

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

November 29, 2011
Norton High School Library

Attending:

Building Committee - Dr. Pat Ansay (Superintendent), Building Committee Chairman Kevin O'Neil, Ray Dewar (Principal), Mike Yunits (Town Manager), Tom Golota (School Committee), Mark Powers (Building Committee), Paul Helmreich (Finance Committee)

Also in attendance - Barry Nectow (NPS Director of Operations & Finance), Greg Smolley(JCJ), Julie Norris (JCJ), Carl Crawford (Otter Creek), Tom Burns (WT Rich), Tom O'Neil (PCI), Deborah Marai (PCI)

The meeting was filmed.

Call to Order: The meeting was called to order at 6:35 p.m.

1. Deborah Marai of Pink & Co. (PCI) took the minutes of the meeting.
2. Minutes of the November 1st 2011 meeting were voted on and approved.
3. Tom O'Neil (PCI) reviewed the agenda:
 - Design update – interiors (JCJ)
 - Design update – waste water (Otter Creek)
 - Schedule update - waste water project - (JCJ)
 - Trade Contractor prequalification process update (PCI)
4. Design Update – Interiors (see presentation handout)
Julie Norris (JCJ) presented the current progress interior plan layouts, finishes and furnishings/furniture layouts.

Tom Golata asked about furniture layouts shown. Julie confirmed that different layouts are shown to demonstrate the flexibility of the type of furnishings being thought about.

Kevin O'Neil asked about the reason for the 2 sets of double doors from the new addition to the gymnasium. Greg Smolley (JCJ) noted that the doors are required for separating the addition from the existing building (a Building Code requirement, whether the wall remains a fire wall as currently designed or if the variance is granted to allow for smoke compartmentalization).

Kevin asked about furnishings. Julie said JCJ has not had specific discussions about furnishings with staff; discussions to date have been more about layout and what is needed to make the program work. Furniture has not yet been specified, but thought process is to have separate chairs and desks (2 pieces); flexible for layouts; flat top table; molded soft plastic chair, has some movement (studies say children learn better that way). JCJ will provide actual samples of

chairs in order to choose. Julie is working on providing sample furniture for whole classroom as previously discussed.

Kevin reminded the group that the furniture budget is \$840K, technology is \$840; there is lot of variety in furnishings. Julie did a budget exercise, used middle-of-the-road priced furnishings.

Paul Helmreich asked about risers in the band room. Julie explained that introducing risers in the band room would require ramp access to each level for handicap accessibility. Greg added that the permanent level changes in the current band room have been requested to be removed; the lack of risers allows for more flexibility, and risers have not been requested by the band director. Movable risers would require storage space. Movable risers that have been shown in the past and are still shown are for choral and are on the stage.

Kevin asked about note indicating "existing weights" for weight room; existing weights are old and need to be replaced. Julie said discussion is still required regarding what equipment is needed and will be allowed by the budget.

Kevin asked about Collaboration Room vs Work Room. Julie explained Teacher's Collaboration space is used as a department gathering space to discuss curriculum issues. A teacher that doesn't have their own classroom can also work there between classes. Teacher's Workroom is utilized by all the teachers for collating and gathering class materials as well as be used as a place to have lunch and breaks.

Pat asked about acid waste; Julie reported that it is built into the building, part of drains. Greg noted that pumping tank is on the first floor.

Ray commended JCJ for responding to comments from staff, has been a good working relationship.

5. Design Update – Wastewater Project
(see handout of plans from DEP permit application)

Carl Crawford (Otter Creek, civil engineer for the waste water project) provided a brief history of the waste water project. Design was completed about 5 years ago, Otter Creek has updated and reconfigured design for current NHS project.

Carl presented the waste water project design as was submitted for Department of Environmental Projection (DEP) permit.

Barry asked if we are digging one trench for location where there are 2 pipes; Carl confirmed.

Regarding the capacity of the sewer treatment plant, the Middle School plant is sufficiently sized to handle the capacity of the High School and the Yelle School. Pat mentioned the original design used higher student enrollment numbers than the Town currently has; she provided updated enrollment numbers to Otter Creek. Otter Creek has submitted the permit application to cover maximum enrollment, so that amendments are not required in the future for fluctuating class sizes. Middle School sewer treatment plant is currently under-utilized and in fact its performance will actually improve with more flow in the system.

Carl said that the waste water project has been submitted for permitting. Because the project is not a municipal plant and because the project does not

actually change the capacity of the Middle School plant, it does not fit any of the prescribed boxes on the permit; DEP has responded that we actually need to do 2 permits. A sewer extension/connection Permit has already been applied for, and DEP has also requested the School submit an amendment to the Middle School WWTF Discharge Permit, to document that the High School and Yelle School will be flowing to the WWTF. Otter Creek will be submitted the additional application early the week of December 5th.

Carl has been in contact with DEP and they are behind this project; DEP understands this is a rush, and has moved this permit to the top of their pile. There is a mandatory 30 day waiting/public comment period. Kevin inquired as to the reason for this; Carl indicated that comment period typically has to do with environmental impact, more of a formality for this project.

Kevin asked about DEP timeline and if the team thinks that this process will impact the desired start of construction on the new addition (the new addition clips the corner of the existing leach field). Carl's initial indication is that we should be fine; we budgeted 90 days with the hope that the process will be quicker. The DEP indicated they are pushing this application through, but as previously stated must go through 30 day public comment period. Carl expects to hear informally in a couple of weeks if there are any issues.

The project was originally designed for trenchless technology, also known as horizontal or directional drilling. This is done in attempt to minimize disturbance of surface and operational disruption. Carl mentioned that Sunny Mak from WT Rich brought up that might be cheaper to do open cut/trench. Tom Burns noted that for the purposes of bidding, asking for the project to be priced both ways. The team's current thinking is to do horizontal drilling at the sensitive paved areas, particularly at the Middle School; open cut the rest.

The Committee agreed that the abutters should be notified; PCI and Kevin O'Neil to talk about the best way to do this.

Carl indicated that at the High School, the visible portion of the waste water project will be manhole covers. At the Yelle School, there will be an above-ground pump "dog" house and a small building with with odor control. Tom Golota asked about the construction of the pump house, whether it should be brick instead of conventional framing; the Committee agreed that there is precedent in Town for framed dog-house structures. Mark Powers asked about the fuel source and location; Carl stated he would hesitate to bury a chemical tank. The pumps and fuel are above ground, which is the style of system the Town currently has, is easier to service and has proven to be reliable. Carl will verify if designed for diesel or propane, and per Mike Yunits' comment will also verify if it could be natural gas.

Follow up from Carl Crawford:

"At Tuesday's Building Committee meeting, one of the Committee members asked me whether the fuel supply for the proposed emergency generator at the Yelle School pump station could come from the Bay State Gas utility available at the School, instead of the self-contained diesel fuel supply designed. I told him I was not sure, but I would check into it and get back to them.

I spoke to our Electrical Engineer and he indicated that per National Electric Code (NEC) and National Fire Protection Association (NFPA) requirements, if the

generator is legally required by a State, Federal or Local regulation (the backup generator is required by Commonwealth of Massachusetts wastewater regulations) than the fuel supply cannot be potentially interruptible; which the gas utility theoretically is. In practical terms, this is a little bit of a "doomsday" scenario in that if the power and gas supply is out at the school, it is not likely that the toilets will be flushed. However, our Electrical Engineer cannot design in conflict with NEC and NFPA and we need to leave the design as shown."

6. Schedule Update – Waste Water Project

In addition to comments made above, Tom Burn (WT Rich) indicated that WT Rich has put the Waste Water scope out to bid; bids are due back on 12/16/2011. Again, contractors pricing trenching both ways – directional drilling and open cut. WT Rich is still looking to start end of February, but this is dependent upon lead times of some equipment and the DEP permit.

7. Trade Contractor Prequalification Update

Deborah Marai (PCI) reported that Trade Contractor Statements of Qualification (SOQ) were due on 11/17/2011; 120 SOQs were received in the 15 trades. A significant number of SOQs were received for most trades. Low numbers of SOQs were in the following categories: Elevators 4, which was expected; Lath & Plaster 4; Resilient Flooring 4; Acoustical Tile (Ceilings) 5. There was good response in the big dollar trades – Plumbing, Electrical, Plumbing, Roofing and Flashing, Metal Windows and Masonry.

The Trade Contractor Prequalification Committee, as required by Public Procurement regulation, is comprised of 2 members on the owner's side (Mike Yunits and Deborah Marai from the OPM), 1 member from the design team (Bruce Kellogg), and 1 member from the Construction Manager (Tom Burns); Mike Yunits is the chair of the committee. The group had a conference call after the SOQs came in to discuss process and timing. SOQs were distributed to all members. JCJ, WT Rich and PCI are evaluating the SOQs based on evaluation criteria prescribed by the Public Procurement regulations. WT Rich will be handling the bulk of reference checks for the Trades, which is part of the evaluation process, and will get support from JCJ and PCI as needed. The group will be meeting in two weeks to review the evaluations. This process must be done, and all Trades who have submitted SOQs must be informed if they are prequalified or not, prior to issuing the Request for Proposals (bid requests); only firms prequalifying will be invited to submit bids. The RFPs will go out once the Construction Documents are complete mid-February.

8. Additional Items

- Kevin asked if the team is still comfortable with March groundbreaking; Tom indicated that this would not be March 1st, but still in March, with the sewer work starting hopefully late February/early March.
- Deborah reported that for the presentation to the School Committee, the list of Alternates was mistakenly ordered differently than was reported at the last Building Committee meeting. As was noted in the 11/1/2011 Building Committee meeting minutes, the list and order of the alternates is not final; the upcoming 60% and 90% Construction Document estimate review process provide additional opportunity for the list of alternates and the specific order

of these alternates to be finalized prior to the documents going out to bid. For now, it is most important that the alternates are identified; this insures that the scope and documentation of these alternates is being developed along with the rest of the design, and therefore that the scope of these alternates will be included in subsequent estimates.

- Kevin mentioned that there will need to be an effort to photo document all of the art ceiling tiles; he has proposed to have the images on the web site for an on-line vote to decide which ones will be displayed. Ray Dewar suggested there could be a display which cycles through various art tiles.
- Kevin reported that Jeff Martin has been too busy and is no longer on the Building Committee. Kevin has someone in mind with construction experience to possibly replace Jeff; and will try to get this person at the next meeting to meet the Building Committee.
- Pinck & Co. was asked to about the required response to MSBA review comments; Deborah will follow up on this and report back to the Committee.

9. Upcoming milestones: not folded in design review, will be folded in
- Tuesday, January 3, 2012 Building Committee Meeting, 60% CD estimate
 - Tuesday, February 7, 2012 Building Committee Meeting, 90% CD estimate
 - Monday, February 13, 2012 100% CD complete
 - Thursday, March 8, 2012 Trade Contractor bids due
 - Tuesday, March 13, 2011 Building Committee Meeting

Adjourned: The meeting was adjourned at 8:09 p.m.

Next Meeting Date: Tuesday, January 3, 2012

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc.
