



**MAYNARD
TOWN SCHOOL BUILDING COMMITTEE**

**MEETING MINUTES
Meeting # 48-12
July 27, 2011**

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
x	Robert Gerardi	Superintendent Maynard	✓
x	Pete DiCicco	Business Advisor Maynard	✓
x	Mike Sullivan	Town Administrator	✓
No	Laura Chesson	Principal, MHS	✓
x	Jerry Culbert	Committee	✓
x	Matt Briggs	Committee	✓
x	Philip Berry	School Committee	✓
x	Anthony Midey	Committee	✓
No	Ken Neuhauser	Committee	✓
x	Chris Johnson	Committee (FinCom)	✓
x	Bonnie Winokar	Committee	✓
x	Ed Mullin	Committee	✓
No	Bob Nadeau	Committee (Selectman)	✓
x	Marie Morando	Secretary	✓

Additional attendees: Pat Saitta, Municipal Building Consultants and Brook Trivas Tappe' Associates and Gregg Lefter, Maynard Facility Manager

July 27, 2011

Meeting opened at 6:30 PM

Jerry Culbert presiding

1. Reviewed Agenda prepared by Committee

2. Safety:
 - No issues discussed

3. JC – motion to approve invoices 2nd AM
 - Tappe - \$127,500.00

 - FedEx - \$12.08

 - Motion passed – 5-0

 - 1 member abstained

JC – motion to approve minutes of 7/13/2011 – 2nd by MB –

Motion approved 6-0

Discussion: are there any updates on the project – BT – added that there were 7 addendum issued during the bidding process. All addenda's are available at the school and town hall. Also, that they were able to get a rigid insulation to install in the outer wall cavity with a sole source manufacturing company, Dow. This will help increase the overall efficiency of the building.

JC – move to accept Dow Rigid Cavity insulation that was required to meet the energy requirements of the exterior wall and envelope characteristics.

Motion -2nd by MB – Motion passed -6-0

GC Bids:

- 7 bids were received today and ranged between \$36,650,000 and \$42,487,000. The low bidder was CTA Construction of Waltham.

JC – motion to accept the lower bidder, CTA Construction in the amount of \$36,650,000 contingent upon the approval of MSBA to transfer funding from one line item to another and that CTA fulfills all the certification of contractual and statutory requirements 2nd PB – Motion passed -6-0

4. Budget:

- The low bid was approximately one million over the construction budget but with the use of \$700,000 of unreimbursed construction contingency funds leaving over \$1,800,000 or 5% in contingency) and the use of \$300,000 of the Owners contingency (leaving \$600,000) the budget remains intact. The \$300,000 of Owners contingency being moved is potentially reimbursed dollars but our experience is that this category is not normally fully expended. (Post script – MSBA has approved the transfer of the contingency funds to the construction line item.

Discussion re: contracts – the contractor was prequalified by the town before the general bids were received.

One of the sub-bidders has withdrawn his bid he said they had made a mistake and we are going to return their bid deposit. We are going to award the contract to the second bidder so we know from the start that there is going to have a change order in approximately \$50,000.00, the low bidder was \$124,000 and the next bidder was \$177,000. This is for glass and glazing, you could rebid this because we have some time before this part of the contract happens.

Contracts are scheduled to be executed ASAP with construction to commence in late August 2011 with the balance of the schedule as planned. We are hoping to have this completed at our August 3rd meeting.

5. Construction testing:

Central Register ad to be placed to appear on 8/10/11 with proposals due on 8/24/11! Tappe will complete the proposal form and forward for inclusion

6. Groundbreaking ceremony:

Briefly discussed that it would occur in **late September 2011**, to be finalized at a later date!

Site Work: Construction fence will hopefully be up in late August and the prep of the site will commence.

7. Next meeting

- August 3, 2011 at 6:30 pm – **the meeting schedule will go back to 1st and 3rd Wednesday's of the month**

JC – motion to adjourn – 2nd MB – motion passed, 7-0

School Building Committee
July 13, 2011

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
No	Bob Gerardi	Superintendent Maynard	✓
no	Pete DiCicco	Business Advisor Maynard	✓
X	Mike Sullivan	Town Administrator	✓
X	Laura Chesson	Principal, MHS	✓
No	Jerry Culbert	Committee	✓
X	Matt Briggs	Committee	✓
X	Philip Berry	School Committee	✓
No	Anthony Midey	Committee	✓
No	Ken Neuhauser	Committee	✓
X	Chris Johnson	Committee (FinCom)	✓
No	Bonnie Winokar	Committee	✓
No	Ed Mullin	Committee	✓
x	Bob Nadeau	Committee (Selectman)	✓
X	Marie Morando	Secretary	✓

Additional attendees: Pat Saitta and Chuck Adam Municipal Building Consultants and Brook Trivas, Tappe' Associates, Gregg Lefter, Facilities Manager

July 13, 2011

Meeting opened at 6:30 PM

Phil Berry presiding

Pat Saitta gave an update on the sub-bid openings today. Received 59 sub-bid packages and it looks like we are right on budget. They have not finished the analysis when they do they will send it out to the Chair. From first look it doesn't seem that there is much of gap between the lowest bidder and the next one. During the prequalification they qualified 10 general contractors, they estimate that there will be maybe 8 – the opening is July 27, 2011 at 4:00 pm. We are still on track for an August contract signing. Access

to the site during construction will still be through Tiger Drive with restrictions in place. No truck traffic between 7:00 AM. to 8:30 AM and 2:00 to 2:30 PM. The contractor will try to get the construction fencing up before school starts. Right now there are 63 seniors at the school and Ms. Chesson is concerned about the parking for the seniors during construction.

Municipal Building Consultants – submitted their monthly report

PB – motion to approve the following invoices 2nd MB

- Municipal Building Consultants – \$16,230.00
- Tappé – \$251,900.00
- Fed Express – \$12.13
- Blatman, Bobrowski & Mead, LLC– \$2,292.50
- ProPay submission was distributed for signature to Municipal and Tappé.

PB Motion to approve minutes from June 15, 2011 – 2nd MB – passed 4-0

Prior to the bid, 4 addenda were issued. In Addendum 4 there was a change to the SOMWBA / SDO regulations. SOMWBA / SDO changed the way the percentages are calculated. MBE and WBE can now be a combined percentage not individual percentages.

All of the low bidders on masonry are WBE/MBE firms which may help the General Contractor bidders achieve the required percentages

The OPM site representative has just finished a job in Woburn he has worked out great with Brooke and with the City. He interviewed when the town hired Municipal Building Consultants.

The new Maynard Facility Manager, Gregg Lefter was introduced.

PB – motion to adjourn 7:15 pm – 2nd CJ

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