



**MAYNARD  
TOWN SCHOOL BUILDING COMMITTEE**

**MEETING MINUTES  
Meeting # 54-18  
November 2, 2011**

**DRAFT**

<b>PRESENT</b>	<b>NAME</b>	<b>AFFILIATION</b>	<b>E- MAIL DISTRIBUTION</b>
x	Robert Gerardi	Superintendent Maynard	✓
x	Pete DiCicco	Business Advisor Maynard	✓
x	Mike Sullivan	Town Administrator	✓
x	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	✓
x	Bob Nadeau	Committee (Selectman)	✓
x	Gregg Lefter	Town Facility Manager	✓
x	Marie Morando	Secretary	✓

Additional attendees: Chuck Adam, Municipal Building Consultants and Jose Soliva Tappe' Associates

School Building

Committee

## November 2, 2011

### **Meeting opened at 6:40 PM**

Jerry Culbert, presiding

PD –no safety issues

J Culbert- the door outside the principal's office needs to be addressed; it is not opening properly.

EM – motion to approve the following invoices; 2<sup>nd</sup> by AM

Blatman, Bobrowski and Mead:	\$518.50
Federal Express	\$12.02
Municipal Building Consultants	\$28,100
Tappe	\$30,072
CTA, Application No. 3	\$378,257

Any Discussion: BN – what is included in Tappe's administrative costs. PS – described the shop drawings that need to be completed with the sub-contractors and they are trying to keep ahead of this; this is clearly spelled out in their contract. They are working on as builds as well. Motion passed 6-0

Briggs Engineering has submitted an invoice for \$746.00; this is for testing services at the site; this needs to be approved by the OPM's representative on the site.

EM – Motion to approve an invoice of \$746.00 submitted by Briggs Engineering with the approval of Peter Cox. 2<sup>nd</sup> by AM – motion passed -6-0

Change order #1 -in the amount of \$121,661.

EM – motion to approve the change order in the amount of \$121,661, 2<sup>nd</sup> JC,

Any discussion: EM – yes, would like to make sure that the letter to DCAM from Mike Sullivan has been sent and that it has been placed in the elevator's file. – Motion passed -6-0

CJ – asked what a pencil requisition is. – PS – stated that a pencil req. starts the process for payment.

CJ – motion to approve minutes of 10/5/2011 – 2<sup>nd</sup> BW – motion passed -6-0

BN – why does it say on CTA requisition that there is a line item for playground – this is for landscaping, outside furniture, sports equipment, this was submitted by the landscape architect?

OPM – submitted October report

The project is working from D to A – foundation D and C – is where the auditorium is.

PS – stated that CTA has been cooperating with the owners; very professional. Steel fabrication has been ongoing; the goal is to get the foundation in before the frost and we should be fine before Christmas. We are awaiting winter work schedule and we will attach it to the schedule. The builder has been cooperative with the school.

JC – we would like to change the monthly meeting to the second Wednesday of the month, to give the OPM, Tappe and CTA enough time to approve the requisitions, so we don't have to go back and forth. When we meet on the second Wednesday, we will have approved documentation.

EM- motion to move the regular monthly meeting to the second Wednesday of each month – Seconded by AM – motion passed – 7-0

Next scheduled meeting is Wednesday, December 14, 2011 at 6:30 pm

BN – suggestion to move the baseball games to Crowe Park – to change the back stop is roughly \$12,000 – LC – we have met with Mike Sullivan and we have come to an agreement. Field hockey will also be moved to Crowe Park.

CJ – motion to adjourn meeting – 2<sup>nd</sup> MB – motion passed – 7-0 - 7:45 pm