

**Wachusett Regional School District (WRSD) Building Committee Meeting
Minutes of February 25, 2004**

In attendance: Catherine Collins, Roger O. Hoit (SHR Architects), Duncan Leith, Steve Penka (WRSD), Ralph Rondinone, Michael Tsotsis, James Watterson (URS), Emerson W. Wheeler, III and Thomas Pandiscio, (Principal, WRHS)

The meeting began at 6:05 pm.

Public Hearing

No members of the general public wished to address the Committee.

Meeting opening and housekeeping items

The meeting was opened by Duncan Leith who thanked Mike Tsotsis for agreeing to chair the committee on a going forward basis, as John Rokicki has resigned from the Committee.

There was a brief discussion regarding the recording of the meeting minutes. Mike was not inclined to hire someone to take the minutes, so volunteers were welcomed. Cathy Collins agreed to take meeting minutes with Ralph Rondinone agreeing to alternate with Cathy.

Approval of Minutes

MOTION: To approve the meeting minutes of January 15, 2004. Motion by Emerson, seconded by Duncan. Approved unanimously.

MOTION: To approve the meeting minutes of January 28, 2004. Motion by Cathy, seconded by Duncan. Approved unanimously.

Project Update

Roger updated the Committee and reported on the pre-construction conference held on 2/20/04. He stated that TLT, in particular, Joe Bondi, did a good job in outlining the process and the way the project will be run by TLT. Approximately 25-26 subcontractors were in attendance, so it was a good opening meeting. Some of the subcontractors lacked some information, for example, bonding, but there will be follow up so no cause for concern at this point.

Phase 0 – the courtyard.

There was discussion with TLT on starting the clearing, loam, etc. The intent is to start in March 2004, and to mobilize with the trailers and fences within 2 weeks.

Jim and URS will set up in Jefferson. The first site meeting is scheduled for 2/26/04, Thursday at 10 am, as the MDC conservation pre-construction meeting will be held at 1 pm that same day. (This meeting is part of the protocol.) Among the issues to be dealt with will be the location of the trailers and temporary service. The subcontractors still have to get back to TLT on what they need, for example, the number of trailers. In sum, there will be a presence at the high school starting in approximately 2 weeks.

Roger reported that he had been very impressed with Joe Bondi's handling of the meeting and that a competitor of Joe's has remarked that Joe is the best in the business.

Joe Romondo, the project representative for SHR, who previously worked with Joe Bondi, has a good relationship with Joe Bondi. Joe Romondo will be at the high school approximately 2 – 3 days per week on a full time basis to process documentation for this job. However, Roger and Bill Ryder will continue to be involved with the project and attend the meetings (either one of them or both will attend, depending on the meeting).

There was a brief update on the legal action filed to review the awarding of the general contractor. In sum, the action was "pulled" prior to the hearing date and the District's attorney for this particular matter has documented with the Foundation that the matter was resolved.

Jim Watterson (URS) agreed with Roger's point on Joe Bondi's abilities with respect to this project.

Discussion then ensued on the need for a periodic request for payment and the submission of bills for the 25th of each month. Jim said it would not be unusual for some subcontractors to come in with a purchase of an item (ie., steel) requiring approval of a special invoice, out of the monthly approval cycle. Jim said based on his experience this should be encouraged, as this is an example of acquiring items as soon as possible to try to get the lower rate for the item/material. Also, Jim reported that the subcontractors were told we are intending to pay quickly.

Jim also reported that Joe Bondi came to the meeting with a staff, so Jim felt that we are off to a very good start with this project.

Ralph raised a question regarding steel prices, and whether they were good and locked in. Roger said they were and Emerson agreed that should be the case.

Ralph raised the issue of the groundbreaking for the project as he had received a call from a local paper making an inquiry. It was asked whether any date was in mind. Neither the District, nor the Principal has any set date.

Roger indicated that usually the contractor is on the premises before a groundbreaking takes place. It was suggested that maybe April be considered. A monthly news report and a small press release were suggested as good means of communication and updating the community. Roger indicated an interest in involving the high school students as part

of some curriculum process. Involving the students often helps with the vandalism issue. Suggestions included an update report by students and a beam signing, all to enable the students to be a part of the process.

Jim (URS) mentioned that there was much discussion concerning security and the CORI process by TLT at the subcontractor meeting and TLT made it clear that they would follow the “one strike and you’re out” rule, as there should not be any contact with any student. Currently an “interim pass” is being used (non-photograph); equipment would start arriving next week and there would be follow up on the CORI process.

It was agreed that at this point there was no official date set for the groundbreaking. It was suggested that the groundbreaking be made a special event.

As to bills needing to be signed via an expedited process at a time when a meeting was not scheduled, a MOTION was made.

MOTION: That the Building Committee be allowed to sanction 3 members to sign bills presented for payment at a time when a meeting was not scheduled in order to have immediate approval of the bills. A report would be made back to the Committee regarding any such action. Motion by Ralph, seconded by Emerson. Unanimously approved.

Roger raised a related procedural issue. He suggested that the Committee develop a process for instances that arise when an immediate decision has to be made regarding the project in order to keep the project moving forward. For example, perhaps Steve or Superintendent Tutela would be made aware of an issue and they would then contact a Committee member to identify what was found, what needs to be done and then agree on direction to move forward with the work. This would subsequently be reported back to the Committee. This process was referred to as a CCD (construction change directive) and the question raised whether a dollar limit be imposed or whether notification be considered. General discussion continued. Jim (URS) stated that if the matter were brought to their attention they would contact SHR and Jim agreed that URS would like to move the project ahead and authorize the contractor to proceed in light of the CCD. Jim was not suggesting that the Committee authorize a certain dollar amount, but perhaps authorize a “not to exceed” limit. Jim agreed that Roger/SHR would hear about the issue/CCD first. Steve handed out a change order that he had put together. Roger added that a change order shouldn’t be open-ended, but have a dollar number on it which would be handled on the contingency side of the budget. Further discussion and examples were given, i.e., water flood, asbestos.

MOTION: To approve the change order process presented by Steve and, in addition, to approve the process of contacting the Superintendent’s Office directly, in emergency circumstances, to approve an emergency CCD. Motion by Ralph, seconded by Duncan. Discussion included Emerson requesting whether URS would be doing all the documentation. Jim said his office does not authorize the price, but once issued, a CCD would have a price on it. Motion unanimously approved.

Roger reported that he received the letter from the DOE so we are approved for the project and can start construction. The MDC review is scheduled for 2/26/04.

Regarding Holden Permit Fees, the General Contractor (GC) is required to submit the permit application. The permit fee is not reimbursable by the state. It is currently estimated at \$150,000 to \$200,000. Roger suggested we try to negotiate the fee down. Further discussion on the Fee. It was noted that most communities waive the Permit Fees, as the school construction is seen as a town betterment. But, in a regional district, this is usually handled differently. Discussion continued. It was noted that a town could waive the fee but be paid for every hour it spends on the project, which would be reimbursable out of the project budget. Roger will be filing for the permits soon. It was indicated that the Superintendent is not planning on negotiating the Fee, so members (Duncan and Mike) agreed to start the discussion for the negotiation/waiver of the Fees with the Town, Dennis Lipka.

Brief discussion on allowing 2 subcontractors to remove their bids (submitted for sub-bid) due to clerical error.

MOTION: To allow Capital Carpet and Flooring to withdraw their bid. Motion by Ralph, seconded by Duncan. Unanimously approved.

MOTION: To allow Acme Waterproofing Co. to withdraw their bid. Motion by Emerson, seconded by Duncan. Unanimously approved.

Budget

Steve noted that the bottom line did not change, but that some line items were moved around before the opening of the sub-bids.

MOTION: To approve the budget given out to the Committee tonight. Motion by Duncan, seconded by Ralph. Emerson raised a question on whether certain items were already paid and Steve confirmed that they were already paid. Unanimously approved.

Bill Approval

Mike went through the list that was presented as part of the Agenda for tonight's meeting; he indicated that Steve has already approved all of the bills noted.

URS \$16,000

SHR \$74,141.62

Leo McCabe \$1,795

USBank \$7,440,900

USBank \$4,250

Moody's \$12,500

Murphy \$2,560.09

First Southwest Company \$25,200

MOTION: To approve the payment of all the bills noted above. Motion by Emerson, seconded by Ralph. Unanimously approved.

Two additional bills submitted by SHR for services required by the Town of Holden, above and beyond the original prices submitted in the budget by Roger. This will go to the Superintendent first and then back to the Committee. These additional expenses would be part of the contingency expenditure.

Steve noted that Committee meetings (in which bills are approved/signed) and the School Committee meetings (which approve the bills) need to be in close proximity as it's important to pay timely. A schedule will be worked out based on the scheduled meetings of both Committees.

Next meeting date is set for 3/31/04.

New Business

Steve reported that the budget is built.

Roger will give us updates monthly on change orders, CCDs.

Website and press releases were discussed with the hope of having students get involved in this process. Mike agreed to follow up with Tom Pandiscio who had to leave the meeting early, to try to get student involvement.

Steve reported that the HV system was approved by the District and ordered. Nothing needs to be done by the Committee.

Old Business

Nike - Tom will be asked to follow up on this at the next meeting.

Updated contact list for this project was handed out. Changes were made, so a "cleaned-up" version will be distributed.

MOTION: To adjourn the meeting. Motion by Duncan, seconded by Emerson. Unanimously approved.

Meeting adjourned at 7:30pm

Subsequent to the meeting, CORI applications were distributed to the Committee members for completion.

Recording secretary,
Catherine Collins