

COMMITTEE ON JOINT SCHOOL BUILDINGS

October 12, 1999

6:30 PM

Chairman Higgins called the meeting to order.

The Clerk called the roll.

Present: Aldermen Pinard, School Cmte. Members Higgins, Healy and Herbert

Absent: Aldermen Klock and Girard

Messrs: R. O'Shea, A. Adamakos, F. Matuszewski, F. Marinace

Chairman Higgins addressed item 3 of the agenda:

Copies of minutes of a meeting held on August 18, 1999.

On motion of Alderman Pinard, duly seconded by School Committee Member Herbert, it was voted to accept the minutes of the August 18th meeting.

Chairman Higgins addressed item 4 of the agenda and stated that the Committee had taken the tour.

Memorial High School Science Lab Tour.

Chairman Higgins addressed items 5 & 6 of the agenda:

Parkside Jr. High School Addition

Parkside Jr. High Life Safety

Kevin Sheppard stated that he had given a memo to Chairman Higgins. At the July meeting, the Committee approved a number not to exceed \$40,000 for the emergency lighting at Parkside. At that time, we were anticipating a change order for one of the contractors who was working on the lights. Their numbers were coming in at what we thought were very high. What we ended up doing is going out to bid for this item. As you can see, the low bidder *Cassidy Electric Co.* is at

\$32,850.00. We have planned to execute a contract with *Cassidy Electric* who will complete this work in 90 days once we get the contract together.

Chairman Higgins asked we do not have to vote on that, just that you have informed us.

Mr. Sheppard replied in the affirmative and stated I have checked in the previous meeting. That was approved not to exceed \$40,000. This is due to the Fire Marshal.

School Committee Member Herbert asked about nickel cadmium batteries.

Mr. Sheppard replied there are 3 different types of batteries: the nickel cadmium, the pure lead and the sealed lead calcium. The nickel cadmium is the best battery, from what I understand, for emergency lighting. It has a 10-15 year life compared to the others that have a 7 or a 5-10 year life. We felt it best to go with that battery.

Chairman Higgins asked is this class part of the budget.

Mr. Sheppard replied these bids were not in when this budget was put together. There is a contingency of \$40,000 so that would come out of that contingency.

Chairman Higgins asked out of yours.

Mr. Sheppard replied in the affirmative.

Chairman Higgins asked if anyone had questions about Parkside addition.

Mr. Sheppard stated the only other item to be approved not to exceed \$5,000 for electrical work that needs to be done. That number came in at \$4,300.

Chairman Higgins asked if that figure was on the report under Life Safety.

Mr. Sheppard replied in the negative and stated that number just came in. A lot of these items got put together a couple of weeks ago.

School Committee Member Herbert asked are we down to floor drains on the contingency.

Mr. Sheppard stated that would go under "Contractor Rights" so it would be down to about \$4,000 in contingency for the Life Safety project.

Chairman Higgins asked the Committee members if there were any questions or comments.

There being no questions, Chairman Higgins addressed item 7 of the agenda:

Northwest Elementary Reroofing --

Mr. Sheppard stated that project is 99% complete and the space is occupied. There were some problems with the heat initially. One of the problems was a valve that was installed backwards and that has since been fixed.

Chairman Higgins asked are you withholding any contingency.

Mr. Sheppard replied in the affirmative and stated 10%.

Chairman Higgins asked how long do you hold that.

Mr. Sheppard replied that is held until final completion of a project, but I will double-check.

Chairman Higgins asked when do you anticipate that will be.

Mr. Sheppard replied probably the end of next month.

School Committee Member Healy asked when it says "PBS Balance Contingency" that means that if there's a balance you have this pool of money that you can use for other projects.

Mr. Sheppard replied in the negative and stated any balances need to go back to the SCIP Committee for re-allocation. Once a project is complete, the balance goes back to the SCIP Committee.

Chairman Higgins asked that is on anything.

Mr. Sheppard replied that is on all of these projects.

Mr. O'Shea asked how is that set forth in the bond schedule.

Mr. Sheppard replied he is not sure how that works as far as the bond schedule. "X" amount is bonded, this year was \$3.3 million dollars.

Mr. O'Shea stated could you make sure that is on the next agenda for the SCIP Committee.

Mr. Sheppard asked bond balances.

Mr. O'Shea replied when you come up with a project such as this, and you have a balance at the end, how that effects the bonding of the project and where do those funds eventually wind up.

School Committee Member Herbert asked Mr. O'Shea what is the significance of that.

Mr. O'Shea replied so that all of these bonds are set against the school tax break.

Mr. Sheppard stated it is typical to use all of the money. Typically the bond amount, like this year was \$3.375 million dollars. All of that money was not allocated necessary to specific projects. The SCIP Committee allocates the money to specific projects. Any balances go back to the SCIP Committee to re-allocate.

Chairman Higgins asked you have a \$3.3 million dollar bond and of that bond the SCIP Committee allocates the projects.

School Committee Member Healy stated what Mr. O'Shea is referring to will give us a paper trail of where the money is going and how the School Department is being charged back.

Chairman Higgins asked would Bob MacKenzie, Director of Planning, have that information under his staff.

Mr. Sheppard replied both Mr. MacKenzie and myself keep track of all of the projects that come here.

Chairman Higgins stated so that would be easy enough to get.

Mr. Sheppard replied in the affirmative.

Chairman Higgins asked do you want to do that under the SCIP Committee.

Mr. O'Shea replied between Mr. MacKenzie and Kevin Clougherty, the Finance Director, they could give us a report for the SCIP Committee which then should come back to Building & Sites Committee on School as well as this Committee as to how that \$3 million dollar bond issue is spent.

Chairman Higgins replied that it is a good idea. Anything else on the Reroofing, comments, questions...

School Committee Member Herbert asked, "Kindergarten and Special Ed. wings have had the roofs replaced with mechanical, electrical and interior finish work in progress. These areas will probably not be complete until October." We are in October, so are they done.

Mr. Sheppard replied in the affirmative.

Chairman Higgins addressed item 8 of the agenda:

Henry J. McLaughlin Jr. Middle School --

Mr. Sheppard referring to memo from Frank P. Marinace dated September 16, 1999, stated the punch list items have been worked on. The gym floor, we are still waiting a call from the flooring person, *Sherman Lumber Company*. The contractor did call the *Maple Flooring Manufacturers Association*. Their preliminary report was supposed to go to their committee. Once approved by their committee, they were to ship it to the *Sherman Lumber Company* who supplied the maple flooring. At that time, it is turned over to us for review. That still has not happened. We have been pushing the contractor to get this information. The problem is that he cannot make the *Maple Flooring Manufacturers Association* provide that report when he wants it. But it is something that we are staying on top of. We have talked with Barry Albert, the Principal; he is not interested in replacing that floor over the school year. It will be replaced next summer.

Chairman Higgins asked do you have a bond or a letter of credit on that.

Mr. Sheppard replied we are still carrying \$100,000 contingency on that project.

Chairman Higgins asked besides the letter of credit or a bond.

Mr. Sheppard replied in the affirmative.

Chairman Higgins asked you could call the bond or the letter of credit if this does not get resolved.

Mr. Sheppard replied in the affirmative.

Chairman Higgins stated I probably will not be around when you do it, but that would be my recommendation. It worked pretty well with Kelly Construction. We told them that we were going to call the bond and they hopped to it.

Mr. Sheppard stated contractors do not like to hear that you are going to call the bonding company. Those are scary words to them. Bonnett, Page & Stone have agreed with the City if this company does not replace the floor, they will replace it.

Chairman Higgins asked that would be a last resort.

Mr. Sheppard replied in the affirmative. I do not have that in writing, but he has told me that.

Chairman Higgins asked could you get that in writing.

Mr. Sheppard replied I will be talking to him because the last time they sent something to me it was the end of September.

Chairman Higgins stated this has been over a year now, these things take time but we are talking over a year and the warranties are starting to expire and we have not have closure.

Mr. Sheppard stated the warranty on the gym floor would not start until a new floor is down.

Chairman Higgins asked we never accepted that officially.

Mr. Sheppard replied in the affirmative.

Alderman Pinard asked Kevin Sheppard and the City Solicitor write this company a letter of understanding that we have been waiting for four months for a result. They will wake up to the fact that we are not fooling around.

Chairman Higgins stated I have no objections to that.

Mr. Sheppard stated I will contact the City Solicitor and work with them on a letter. Something tells me we will probably have something back on the contract before then.

Chairman Higgins stated we could direct the Highway Department to work with the City Solicitor.

Chairman Higgins addressed item 9 of the agenda:

Memorial High School Science Lab and Other Improvements --

Fred Matuszewski stated we have a minor problem, the project is 99 ¾ % finished. There are only a few trailing things. We have written you a report, which at this point are indicated that we are still missing one light fixture that is on order to be installed in the corridor. We are still awaiting access panels from our illustrious science casework suppliers. Bill Stevens of Harvey Construction has told me that if they do not arrive on site within the next week, Harvey will go back and fabricate them.

Chairman Higgins asked Arthur Adamakos, Principal of Memorial High School, if he is happy with that.

Mr. Adamakos replied in the affirmative.

Mr. Matuszewski stated we have balancing of the mechanical systems. There is a problem right now with a part that is tied into the balancing system. That will be rectified shortly, in fact they had tried to balance the systems this past weekend but they will be back again. We are closing out the project with O&M (owners of maintenance manuals and as-built drawings). One thing that we discovered when trying to balance the systems, was the three rooms (401, 402, 403) had been experiencing heating problems from the very beginning (1960 or 1962). We were not fully aware of that until we tried getting water to flow through the heating systems. We tried chasing that with Harvey along with Century Mechanical (subcontractor) and the mechanical engineers came up with a resolution to add a booster pump. To their credit, Harvey and Century secured the booster pump, had it installed over the weekend. It is operating but the systems still need to be balanced. One of the issues that we have to deal with is coordination with NORESKO, the energy management company and get people on site at the same time and having access to those two. That should happen within the next few days.

Chairman Higgins asked Mr. Sheppard, that is not something that you would have to get involved in.

Mr. Sheppard replied we do get involved in it. Fred Matuszewski and I discussed it and it has been a problem in that room for awhile.

Mr. Adamakos stated the entire science wing has been a problem. We have busted pipes constantly in that room. I am not hoping this year, but in the five years that I have been here, we have constant broken pipes in there.

School Committee Member Herbert asked if they freeze up.

Mr. Adamakos replied in the affirmative. We had four out of the ten rooms last year alone.

Chairman Higgins stated and it was a relatively mild winter.

School Committee Member Herbert stated so we get a bonus out of this.

Chairman Higgins agreed.

Mr. Sheppard stated we will be issuing a change order with Harvey for \$2,580.00. Another change order to Harvey; there are a lot of items on that change order but a bulk of that was for eighty-eight accessibility issues that came to light after the first phase. The City's ADA Coordinator came through at the completion of Phase I and there were some issues that she needed to have addressed. We have taken care of those.

Chairman Higgins asked that will be the other change orders coming in.

Mr. Sheppard replied in the affirmative (change order #5).

Mr. Matuszewski stated the great working relationship that we had with Harvey this past summer. I have to give them credit for going the distance. We had problems with our casework supplier as I had told you during our previous meetings. They stayed through that, worked around the weekend to get the place open and operational. This has been, by far, the smoothest project.

Mr. Sheppard stated, I have been to a lot of construction meetings and most of the contractors we worked with this summer worked out really well.

Chairman Higgins stated of the years I have been doing this, most work has been done this summer and we have not had a lot of issues to speak of so that is good.

Mr. O'Shea stated regarding the ADA Coordinator, the School District has recently hired and filled the position of ADA Coordinator where the former ADA Coordinator in the School District went over to the City. I was wondering if we could have some clarification that on school projects, Mr. Sheppard will the School District ADA Coordinator be consulted or will it still be the City ADA Coordinator.

Mr. Sheppard replied that he would like to do that. Over at the West High Tech Ed., which we will get into after, we asked Maureen McCarthy (the City's ADA Coordinator) to come over this past week to take a look at the project. I did not realize that the School District had a new coordinator. I will definitely invite her; she should be the point of contact for these projects.

Mr. O'Shea stated I wanted to clarify that so that we could have it somewhere in the line.

Mr. Sheppard asked for her name.

Mr. O'Shea replied Ann Costas.

Chairman Higgins stated that Ms. Costas should be in on the design because it helps the project.

Chairman Higgins addressed item 10 of the agenda:

McDonough School Elevator/ADA Improvements --

Mr. Matuszewski stated the sub-contractors are back on site. The masonry contractor was back on site and finished the shaft yesterday. The elevator people should be finished with their work this week. The elevator is scheduled for inspection by the State Inspector on Friday, October 22, 1999 so that project will be complete.

Chairman Higgins asked when do you expect a final acceptance or walk-through.

Mr. Matuszewski replied we have not scheduled that yet but I would expect that would happen next week. After the inspection on the 22nd, we will have final acceptance if there are any remaining items on the punchlist.

Chairman Higgins asked are you holding any retainage.

Mr. Matuszewski replied in the affirmative and stated the retainage amount is \$18,000.

Mr. Sheppard stated it is shown this way because these funds are not underneath us. They are being controlled through the Planning Department CDBG fund.

Mr. Matuszewski stated nor has the elevator been paid for which is worth at least \$30,000.

Mr. Sheppard stated a \$172,000 budget and paid-to-date is not indicated. There is a change order to clean up the project with some minor issues that we ran into

Mr. Matuszewski stated what we encountered was some electrical conduit that ran underneath the slab that needed to be relocated. We had some work on the toilet room entrance; we had to relocate a roof drain. There were some credits so there is a total change order of about \$7,700 on that.

Chairman Higgins addressed item 11 of the agenda:

Central & West Heat & Ventilation Improvements --

Mr. Sheppard stated this project is 99% complete. The only remaining work that the contractor has, we have executed a change order with him for the Tech. Ed. area. He is doing ventilation work on the Tech. Ed. area versus having P.M. MacKay do the work. That is basically the remaining work he has in that area and possibly some balancing reports for that heating system.

Chairman Higgins asked if that will be a change order or have we already approved the change order for that.

Mr. Sheppard replied last month it was part of the budget summary, change order number four, that is the change order for the Tech. Ed. area. That is for the heating and ventilation of the Tech. Ed. plus the air conditioning of the computer room in the Tech. Ed. area.

Chairman Higgins asked 99% complete means this phase.

Mr. Sheppard replied in the affirmative.

Chairman Higgins asked and there will be one final phase.

Mr. Sheppard replied there is a Central and West heating and ventilation contract. There are four more phases, this was supposed to be a one or two year-deal. But because of the cost of this work...I can send out a summary of this.

Chairman Higgins agreed and stated it has been several years.

Mr. O'Shea asked the notes of prior meetings would reflect that there has been some question as far as furniture regarding these projects.

Chairman Higgins replied that she would skip ahead to that...

Chairman Higgins addressed item 12 of the agenda:

West Industrial Arts/Tech Ed Improvements --

Mr. O'Shea asked there is heating and ventilation associated with that contingency and will it be available.

Chairman Higgins replied that she does not know.

Mr. Sheppard replied that is something that we can discuss with the SCIP Committee. We do expect a balance in that contingency, as you can see, of \$19,722. There is another change order coming up for the Tech. Ed. area to insulate the ventilation work that is going in above the ceiling so that there will not be any condensation. There should be a balance in that account that could be discussed with the SCIP Committee.

Chairman Higgins asked if there was anything else as far as that Tech. Ed. improvement that has become a separate project.

Mr. Sheppard replied we have issued a change order for \$775.00 for the asbestos pipefittings. This Committee had some concerns with the contractor that we have not dealt with in the past. There have been no problems and he has been a great contractor to work with. I am very satisfied with their work.

School Committee Member Herbert asked how did our Central boilers work out.

Mr. Marinace replied one is completely repaired and up and running, it was operational last Thursday or Friday. The other one is being repaired now.

Mr. Sheppard asked they do have heat.

Mr. Marinace replied they had heat that morning at 4:30. I have not received a single complaint since that day.

School Committee Member Herbert stated they were doing some buffing up and welding on those boilers, how old are they.

Mr. Marinace replied that he did not know.

Chairman Higgins asked that be held for now because of another meeting following this meeting.

Chairman Higgins addressed item 13 of the agenda:

NORESCO Performance Contract --

Mr. Sheppard stated the lighting performance has been reduced for McDonough because of asbestos tiles so that lighting does not perform. The overall performance savings for the contract to be at least the contract amount or above based on other items they have identified. Hopefully if we can abate McDonough next year, they will come back and do the lighting at McDonough at the same cost. They have committed to hold their price for a year. Regarding heating; at the beginning of the school year, ECM #4 which is the Energy Management System which controls the energy consuming equipment such as heating, circulating pumps, boilers etc. This was the first year for a lot of these points for controlling. We did have some problems with the start up for the heat this year. There were some rooms and some schools without heat. We had NORESO and our people out there to address these problems and most have been addressed by now.

Chairman Higgins addressed item 14 of the agenda:

Jr. High School Tech Ed --

Mr. Marinace stated the reason there is a balance is because they are doing a curriculum development alignment in the eighth grade "Lego" that is the reason for the balance for computers. On the first page, regarding computers, when we did the initial project, we only focused in on the seventh grade, that was the LabVolt and we are still in the midst of discussing the computer selection and that is what is holding it up. When we can proceed with the purchasing of computers.

Mr. O'Shea asked is that the RFP we talked about awhile back.

Mr. Marinace replied in the affirmative.

Chairman Higgins asked how soon do you expect that.

Mr. O'Shea replied ninety days.

Chairman Higgins asked is the RFP out now.

Mr. O'Shea replied in the negative.

Chairman Higgins asked when do you expect that it will be going out.

Mr. O'Shea replied the RFP will be put together by the new IT Director and it will not go out until after formulation of the new technology committee.

Chairman Higgins asked you are anticipating ninety days to get all of that work done and out to bid.

Mr. O'Shea replied in the affirmative.

Chairman Higgins addressed OLD BUSINESS:

Chairman Higgins stated that this was brought up under "New Business" last time and I wanted the Committee to be aware. We had a discussion about the purpose of the Committee and I subsequently received a letter from the School Board's Attorney regarding the Joint School Building Committee. That is basically all it is; that there was a misinterpretation and it was premature, on my part, bringing it up last time. The other thing that did not get on the agenda was West High Fitness Center because it does fall within the purview of our Committee. This handout is an update.

Mr. Sheppard stated, as you know, the Building and Sites Committee approved the project on August 13, 1999. Soon thereafter, they started the excavation for the exterior walls within the following week. The exterior walls are up, we have taken a look at them and they have Building Department's approvals on that. They have just recently received approval from the Building Department to put the steel up for the roof in the courtyard between the two areas. In speaking with Max Sink, Assistant Building Director, he has told me that he is not going to issue any more approvals for that project until a full set of architectural plans are submitted which is typical before any approvals are given. Dick Mailloux, who made the presentation to the Building and Sites Committee, keeps promising those; he is saying the architect does not have the time to get them done. The City has taken the stance that "*we have let you get this far and you have now closed it in, we cannot let you do anymore without a full set of architectural plans to review*". Dick Mailloux keeps promising them and as of last Friday, we still have not seen them.

Chairman Higgins asked Mr. O'Shea did a letter go out to Mr. Mailloux. Back on August 13, 1999 we had asked the administration to send a letter specifically to him asking him for a schedule or timetable that could be given to the Principal so that he would know what was going on in the building. Also, we wanted to tell him exactly what we had discussed that evening; that we wanted those plans and that he was to report to at least the Joint School Building Committee if not Building and Sites.

Mr. O'Shea replied at that time, Mr. Sheppard and I had discussed that and it was supposed to come out of your office at that time.

Chairman Higgins asked Mr. Sheppard to prepare a letter.

Mr. Sheppard stated that he had spoken with Mr. Mailloux last week. I would like to keep some contact with him so that I have an idea where is going to be because Jim VanValkenburgh is working for the City but I need to coordinate the work between him and Mr. Mailloux. Dick Mailloux has said in the past that it is hard to put a schedule together because I have volunteers and I do not know when they are going to show up and when things will get done. Do you want to make that mandatory before work proceeds.

Chairman Higgins replied as far as the schedule goes, what the steps are and if he could at least give the Principal forty-eight hours notice of when somebody is going to be on site. I do not think that is unreasonable to let the Principal know what is going on, when and who is going to be there.

Mr. Sheppard stated in his report that he provided the Building and Sites Committee, he did go through the steps. He is following the steps closely.

School Committee Member Healy stated he just does not have a timeframe.

Mr. Sheppard stated that is the problem.

Chairman Higgins stated he needs to let the Principal know what is going on in that building. If they are going to have volunteers walking around, the Principal should know what is going on.

Mr. Sheppard stated that he could ask him for a rough schedule.

Chairman Higgins replied as long as we have something.

School Committee Member Herbert asked do we all agree that he has to submit the architectural plans.

Chairman Higgins replied we talked about this on August 13, 1999. The last bit that did not get on the agenda should go to the Building and Sites; there should be a policy developed. Hopefully we will have more parent groups that will come forward and want to do this kind of work but in the meantime, we should have a definite policy on how this work gets done, how we accept it, the whole process, so that we can just hand them a packet or a piece of paper that says this is how it is going to get done; this is the process you are going to follow. Here

we are exactly what we did not want to happen. The work is going to stop because he did not follow through with what he was supposed to follow through on. Before we start any work, it is going to get finished properly according to Building Code. We need to develop a policy and I am going to suggest we send it to Building and Sites but since this Committee oversees any of the work, they should know what is going on. Mr. Sheppard could help us develop that.

There being no further business to come before the Committee, on motion of School Committee Member Healy, duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest

Clerk of Committee