



MEETING MINUTES

Norton High School Commissioning

DATE OF MEETING: 9 August, 2011

ATTENDEES:

Dr. Pat Ansay		Superintendent, Town of Norton	pansay@norton.K12.ma.us	508 285 0100
Laura Carew	X	Procurement, School Department	lauracarew@norton.k12.ma.us	508 285 0106
Tom Withers		Head Custodian, School Department	twithers@norton.K12.ma.us	508 285 0160
John Young	X	Assistant Custodian, School Department	jyoung@norton.K12.ma.us	508 285 0160
Margaret Minor Wood	X	OPM, Pinck & Co.	mwood@pinck-co.com	617 216 5760
Deborah Marai	X	OPM, Pinck & Co.	dmarai@pinck-co.com	617 445 3555
Mark Whitman	X	Cx Agent, MSBA	mwhitman@rfsengineering.com	603 528 7653
Bruce Kellogg	X	Project Manager, JCJ Architecture	bkelloqg@jci.com	860 463 4396
Ralph Gifford	X	HVAC Engineer	rgifford@thompson-consultants.com	508 748 2620
John Crocker	X	Electrical Engineer	jcrocker@thompson-consultants.com	508 748 2620
Scott Battles	X	HVAC Engineer	sbattles@thompson-consultants.com	508 748 2620
Chris Schaffner		Energy modeling		

X = Attending.

	Item	Discussion	Action by:
1.1	Introductions	Mark introduced RFS and the intent of commissioning.	
1.2	Communication	Bruce will be coordinating a regular design team meeting which Mark will be invited to attend. Mark requested that he be copied on any engineering design minutes.	
1.2	LEED	Assuming LEED for Schools, 2009, reimbursement rate is based on LEED Silver. RFS is responsible for Fundamental and Enhanced Cx, but not 3.2 Construction IAQ. Requirements for other scope is outside of RFS's contract with MSBA. A copy of the LEED score sheet was distributed (see attachment).	
1.3	MEP Process	Mark needs Owner's Requirements and Basis of Design: these documents were included in the Schematic Design report. Jeff Elliott will invite Mark to FTP site. RFS will share live spreadsheet with comments 60% and 90% CD review required by MSBA, but RFS would prefer to review 100% CD review. Next step will be 60% review: meet after. RFS will provide Commissioning Plan which should be included in the front end of the specification. Ralph concurred with Mark's recommendation that it be incorporated as a single spec section.	BK, MW
1.4	Building Envelope	This aspect of the project will be handled by Simpson Gumpertz and Heger (SGH). The MSBA Cx contract requires one level of design review at 60% CDs only. This field portion of this Cx effort will take place earlier in the construction period than the MEP sections.	

1.5	Review of Critical Engineering Calcs	Thompson uses Tranetrace (RFS uses this as well). TCI proposed the following for level of effort: Load calcs by air handling system (would give 70% of system cost for sizing) Calculations to be provided at 60% CDs. Limited air conditioning (30% of building): ventilation driven design, not a lot of loads. Electrical service: lighting will be designed to meet LEED Silver. Energy modeling will be performed by The Green Engineer	
1.6	Building flushout	Building flushout is a LEED Silver requirement. The requirements for this effort were discussed. The timing of when this needs to occur need to be determined further requirements.	
1.7	Training	Need full training for all of staff. Want to avoid what happened at the Middle School where no-one was trained on the lighting. Laura requested web-based access for the controls. Margaret confirmed that the specification of controls will not be proprietary.	
1.8	Review of documents	Ralph recommended that he review the detail of the current design with Laura and the custodial staff. Laura will provide the dates.	LC
1.9	Investigation	Staff is allowed the access to the building on the 24 th . September 7 th is the first day of school this fall. Margaret recommended that we coordinate a day or two for site investigation prior to the start of school, folding in the CMs participation. Deborah will take the lead in coordinating.	
1.10	Phasing	Flushing and treating of piping will be a concern for commissioning. Systems which cross boundaries	
1.11	PVs	Mark asked if there was any discussion of adding solar panels. Laura noted that the School Department has completed a successful project at the Middle School. Ralph commented that one of the problems with solar for schools is that the peak productivity is in the summer when the buildings are empty.	
1.12	AV and IT	Vanderweil. IT by Mike Kerwin	
1.13	Theatrical Consultant	Not on board	

Next meeting is TBD.

The above is assumed correct unless the writer is notified within 5 days after receipt. Prepared by Margaret Wood, Pinck & Co, Inc