

Lunenburg School Building Committee Meeting



Project Management
An NV5 Company

Date:	01/13/16
Location:	Thomas C. Passios, Room 13
Time:	6:30 PM
Next Meeting:	02/10/2016 6:30:00 PM Town Hall

	Name		Affiliation
✓	Loxi Jo Calmes	Lunenburg Superintendent of Schools, LSBC	(LSBC)
✓	Michael Mackin	Lunenburg School Committee, Chair	(LSBC)
✓	Colleen Shapiro	Lunenburg School Committee, LSBC Member	(LSBC)
✓	Tom Alonzo	BOS Representative, LSBC Member	(LSBC)
✓	Greg Bittner	Planning Board, LSBC Member	(LSBC)
✓	Mark Erickson	Finance Committee, LSBC Vice Chair	(LSBC)
✓	Mike Barney	Citizen, LSBC Member	(LSBC)
✓	Brian Frank	Citizen, LSBC Member	(LSBC)
✓	Greg S. Roy	Citizen, LSBC Member	(LSBC)
✓	Kerry Lafleur	Town Manager, LSBC (non-voting member)	(LSBC)
✓	John Londa	Director of Facilities, LSBC (non-voting member)	(LSBC)
✓	Brian Spadafino	LHS Principal, LSBC (non-voting member)	(LSBC)
✓	Tim Santry	Lunenburg Public Schools	(LSBC)
✓	Pete McCauliff	Lunenburg Public Schools	(LPS)
✓	Charles Hay	Principal-in-Charge, Tappé Architects	(Tappé)
x	Jen Littlefield	Tappe Architects	(Tappé)
✓	Stuart Lesser	Joslin, Lesser / NV5	(JLA-NV5)
x	Jeffery Luxenberg	Joslin, Lesser / NV5	(JLA-NV5)
✓	Inga Knox	Joslin, Lesser / NV5	(JLA-NV5)
x	Robert Alger	Joslin, Lesser / NV5	(JLA-NV5)
✓	Michael Kearns	Shawmut Design & Construction	(SDC)
✓	Jonathan Hirst	Shawmut Design & Construction	(SDC)
x	Philip Conroy	Shawmut Design & Construction	(SDC)
✓	David Rodgers	Citizen	(CIT)
✓	Carl Luck	Citizen	(CIT)
✓	Jamie Toale	Citizen	(CIT)
✓	Paula Bertram	Citizen	(CIT)

Discussion

1 Call to Order

The meeting was called to order at 6:35 PM by Mr. Mackin, Chairperson of the Lunenburg School Building Committee.

2 Business

- Next meeting will be held on February 10, 2015 at 6:30pm at the Town Hall

Discussion

3 Approval of School Building Committee Minutes

The Lunenburg School Building Committee reviewed minutes from the following meetings:

- December 9, 2015 LSBC Meeting

Motion: The Lunenburg School Building Committee voted to approve the meeting minutes from December 9, 2015. The motion was unanimously approved.

4 Chair's Report

Mr. Mackin, Chairman of the Lunenburg School Building Committee provided a brief project status overview. The project is approximately 73% complete. It has been ongoing for roughly (2) Two years and (8) Eight months. It is on time and on budget.

Chairman declared that during the duration of this project the Committee closely considered its expenditures and budget management. Despite contingency usage proposals for certain items, there was no intention of expending the project's contingency fund in its entirety.

Note: This section will be added to the monthly meeting Agenda for future notification and status updates from the Chairman of the LSB Committee.

5 Monthly Invoices

Joslin Lesser (JLA-NV5) presented monthly progress invoices for work completed through December, 2015 for Joslin Lesser - NV5 (OPM), Tappe Architects (Designer), Shawmut Design & Construction (Payment Requisition No.17).

Motion: The Lunenburg School Building Committee voted to approve the December, 2015 invoices as presented by Joslin, Lesser (JLA-NV5). The motion was unanimously approved.

Discussion

6 Monthly Approvals & Commitments

Change Order No.7 & List of Potential Changes:

Joslin Lesser (JLA-NV5), Shawmut Design & Construction (SDC) and Tappe Architects (TA) presented Change Order No.7. This change order package included the following items:

1. **CR041 (RFI 352)** Revise Space Temperature and Humidity Sensor Mounting Heights, (Add \$2,455.00)
2. **CR068A (RFP-016-REV.1)** Base Contract Revisions From FF&E Meetings - Misc. Changes (Excludes Art Storage and T&M Authorized Work), (Add \$14, 668.00)
3. **CR068C (RFP-016-REV.1)** Base Contract Revisions From FF&E Meetings - Art Storage Room (Add 11,773.00)

Note: Authorization to proceed with this work was voted on 12.9.15

4. **CR070 (RFP-018)** Added Dishwashers in A106 & D144, (Add \$2,744.00)

All items presented were previously listed in a Potential Change Order Log which is distributed during Committee meeting. Additionally a draft of this package was issued via email to all Committee Members for review and comment.

Mr. Erickson inquired if individual items listed in this change order package can be reviewed and/or presented individually.

The Construction and Design Team clarified that each item could be its own change order, however, it is a standard industry practice to combine as many Change Requests (items as listed above) in one package as possible. This helps to streamline review process. Should there be an item in the package that the Building Committee does not approve it can be removed from the package.

A draft package is distributed about one week ahead of the meeting. Any items that require further clarification or review can be removed from the final package until clarification is obtained.

Motion: The Lunenburg School Building Committee voted to approve Change Order No.7 as presented. The motion was unanimously approved.

Discussion

7 Contingency Scope Adds

Further conversation and review of Contingency Scope Adds took place during this meeting. The goal of review was to further share all information with the Community and present benefits as well as disadvantages for these items. No approvals were required at this time, however as the project moves forward and final information on the items is available, votes will be required on whether to proceed or forgo scopes adds listed below.

Mr. Mackin, Chairman of the School Building Committee, shared a decision letter from Bond Counsel stating that the following scope adds are considered to be outside of project scope, therefore to be removed from the list:

- 1. Flashing School Zone Lights**
- 2. Replacement of Turf surface at the existing field.**
- 3. Demolition of Thomas C. Passios Building.**

Outdoor Study Area (Classroom): This space was included in the GMP as an allowance. Final design came in at a higher cost. However the site contractor, Powell, is looking to donate all construction except for electrical scope. Powell asked for naming rights. This is being reviewed by the Town. Once review is available update will be provided for this Committee. It is an overall net credit for the work if the scope is donated.

Relocation of Existing Murals & a Digital Mural Reproduction: This work was reviewed. Except one mural, all existing murals in the high school building which will be demolished, can not be relocated. The murals have a historical and sentimental value to the alumni and community. This proposal is to digitally reproduce murals to a wallcovering for application in the new building. One mural is proposed to be relocated because it is safe to do so.

One mural was to be relocated because it has a sentimental value to the community. This mural also does not require costly abatement process due to original adhesion method. Both original and reproduction images will be located in collaborative spaces of the new building.

Shawmut is in process of pricing this item.

Discussion

Maintenance Garage: Existing maintenance garage used by the school is to be demolished as part of new site plan. The school will require a new garage to store maintenance and snow removal equipment. Construction of new maintenance building was considered at design stage of the school project, however it was value engineered. It was questioned whether this is a necessity or discretionary add. This is space is vital for storage as there is no other place to store snow removal, landscaping and maintenance items.

This building exists today but will be demolished during Phase 2 construction. Construction of new building was Value Engineered during VE process. Question came up about records of Value Engineered items. The Construction and Design Team will go back in look for records of value engineered scope.

Cost presented for this item is an estimate. Shawmut is in process of pricing this item.

Touch Screen Monitor for Athletic Archives: A discussion took place to understand the need for such a space in the building. It was discussed whether this item is a luxury or a benefit to the community. A monitor built in with in millwork with a specific software would allow alumni to search for all Athletic records, photos and images of trophies not displayed at the display area, a sentimental benefit which could help fund raising effort in the future. New building simply does not have enough space to accommodate all the physical display memory items for the Athletics program. A sub committee was formed to review and make proposals for future location for the athletic achievement history items.

Concerns were voiced about high cost for the software and monitor for this design. These will be reviewed at a later date, when other, potentially less costly options are investigated by both, Committee members and the Design Team.

Site Digital Sign: This items and its need for the school were discussed by the Committee. It is beneficial to have a place to display announcements, game times, whether alerts etc. The cost for the sign was a concern, it was noted that color sign is probably not what the Town is looking for. A simpler monochrome sign would be a better options.

Although arguable, it was noted that the sign could be a helpful tool of communication in town. It is a good tool to have to display event dates and accomplishments for the Town / School.

Discussion

Added Cooling to the Building: This item was value engineered prior to the start of construction. The building is equipped with capability to add cooling systems at any time. Adding the system at the time of construction is a cost saving.

Tappe Architects presented finalized additional services fee proposal in the amount of \$6,600 for the design of the system. At a previous meeting approval was obtained to proceed with design based on a range. The add. services fall within the approved range of \$5,000-\$10,000.

Motion: The Lunenburg School Building Committee voted for approve design work for added cooling as presented by Tappe Architects. The motion was unanimously approved.

Change sod to artificial turf at the new athletic field: A discussion was held on pros & cons of artificial turf vs. sod fields. Final decision was not made. Artificial turf is less immediate maintenance, however it has to be replace every fifteen to twenty years which adds a significant lump sum cost. Turf does allow for games to take place during rainy seasons. While sod rarely needs to be replaced but has to be maintained on a regular basis.

Lunenburg's School Athletic Director, Pete McCauliff, presented a summary of Lunenburg Athletic Program at present, the use of athletic fields and how this will be changing with new building and new programs in place. The presentation concentrated on a benefit for turf field as it will give the school an ability to have games more efficiently without down time that is required for rainy season for the sod fields.

A question came up about short & long term operational cost analysis. The design and construction team will help the School to research and present further information about this subject.

This item will be further reviewed at upcoming meetings.

8 Construction Activity Update

A construction update image slideshow was presented at the meeting.

Note: Weekly Construction Meetings are on Wednesdays at 10:00am in the Shawmut trailer. Everyone is welcome to attend and walk the site. Rob Alger is available to set up time for site visit.

Discussion

9 Public Comment

The following comments and questions were presented at the meeting:

Carl Luck - Citizen

Mr. Luck noted that funds can be potentially saved. There is not need to spend all the Contingency funds. Funds were saved during Value Engineering process which could be saved as whole with out having to spend.

Mr. Luck asked about Documents that list all the Value Engineered items. The VE process was held in a series of meetings and reviews. The design and construction team will go back and see what documentation is available.

David Rodgers - Citizen

Mr. Rodgers voiced concerns that some documents like meeting minutes were not accessible to the public on the website. it was a technical issue which was brought to the Team's attention and was fixed. Greg Bittner noted that frequently asked questions section on the website should be updated as it is out of date.

Mr. Rodgers asked the School Building Committee how Board of Selectmen will be involved in the process of Contingency Expenditures. All items will presented to Board of Selectmen and all comments will be considered. Once all information is collected and shared, the School Building Committee will vote on proceed or not proceed on the Contingency Items.

Lights: Have the project provided lighting for the sports fields? The Answer was, yes the project provided for lights for the fields.

Sign: There is an emergency system in place in Lunenburg. Therefore the sign may be useful but not necessary to communicate emergency related alerts.

Cooling: Currently design and built air cooling system complies with all regulations and requirements. The expended system is good to have but required by code or regulations.

Mr. Rodgers noted that just because there are funds available, it does not mean that those funds are to be spent.

Discussion

Paula Bertram - Citizen

Ms. Bertram noted that the funds are tax payer funds and tax payers should know where the funds are allocated to. May of the Contingency Scope Adds described in this meeting are a benefit to the school and community, however the citizens should be given the opportunity to be informed of these items.

Ms. Bertram asked about maintenance, replacement & operational cost for turf field vs sod field surfaces. Similarly operational logistics should be presented as they relate to the Air Cooling. It would be good to understand how the added Air Cooling will be managed and if it will add cost to the energy bill for the school. Who will be in charge of turning on and off and when it will be operational. These details will be looked at by the Committee and presented once information is available.

10 Adjournment

The meeting was adjourned at approximately 8:45 pm.

These meeting minutes were prepared by Joslin, Lesser (JLA-NV5). Please notify Joslin, Lesser (JLA-NV5) within 48 hours of receipt of this document regarding any required corrections or clarifications.