas and the carpet selection for the auditorium was modified. Carpeting is the only finish that was proposed to be changed in these spaces.

Bathrooms. MDS presented the black solid surface to be provided for the toilet partitions. The other finishes (tile and paint) were also acceptable to the committee.

There appeared to be general consensus with the finishes by the committee except for the cafeteria flooring pattern.

Topic: **New/ Old Business**

Parking. At the last meeting, Carrie Wilson raised a concern regarding parking; overnight, temporary during construction and permanent after construction. Ray Masak stated that he coordinated a meeting between the School Department and the DPW's Transportation Division as requested and the only issue which needs to be addressed is that a permanent parking plan needs to be established when construction is completed – a request from the school department needs to be forwarded to the Transportation Division so a plan can be developed.

Communication. Ray Masak stated that weekly updates are being sent out by Rhonda Corey through the existing listserv established for the project.

Sledding. Ray Masak stated that all the tree trunks had been removed from the hill which is used for sledding.

Topic: **Proposed SBC Meeting**

The next meeting of the Heath School Building Committee is scheduled for Monday February 6, 2011 at 8:30 AM.

Respectfully submitted,

Raymond Masak, PE
Owner's Project Manager

Attachment A- TOTAL PROJECT BUDGET

	Nauset Contract	**$6,159,185**		
Actual/ Est Costs	Entire Building Controls (Est)	125,000		
	Repair Existing Roof (Actual)	33,281		
	Tunnel Abatement (Actual)	22,392		
	Total Actual/ Est Costs	**$6,339,858**		
	Surplus Funding	**$676,989**	**Town**	$406,193
			MSBA	$270,796
Suggested Alternates	Alt- Entire Building Controls	125,000		
	Alt- Expand Technology	TBD		
	Alt- Expand Furnishings	TBD		
PFA Budget	**Construction**	**$7,016,847**		
	Const. Contingency 5.0%	$350,842		
	Subtotal Construction	$7,367,689		
	Soft Costs			
	Design	519,957		
	Additional Design	60,000		
	Peer Reviews inc estimates	25,000		
	Project Management (OPM)	160,000		
	Project Representative (OPM)	70,000		
	Builders Risk	15,000		
	Transportation	0		
	Printing & Advertising	5,000		
	Construction Test & Insp.	10,000		
	Hazmat - Asbestos Monitoring	15,000		
	- LSP/ Testing	25,000		
	Relocation Costs	15,000		
	Survey (in design fee above)	0		
	FF+E- Classrooms	55,000		
	- Cafeteria	24,000		
	- Library	5,000		
	- Custodial	14,000		
	Commissioning (by MSBA)	0		
	Educational Technology	55,000		
	Informational Technology	10,000		
	Other- Cleaning, etc	25,000		
	Project Contingency	24,354		
	Soft Cost Subtotal	1,132,311		
	Grand Total	$8,500,000		
Other Alternatives	Alt- Expanded Play Area 5-12	383,790		
	Alt- New Play Area Pre-k / K	117,700		