



# MEETING MINUTES 28 - Norton High School

DATE OF MEETING: 17 June 2011

Pat Ansay, Superintendent , Norton Public Schools	X	<a href="mailto:pansay@norton.k12.ma.us">pansay@norton.k12.ma.us</a>	508 285 0100
Mike Yunits, Town Manager, Town of Norton	X	<a href="mailto:myunits@nortonmaus.com">myunits@nortonmaus.com</a>	508 285 0212
Barry Nectow, Business Manager, Norton Public Schools	X	<a href="mailto:bnectow@nortonk12.ma.us">bnectow@nortonk12.ma.us</a>	508 285 0100
Kevin O'Neil, Building Committee Chairman	X	<a href="mailto:kevinoneil@nhsbuildingproject.org">kevinoneil@nhsbuildingproject.org</a>	508 524 0685
Jennifer Pinck, Principal, Pinck & Co.		<a href="mailto:jpinck@pinck-co.com">jpinck@pinck-co.com</a>	617 290 1618
Margaret Wood, Project Director, Pinck & Co.	X	<a href="mailto:mwood@pinck-co.com">mwood@pinck-co.com</a>	617 216 5760
Tom O'Neil, Project Manager, Pinck & Co.		<a href="mailto:toneil@pinck-co.com">toneil@pinck-co.com</a>	857 445 6817
Deborah Marai, Project Manager, Pinck & Co.	X	<a href="mailto:dmarai@pinck-co.com">dmarai@pinck-co.com</a>	617 797 6507
Greg Smolley, Project Manager, JCJ Architecture	X	<a href="mailto:gsmolley@jcj.com">gsmolley@jcj.com</a>	860 463 2024

x = attending, distribution to JCJ staff by GS

New content in **BOLD**

	Item	Discussion	Action by:
1.1	Budget	10/05: It was agreed in discussion that the Designer's fee would be negotiated rather than advertised as a fixed fee. Pinck will develop a draft Master Budget for review. 10/12: Margaret provided an analysis of recent school design fees for discussion. 10/19: Margaret provided a description of the design phases. 1/7: Designer's fee was negotiated 12/22/10 and contract was signed by Jim Purcell 12/23/10. Contract is being executed by JCJ. A summary of Foxboro project costs was briefly reviewed: this project is considered a community benchmark against which project costs can be understood. 2/25/11: An estimate project cost just under \$32million was presented to the Joint Committee on the 15 <sup>th</sup> . 4/8: The draft project budget was reviewed. Pat noted that the new doors and PA system should remain. <b>6/17: The Design Development budget update is due as part of the MSBA submittal in mid-September.</b>	MW, GS
1.2	Schedule	10/12: Participants reviewed the proposed schedule. Margaret noted that the proposed schedule assumes the NHS project would go to the MSBA Board for Feasibility approval in March, and for Schematic Design approval in May. Pat asked that Preparation of Town Meeting article be added to the calendar in January 2011. 12/2: MW will add a vote on the track to the warrant as a separate vote. 1/7: A meeting schedule for January and February was reviewed and revised. The schedule will be posted as a Google calendar for the use of meeting participants. 1/21: Upcoming milestones will be included at the end of these minutes going forward. 2/25: It was agreed that at the end of Schematic Design there should be a formal presentation to staff, updating them on the project and indicating the ways in which their comments had been incorporated into the project design. 3/11: Margaret noted that based on the confirmed scope in the Feasibility submission, she is extending the construction schedule on all documents going forward to December 2013. <b>6/17: The project has received all required milestone approvals (Town and MSBA). The next major milestone is mid-September, for the Design Development submittal.</b>	MW
1.5	Delegated Authority	Pat indicated that she has authority to approve the RFS for the Town. Pinck & Co. will develop a Project Manual which will establish the limits for delegated authority and approvals.	JP/MW
2.1	Sewer	There was an initial discussion of options for sewage treatment. These options include onsite treatment through an expanded and updated septic system and connecting to a line in the street. Pat recommended several Building Committee and Select Board members who should be included in the discussion of options. 12/17: Margaret reported on her December 10 <sup>th</sup> meeting with Bob Kimball and Bob Salvo,	PCI, JCJ

		and the further discussion at the December 14 <sup>th</sup> meeting. Pinck & Co. is recommending that the Town proceed for the moment with the MSBA process assuming that the sewer connection will be provided via the Otter Creek construction documents. In the event that the Town arrives later at a less expensive proposal, this will reduce the overall cost to the Town. 3/11: Margaret and Greg will have the sewer estimate reviewed by their estimators to confirm the value to be carried in the Town meeting warrant. 4/8/11: The cost of the sewer connection will be included in the town warrant for the high school project. The estimated cost of the work will be carried as \$750,000. 5/20: MSBA has agreed to partially reimburse the cost of the sewer connection. <b>6/17: Pinck is coordinating a conference call with JCJ and Otter Creek to set in motion Otter Creek's participation in JCJ's team.</b>	
3.1	Building Officials	It was agreed that as soon as the design is on Board, Pinck & Co. would coordinate a meeting with Norton's building officials to discuss the scope of the project and discuss any concerns. 10/29: A tentative date of December 15 <sup>th</sup> was discussed for this meeting. 12/2: Meeting date finalized as December 16 <sup>th</sup> , time TBD. Invitees will include the Building Inspector, representatives of the DPW, Fire, Police and Health Departments, as well as Bob Kimball. 12/9: Meeting to be rescheduled when architect selection is complete. 1/7: Meeting to be January 14 <sup>th</sup> at 10:30am. 1/21: Meeting was attended only by Building Inspector Barbato and Deputy Fire Chief Paul Schleicher. A follow up meeting will be scheduled. 3/11: Paul Schleicher has not responded to requests for a follow up meeting, which is now in the critical path. Margaret will coordinate with Laura to get a meeting during the upcoming week. This is a critical path item because of several cost/code questions. 3/18: A meeting with the Building Officials was held 3/17. JCJ will incorporate comments received into the design. 4/1: In response to comments from Paul Schleicher and the Building Committee, the plan has been adjusted to assure a fully separated corridor adjacent to the Media Center. This revision was reviewed with Scott Barbato at the meeting.	JCJ
10.1	Track and Bleachers	[Previous comments archived] <b>6/17: The project will move ahead with oversight from the Superintendent's office. A kick-off meeting was held immediately after this meeting.</b>	PA, LC
13.1	Programming	Greg and Margaret reported on the successful day of meetings with the staff which was held on January 4 <sup>th</sup> . Key areas to focus on will be technology, social and community needs, cafeteria, SPED. 1/17: JCJ will provide a summary of the comments received at the January 4 <sup>th</sup> meetings. Greg noted that there was an extremely high level of participation and engagement and the written responses were sophisticated. 2/25: Ray and Greg are coordinating dates for Schematic Design programming meetings with staff. Pat asked that JCJ forward any questions to teachers ahead of time to ensue that those who cannot attend are able to respond. An important discussion point will be location of teacher collaboration spaces, which the staff would prefer to be distributed, rather than centralized. 3/4: Programming meetings occurred all day 3/2 and 3/4. 3/11: Meeting participants provided additional comments on the revised design. 4/29: Greg and Ray will coordinate meetings with staff to review room data sheets.	GS
18.1	SPED PAC	Pat will coordinate a follow up meeting with this group.	PA
18.2	Water Department	Margaret spoke to Brad Bramwell, who indicated that he had spoken to Duane Knapp and forwarded a letter to the Water Department's Board asking for consideration in respect to water fees for the project. It was agreed that as a follow up Pat would touch base with Bob Kimball on next steps. 3/18: Margaret noted that she had spoken to Duane Knapp and the Water Governor's have asked the Selectmen for direction on the applicability of fees for town projects. 4/1: The Selectmen are discussing fees at their April 14 <sup>th</sup> meeting. 6/17: The Board of Selectmen	Record
19.2	Art in the school	Participants discussed how to continue to incorporate the spirit of the ceiling art in the planning for the construction project. Greg recommended that Ray take this issue to the school community to develop a concept. Art teacher Michaela Morin commented during Wednesday's programming session that many of the existing tiles are in poor condition and will crumble when efforts are made to move them. Greg commented that the paint and other media applied are reducing the tiles acoustical properties, while trapping moisture that will cause them to deteriorate. Pat will arrange for the number of tiles to be counted. 3/18: The following options	MW, GS

		were discussed: selling existing ceiling panels at the annual art show, students voting for best tiles to be preserved in a permanent installation. Kevin asked for more specific feedback on the health and acoustical implications of re-use of the panels. 4/8/11: A proposal for the art program's evolution was reviewed at the April 5 <sup>th</sup> Building Committee meeting.	
19.4	CMaR	Margaret is preparing a timeline for the use of CMaR for the Building Committee's review. 3/11: Participants reviewed the attached memo on CM@R. 3/18: The memo has been distributed to the School Committee and Building Committee members. Margaret and Greg will field questions from both committees in the upcoming week as the community considers authorizing Pinck & Co. to proceed with preparing the required application to the OIG. 4/8: The School Committee voted April 4 <sup>th</sup> to authorize the CM@R application to the OIG. Draft scoring sheets for the RFQ and RFP were reviewed at the meeting. 5/6: The OIG application was submitted on April 20 <sup>th</sup> . 5/20: The OIG application was approved on 5/17. <b>6/17: The CM@R RFQ will be advertised on 6/29.</b>	<b>MW, DM</b>
19.5	CORI	CORI's will be required for contractor and sub-contractor staff on the site. Pat will check with the police department to ask if they would be willing to undertake this effort. 4/1: The police have confirmed that they are not able to undertake CORI checks on behalf of the Town. Margaret recommended that this become the responsibility of the contractor.	PA
19.6	Funding	Pat noted that there is a pool of money which accumulates from parking fees which could be applied to site costs which improved parking on the site. The amount currently available is approximately \$45K.	PA
22.2	PCB testing	Jennifer noted that the prior testing for hazardous materials did not include testing for PCBs. Pinck will recommend an approach to this testing.	MW
23.1	Project Scope and Budget Agreement	The SD package was submitted on the 15 <sup>th</sup> . Margaret will follow up with Chris on the likely reimbursement rate.	MW, GS
23.2	Rebates	Greg will forward HVAC/electrical material to Jim Whitehead.	GS
<b>28.1</b>	<b>Site visits</b>	<b>Greg noted that JCJ is scheduling a visit to two libraries (one in Deerfield, one in Hartford) as well as a visit to a furniture distributor. The date will be coordinated with Pat and Ray's schedule to the extent possible.</b>	<b>GS</b>

#### UPCOMING MILESTONES:

June 28<sup>th</sup>: Building Committee Meeting  
July 12<sup>th</sup>: Building Committee Meeting  
July 19<sup>th</sup>: Building Committee Meeting

The next meeting is scheduled for July 22<sup>nd</sup> at 9am at the Superintendent's office. The above is assumed correct unless the writer is notified within 5 days after receipt.

Prepared by: Margaret Wood, Pinck & Co, Inc  
Distribution: As noted above. Distribution to others by the Superintendent's Office