

Coakley Middle School Building Committee

Coakley Middle School Building Committee (MSBC) Meeting Hosted at the Savage Center and Via Zoom February 12, 2024 – 4:30 p.m.

Attendees: (A= attended meeting; P= attended partial meeting; V= Virtual Attendance)

	MSBC Voting members		Vertex (VTX)		WT Rich Construction (WTR)
A	Mr. Slater – Chair	A	Bryan Jarvis – Principal		Jon Rich
A	Mr. Matt Lane – Selectman (Via Zoom)	A	Chase Terrio – Senior Project Manager	A	Bethany King
A	Mr. Paul Riccardi– Director of Town-wide Facilities		Anissa Ellis – Project Manager		Tim Farrell
A	Mr. Jason Adams - Procurement				Steve Koutalakis
A	Mr. Bob Donnelly - Selectman				Johnny Rich
A	Dr. David Thomson - Superintendent			A	Alex Corbett
A	Ms. Teresa Stewart – School Committee member				Harvey Eskenas
	Mr. Tony Mazzucco – Town Manager		Ai3 Architects (Ai3)		Public Attendees:
A	Mr. David Hiltz – School Committee Member		James Jordan - Principal		Dana Brown – Interim Project Administrator
A	Ms. Diane Ferreira – Principal of Balch Elementary School	A	Lucas Armstrong - Architect		Norwood Community Media
	Dr. Ms. Fraczek – Principal of Coakley Middle School		Kristen Kendall - Architect		Charisse Taylor – Norwood Public Schools
A	Mr. Gary Pelletier – Building Inspector	A	Daren Sawyer - Principal		Rick Morrison

Distribution: MSBC members and other Attendees (A or P);

Meeting is called to order at 4:30 PM

1. Opening Remarks

Mr. Slater welcomed everyone to the February 12, 2024, Middle School Building Committee Meeting. Today's meeting is hybrid taking place at the Savage Center in room #217 and via Zoom.

2. Public Comments:

Mr. Slater opened the floor for public comments. There are none.

3. Approval of Past Minutes:

Mr. Slater requested approval of the minutes from the January 8, 2024, meeting.

MOTION: by Mr. Donnelly to approve the minutes from the January 8, 2024, meeting.

SECOND: by Mr. Riccardi

VOTE: Roll Call Vote is Unanimous, 9-0-1, Ms. Stewart abstains.

4. Vendor Invoice Package:

Mr. Slater requested a motion to approve the Vendor Invoice Package for January 2024.

Mr. Terrio stated this includes the ongoing in administrative invoices from Vertex and Ai3 as well as an invoice for the testing agency. It also includes the WT Rich invoice for about \$4,322,877 and this brings the construction to approximately 22% complete.

MOTION: by Mr. Donnelly to approve vendor invoice package for January 2024.

SECOND: by Ms. Stewart.

VOTE: Roll Call vote is Unanimous, 10-0-0.

5. Project Update:

Mr. Terrio started the slide show with a aerial overview photos of the site to show progress.

Mr. Slater noted that Bryan Jarvis from Vertex is back and working on the project, he re-introduced him to the committee.

Mr. Jarvis stated he is back with Vertex in a somewhat different capacity but he will still have this project under his purview and he's happy that the project is running smoothly.

Mr. Terrio continued showing aerial progress photos with views of steel installation, building wrap, roof, and site progression. He also provided some more detailed interior photos showing stair installation, spray fireproofing progress, exterior framing, and Area B and C slab progression. He also provided a high-level overview of progress noting the elevator shaft work began, slab placements are ongoing, and stair installation should be complete by the end of the month.

Mr. Terrio provided a coordination update noting that coordination process is substantially complete. The coordination drawing process allows the site progress to move along smoothly by ironing out issues prior to the subs being on site.

Mr. Terrio provided a slide showing meetings held over the last month. He noted the team started holding FF&E Meetings with the school department heads last month. These meetings will move the process forward and flow right into the purchasing phase. He also noted there was a meeting with the MSBA to review some opportunities they provide for FFE purchasing. He noted the other key meeting scheduled is the Technology kick off meeting.

Mr. Slater stated the technology conversations include Jack Tolman and his requirements for Norwood Media. He also requested an update on the outreach meeting with the current 8th grade students.

Ms. King stated there were representatives from Vertex, Ai3, and WT Rich who met with the 8th grade STEM Class and provided a presentation on what our roles are for the project and how we all got to our current roles. Then we all walked out to the football field and provided a quick verbal tour of the project. She noted we will do the same presentation for the other half of the 8th graders this spring and again next year for the two 8th grade STEM classes. She also noted there are plans for presentations to the 6th and 7th grade presentations happening this spring. She also noted that one of the future presentations will be filmed by Jack Tolman.

Mr. Slater thanked the team for working and putting this together for the students.

Mr. Terrio continued and provided a quick summary of the overall FF&E process, he noted the department heads attend the meetings. He stated there is a plan to set up the mockup classroom for review and the team will receive feedback from the teachers and Margo in an effort to help finalize the furniture package.

Ms. Stewart asked who is attending the meetings to represent the 5th grade?

Ms. Ferreira stated she attended the 5th grade meeting along with another principal.

Ms. Stewart asked if there is anything relevant to the school committee for the June presentation? Or anything they should know?

Mr. Terrio stated we can provide the same summary for the school committee and share this information.

Mr. Terrio continued and noted we have a similar process for Technology and the kickoff meeting with Joe Kidd and Jack Tolman will be this coming week. We will make sure everything is set up how the users want it to be. We will review the process and putting everything out to bid and procure materials next fall.

Mr. Terrio then provided a construction administration update noting the 3rd party testing is ongoing as well as building department inspections. He noted we had a heat issue during the concrete curing timeframe and noted we have been coordinating with the structural engineer and testing agency to

confirm there is no damage to the slabs. We anticipate final confirmation around mid-March and as of now it does not appear to have had any impact on the concrete.

Mr. Slater asked if we have taken steps to ensure this does not happen again.

Mr. Terrio confirmed, WT Rich has taken steps to ensure this does not happen again.

Mr. Terrio continued and noted the document review is ongoing and to date we have submitted 27 reimbursement requests to the MSBA. He also noted he has had a conversation with the MSBA project manager this past month about the PFA Bid amendment, but they have not issued anything formally at this time.

Mr. Terrio stated we do have a proposed change order #005 for this month and it is a net credit. He noted the budget is inline this month and there are no changes to the bottom line. He continued and noted that the big items in change order #05 are the credits. One is to remove the turf field maintenance equipment because that is handled by a 3rd party vendor for the Town. There is also a credit which is the result of an RFI that revised the fire protection head layout. These are offset by the other RFI items that were added work to the project. Items for RFI #86 and PR #24 are being funded by buy savings at this time, so the total change order is a net credit of \$33,848.

Mr. Slater asked for further discussion. There is none.

MOTION: by Mr. Donnelly to approve change order #005 in the credit amount of \$33,848.

SECOND: by Teresa Stewart

VOTE: Role Call Vote Unanimous, 10-0-0;

6. Other Items not Reasonable Anticipated:

Mr. Terrio stated he handed out a PCO log and the item in green are ones that were just reviewed in change order #05. The remaining items are what is forecast and still under review by the design team.

Mr. Terrio stated we had a budget allowance of \$575,000 for some VE Recovery. The OAC meeting team (Ai3, WTR, Vertex) determined which items can be added back within the budgeted allowance and also work within the project schedule for procurement. Through this evaluation this is the short list that was proposed and updated pricing is provided for those items.

He noted the first VE item being considered is to upgrade the basketball backstops to be electrically operated. We also wanted to furnish the kilns through the WT Rich team instead of through the FF&E budget. The ball net around the turf field is also being considered.

The next two items are large and include changing to concrete sidewalks and granite curbs along the front of the building and providing the (3) dual unit electrical vehicle charging stations. The infrastructure was included in the base bid. Mr. Terrio reviewed the plans to show locations of the curbing and concrete sidewalks as well as the locations of the electric vehicle charging stations.

Mr. Terrio stated he is looking for approval to approve the fee to bring these items back into the project, the total cost is \$324,330.92.

Mr. Donnelly stated there are remaining items on the open VE list and can we see what is left on the list?

Mr. Slater we can make a list, he noted this list of items being brought back was made by Paul and Margo, but we can certainly look at a larger list.

Mr. Hiltz asked if the tile was brought back in the bathroom.

Mr. Slater confirmed, it was an alternate in the bid and was brought back into the project.

Ms. Stewart asked about the seating in the gym and how many seats were provided? And if the added bleachers could be brought back?

Mr. Slater stated it could be added back in, but do we really need it?

Mr. Stewart stated the enrollment numbers have gone up and she stated if there is any way to add more students into the building and hold them in the building, we should do that. She noted the gym is used for a lot of gatherings.

Mr. Slater stated they can look into it and discuss it at the next building committee meeting.

Ms. Stewart asked what is happening for outdoor play space area? She stated Justin was looking into it but she wants to know what came of that conversation.

Mr. Slater noted the playground was taken out of the project during VE.

Ms. Stewart agreed and stated she doesn't think we need a playground, but is curious if there were further discussions about what would replace that space?

Mr. Terrio stated he will follow up and provide an update next month.

MOTION: by Mr. Hiltz to approve the use of allowance funding to reincorporate the above itemized scope into the amount of \$324,330.92.

SECOND: by Mr. Riccardi

VOTE: Role Call Vote Unanimous, 10-0-0;

Mr. Slater asked for any further discussion or comments.

7. Adjournment:

MOTION: to adjourn made by Mr. Donnelly

SECOND: by Teresa Stewart

VOTE: Unanimous 10-0-0

Respectfully submitted,

Anissa Ellis
Project Manager
Vertex

Attachments: Vertex Powerpoint Presentation
Vendor Invoice Package