Caleb Dustin Hunking School – Haverhill, MA	Meeting Minutes

School Building Committee (SBC)	Date:	June 28, 2016
	Location:	Shawmut Construction Trailer, Hunking Construction Site

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
School Building Committee (Voting):			*NV5 (NV5)*		
Mayor James J. Fiorentini	SBC	Y	Bill Cunniff	NV5	Y
Superintendent James F. Scully	SBC	Y	Jeffery Luxenberg	NV5	N
Francis Bevilacqua	SBC	Y	Adam Sniegocki	NV5	Y
Jonathan Goldfield	SBC	N	William Shaw	NV5	N
Orlando Pacheco	SBC	N			
Michael Peugh	SBC	Y	JCJ Architecture (JCJ)		
Robert Scatamacchia	SBC	N	James LaPosta	JCJ	N
Gail Sullivan	SBC	Y	Doug Roberts	JCJ	Y
Ernest DiBurro	SBC	Y	Jim Hoagland	JCJ	N
Colin LePage	SBC	Y	Katy Lillich	JCJ	Y
Chuck Benevento	SBC	Y			
			Shawmut Design & Construction (SDC)		
School Building Committee (Non-Voting):			*John Hartshorn*	SDC	N
Thomas Geary	HPS	Y	Bob Joubert	SDC	N
Jared Fulgoni	HPS	Y	Joe Pollock	SDC	Y
Stephanie Crostin	HPS	Y	Lauren Slaven	SDC	Y
			Andrew LaRosa	SDC	N
Haverhill Public Schools (HPS)			Ryan Lynch	SDC	Y
Beverly Cassano	HPS	Y			
Kathleen Smith	HPS	N	*Public:*		

Mayor Fiorentini called the meeting to order.

Before a vote was taken to approve the May 24, 2016 SBC meeting minutes, Mayor Fiorentini informed the school board members that a construction related accident occurred within the building site on the morning of June 27, 2016. He then asked if the project team could give some more details concerning the incident. SDC, in response, informed the board members that a trespassing individual who was asleep in some tall brush, went unseen by an excavator operator and was injured as the area was being cleared. SDC did not know the individual's idendity or current condition at the time of the meeting but responded that they would attempt to find out. SDC also noted that OSHA has been informed of the incident and that a representative from the Occupational Safety & Health Administration has walked the construction site with the SDC safety officer and deemed that everything was in order.

1. Approval of Meeting Minutes from May 24, 2016 SBC Meeting:

   MOTION: made by Mr. LePage, seconded by Mr. DiBurro and approved unanimously, to approve the May 24, 2016 meeting minutes.

2. Construction Schedule Update:

   NV5 summarized the progress made since the April 26, 2016 SBC meeting. The project is approximately 75% complete and is currently on schedule for substantial completion in January 2017. Finishes are going well with Area-A the farthest along as VCT floor tiles, ceiling tiles, classroom millwork and painted moving forward unencumbered. Existing school demolition is gearing up for a July 2016 start with the Gym being taken down during the first phase and the Gym following during the second phase. Area-A roof top units are scheduled to start this week with balancing and control work to follow. JCJ has been progressing with the furniture and technology procurement, with those activities commencing over the summer. Exterior site and utility work continues around the school with sidewalks, driveways and curbing being installed.

3. Invoice Approval:

   MOTION: made by Mr. DiBurro, seconded by Mr. Peugh and approved unanimously, to authorize the following payment to NV5 for services rendered for the month of May 2016:

   - Invoice #38 for OPM Construction Administration Services performed in May 2016 to the amount of $47,500.00 by NV5.

   MOTION: made by Ms. Sullivan, seconded by Mr. DiBurro and approved unanimously, to authorize the following payment to JCJ for services rendered for the month of Mayl 2016:

   - Invoice #24 for A/E Designer Construction Administration, Design Amendment #13 Services and Design Amendment #14 Services performed in May 2016 to the amount of $84,976.25 by JCJ Architecture.

   MOTION: made by Mr. DiBurro, seconded by Mr. LePage and approved unanimously, to authorize the following payment to SDC for services rendered for the month of May 2016:

   - Invoice #13 for CM Construction Services for Construction Services in May 2016 in the amount of $2,706,291.22 by SDC.

MOTION: made Mr. DiBurro, seconded by Ms. Sullivan and approved unanimously, to authorize the following payment to JTC for services rendered for the months of April 2016 and May 2016:

- Invoice #1510040-18 for Testing Services in April 2016 for the amount of $860.00 by JTC.
- Invoice #1510040-20 for Testing Services in May 2016 for the amount of $700.00 by JTC.

4. GMP & Construction Contingency Use Approval:

The GMP and Construction Contingency use requests were briefly described individually by Mr. Cunniff before a vote was considered. After each change had been described and briefly discussed a motion was made to pass all of the contingency use requests together.

MOTION: made by Superintendent Scully, seconded by Mr. DiBurro and approved unanimously to authorize all of the GMP and Construction Contingency Uses Requests totaling $57,390.00. and a Change order and BRR will be presented to the mayor for signature.

The GMP Construction Contingency line item will be adjusted to reflect changes 1-2.

1. BT-258 (Budget Transfer): $16,467 to add plastic laminate panels under select classroom sinks to conceal exposed pipes outside of the existing wall cavity. These offsets were necessary in order to route plumbing piping around existing structural steel.

2. BT-259 (Budget Transfer): $4,876 to add soffits to conceal beams with spray on fireproofing. Work was not shown on the construction documents.

Change Order #7 and a BRR will be presented to the mayor for signature to reflect changes 3-5.

3. CR-103 (Change Request): $8,722 to add electronic locks, key card readers and electrical infrastructure at three (3) locations in response to the school department's request for upgraded security and safety.

4. CR-113 (Change Request): $14,089 to add sprinkler heads to the skylight area. This change is necessary due to fire code requirements. This work was not shown on the construction documents.

5. CR-114 (Change Request): $13,236 to replace the epoxy paint for fiberglass reinforced plastic (FRP) panels in the kitchen, janitor and dry storage areas. The FRP material change will assist with easier maintenance for staff and add to the longevity of the wall surfaces.

5. Public Comment:

There was no public comment

6. Upcoming Meetings:

   MOTION made by Ms. Sullivan, seconded by Mr. DiBurro and approved unanimously to schedule the next School Building Committee meeting for July 19, 2016 at 8:30 AM. The meeting will be located at the Shawmut construction trailer at the Hunking building site.

7. Meeting Adjourned:

   MOTION made by Mr. DiBurro, seconded by Ms. Sullivan and approved unanimously to adjourn the meeting.

Prepared by: Adam M. Sniegocki, NV5
-End of Minutes-