



**MAYNARD
TOWN SCHOOL BUILDING COMMITTEE**

**MEETING MINUTES
Meeting # 69-1
January 9, 2013**

APPROVED

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
x	Robert Gerardi	Superintendent Maynard	✓
x	Pete DiCicco	Business Advisor Maynard	✓
no	Mike Sullivan	Town Administrator	✓
x	Chuck Caragianes	Principal, MHS	✓
X	Jerry Culbert	Committee	✓
x	Matt Briggs	Committee	✓
X	Philip Berry	Committee (School Committee)	✓
X	Anthony Midey	Committee	✓
x	Ken Neuhauser	Committee	✓
X	Jen Gaudet	Committee (FinCom)	✓
X	Bonnie Winokar	Committee	✓
x	Ed Mullin	Committee	✓
X	David Gavin	Committee (Selectman)	✓
no	Gregg Lefter	Town Facility Manager	✓
X	Marie Morando	Secretary	✓

Additional attendees: Chuck Adam, Municipal Building Consultants and Brooke Trivas, Tappé Associates

School Building

Committee

January 9, 2013

Meeting opened at 6:30 p.m.

- **Safety:**
 - **Safety issues highlighted in the schools.**
None
- **Finance:**
 - **Review and approve any project bills presented to the committee.**
Jerry presented the following invoices for the committee's approval:
 - AM moved to pay all of the following invoices 2nd KN – motion passed – 8-0
 - Municipal - \$29,970.00 - for monthly OPM services for month of December 2012
 - Tappé Associates - \$30,072.00 - for monthly construction phase services for the month of December 2012
 - CTA Construction - monthly requisition in the amount of \$2,116,841.00 for the work completed through –the month of December 2012
 - FedEx: statement in the amount of \$25.76 for mailing to MSBA
- **Full Committee:**
 - **Approve minutes:**
 - Motion made by DG 2nd by BW to approve the December 12, 2012 meeting minutes as submitted. Motion passed – 8-0
 - **Security**
Brooke Trivas – Tappe Associates; during the design phase a security sub-committee addressed these issues; Fire and Police Chiefs were involved; they discussed the placement of camera's and what doors would be monitored. There is a panic button in the admin/reception area. Suggested that the alarm is with the reception area and not with the principle, principles are usually in and out of their office all day. David Gavin suggested that when they hit the panic button it goes directly to the police station and not to the security company and then the police station. CA thought since the schools and the police are not connected that it would have to stay with going to the security company and then the police station, will look into this and give the committee an update. Superintendent Gerardi said that the school department and the Assistant Town Manager who heads the emergency management have procedures in place. We are looking at sending a request to Capital Planning Committee for upgrades at the Fowler and Green Meadow. KN questioned the musical equipment and the science supplies are they locked – yes they are locked and there are cabinets with dead bolts in the music room. In the chemistry rooms there are two locks to get into the space.
 - **Overall progress:**

School Building

- Municipal - Construction update / General schedule update:
 - MBC provided a general update on the progress of the project.
 - Progress in all areas is going well.
 - Permanent gas and electrical services are almost complete
 - Brickwork is at 99% complete.
 - Roof work is at 75% complete; Area A is still working on the roof.
 - Project is roughly 70% complete at this requisition
 - Manpower count is has increased to 50-75 per day
 - The contractor, MBC and Tappé are monitoring the schedule closely. CTA has enclosed approximately 90% of the building.
 - Temperature in the building is around 45 – 50 degrees.
 - Temporary heat has been installed. KN questioned the temporary heating; that they are just dumping moisture into the building, Clerk of Works from OPM makes sure that everything is dry before they continue working; the owner cannot tell the contractor how to temporary heat the building.
 - Heft y allowances made for the tear down of the old high school.
 - Increased painters on the site.
 - Masons are gone
 - Tile is being installed throughout the building.
 - Walk-ins in the cafeteria are installed.
- **Open issues/New Business:**
 - Budget will be monitored closely. Working with town on the budget; town borrowing in February.
 - Change Order No. 11 – ends up with a credit to the Town; Chuck went over each change order
 JC Motion to approve the change order #11 with a credit in the amount of \$1,556.00, 2nd DG – motion passed – 8-0
 AM motion to recommend to the Town Administrator amend Tappe’s contract in the amount of \$24,249.00 2nd BW – motion passed – 8-0. (This includes the chargers for misalignment of the foundation that CTA is responsible. They will reimburse the town for these charges).
 - Working with the IT people on their wish list and their budgets this includes the WAVM budget will have an overview for the committee by the next meeting.

JC to EM and the rest of the board are you satisfied with the information we received regarding the air conditioning controls – yes.

Tiger Drive – NSTAR is finally on site to bring power to the building. Principle noted that a light was not working near where NSTAR is working; OPM will check this out tomorrow at the weekly meeting.

Next meeting February 13, 2013 at 6:30 p.m. – JG – motion to adjourn – BW 2nd – 8:00 p.m.
- **Next Meeting: February 13, 2013 at 6:30 p.m. at the school department offices**