

Caleb Dustin Hunking School – Haverhill, MA

Meeting Minutes

| | | |
|--|-----------|---|
| <u>School Building Committee (SBC)</u> | Date: | October 13, 2015 |
| | Location: | Shawmut Construction Trailer, Caleb Hunking Middle School Construction Site |

Attendees:

| Name | Assoc. | Present | Name | Assoc. | Present |
|--|--------|---------|--|--------|---------|
| <u>School Building Committee (Voting):</u> | | | <u>Joslin Lesser + Assocs/NV5.(JLA/NV5)</u> | | |
| Mayor James J. Fiorentini | SBC | Y | Bill Cunniff | JLA | Y |
| Superintendent James F. Scully | SBC | Y | Jeffery Luxenberg | JLA | N |
| Francis Bevilacqua | SBC | Y | Adam Sniegocki | JLA | Y |
| Susan Danehy | SBC | Y | William Shaw | JLA | N |
| Jonathan Goldfield | SBC | Y | | | |
| Orlando Pacheco | SBC | N | <u>JCJ Architecture (JCJ)</u> | | |
| Michael Peugh | SBC | N | James LaPosta | JCJ | N |
| Robert Scatamacchia | SBC | N | Doug Roberts | JCJ | Y |
| Gail Sullivan | SBC | Y | Dan Ruiz | JCJ | Y |
| Ernest DiBurro | SBC | Y | Jim Hoagland | JCJ | N |
| Colin LePage | SBC | Y | Katy Lillich | JCJ | Y |
| Chuck Benevento | SBC | N | | | |
| | | | <u>Shawmut Design & Construction (SDC)</u> | | |
| <u>School Building Committee (Non-Voting):</u> | | | Muharem Mahmutovic | SDC | N |
| Thomas Geary | SBC | Y | John Hartshorn | SDC | N |
| Principal Jared Fulgoni | SBC | Y | Bob Joubert | SDC | Y |
| | | | Tim Hurdelbrink | SDC | N |
| | | | Sam Hanna | SDC | N |
| | | | Ryan Lynch | SDC | Y |
| <u>Haverhill Public Schools (HPS)</u> | | | | | |
| Beverly Woodhouse | HPS | Y | | | |
| Beverly Cassano | HPS | Y | <u>Public:</u> | | |
| Kathleen Smith | HPS | N | | | |
| | | | | | |

Mayor Fiorentini called the meeting to order.

1. Approval of Meeting Minutes from September 8, 2015 SBC Meeting:

Mr. Goldfield announced that he would abstain from the vote to approve the meeting minutes since he was not present at the last SBC meeting.

MOTION: made by Superintendent Scully and seconded by Mr. LePage and approved unanimously (minus Mr. Goldfield), to approve September 8, 2015 meeting minutes.

2. Construction Documents and Schedule Update:

William Cunniff from JLA/NV5 summarized the progress made since the September 8, 2015 SBC meeting. The project is currently on schedule and within budget. Work continues on the exterior envelope of the building, with structural steel, sheathing, masonry, insulation and waterproofing crews coordinating their work, in order to meet SDC's target of an early December weather tight status. Temporary heat will be established, once the gas line is secured and a meter is installed, which is scheduled for Mid-November. With cooperation and assistance from Verizon, the utility poles have been relocated at the bus exit driveway. The utility easement plan will be generated by Verizon, based upon the as-built location of the poles; the easement will then be forwarded by Verizon to the City of Haverhill.

After the committee viewed the on-site project stormwater management construction video, the Mayor asked for more detail on what size storm event the system was designed to handle. He was informed the system was designed for a 100 year storm, and that it was conceivable, in an extraordinary event, that the system would be taxed to detain more stormwater than designed, but that the design of the site paving and grading would prevent any of the water from flooding the street or neighboring areas, as the retention system catches up and filter the runoff water into the city storm water system.

3. Invoice Approval:

MOTION: made by Mr. Goldfield and seconded by Mr. Bevilacqua and approved unanimously, to authorize the following payment to JLA/NV5 for services rendered for the month of September 2015:

- Invoice #30 for OPM Construction Administration Services performed in September 2015 for the amount of \$47,500.00 by JLA/NV5

MOTION: made by Mr. DiBurro and seconded by Mrs. Danehy and approved unanimously, to authorize the following payment to JCJ for services rendered for the month of September 2015:

- Invoice #16 for A/E Designer Construction Administration performed for September 2015 in the amount of \$43,067.68 by JCJ Architecture.

NOTE: During this point of the invoice approval process, Mr. DiBurro requested that a list of major subcontractors and suppliers be generated for the building committee.

MOTION: made by Mr. DiBurro and seconded by Mr. Goldfield and approved unanimously, to have SDC provide a list of major subcontractor and suppliers working on the site for the next SBC meeting. SDC indicated that they would provide this list for the next SBC meeting.

MOTION: made by Mr. Goldfield and seconded by Mr. LePage and approved unanimously, to authorize the following payment to SDC for services rendered for the month of September 2015:

- Invoice #5 for CM Construction Services for Construction Services in September 2015 for the amount of \$2,641,491.94 by SDC.

MOTION: made by Mr. DiBurro and seconded by Ms. Sullivan and approved unanimously, to authorize the following payment to John Turner Consulting, Inc. (JTC) for services rendered between the months of May 2015 and August 2015:

- Invoice #1510040-01 for Testing Services in May 2015 for the amount of \$2,107.50 by JTC.
- Invoice #1510040.04R for Testing Services between June 2015 and August 2015 for the amount of \$6,350.00 by JTC

MOTION: made by Mr. Goldfield and seconded by Ms. Sullivan and approved unanimously, to authorize the following payment to BFS Printers (BFS) for services rendered in the month of May 2015:

- Invoice #638081 for Printing Services in May 2015 for the amount of \$289.09 by BFS.
- Invoice #638080 for Printing Services in May 2015 for the amount of \$539.93 by BFS
- Invoice #638082 for Printing Services in May 2015 for the amount of \$1,091.79 by BFS

The Committee voted unanimously to authorize payment of all invoices for services performed between the months of May 2015 to August 2015 totaling \$ 2,742,437.93.

4. Contingency Use Approval:

A GMP Contingency Use request has been made by SDC and presented to the SBC by JLA/NV5. This request is to bridge the gap of \$52,991.00 between the originally budgeted costs for the lowest Ceramic Tile trade bidder (West Floor Covering, Inc.) and the 2nd lowest (Capitol Carpet & Flooring Specialists, Inc., after West withdrew their low bid, due to a clerical error.

JLA/NV5 explained the separate project contingencies - Owners, GMP & Construction - and that this was the first GMP contingency use request on the project.

5. Change Order Approval:

JLA/NV5 informed the SBC that the change order that was noted on the meeting agenda was not ready to present to the board yet, and that it would be in order for next month's meeting for review and approval

6. Public Comment:

- There was no public comment

7. Other Business:

The amended Project Scope and Budget Agreement (PSBA) was presented to the SBC by JLA/NV5. It was explained that the overall project costs decreased through the trade bidding process and that therefore the City of Haverhill's share of the project costs also decreased along with the MA School Building Authority grant. With the amended project budget the City can afford to bond \$300,000.00 less to meet their cost obligation. The amended PSBA has been reviewed, approved and signed by Mayor Fiorentini for submission to the MSBA.

8. Upcoming Meetings:

MOTION made by Mr. Goldfield and seconded by Mr. DiBurro and approved unanimously for next School Building Committee meeting to be on November 17, 2015 in the School Department Conference Room at Haverhill City Hall at 8:30 AM.

9. Meeting Adjourned:

MOTION made by Ms. Sullivan and seconded by Mrs. Danehy and approved unanimously to adjourn the meeting.

Prepared by: Adam Sniegocki, Joslin, Lesser + Associates
-End of Minutes-