

# Coakley Middle School Building Committee

## Coakley Middle School Building Committee (MSBC) Meeting Hosted at the Savage Center and Via Zoom March 11 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 (via zoom)				Harvey Eskenas
	Mr. Tony Mazzucco – Town Manager		<b>Ai3 Architects (Ai3)</b>		<b>Public Attendees:</b>
A	Mr. David Hiltz – School Committee Member (via zoom)		James Jordan - Principal		Dana Brown – Interim Project Administrator
A	Ms. Diane Ferreira – Principal of Balch Elementary School	A	Lucas Armstrong - Architect		Norwood Community Media
A	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 March 11, 2024, Middle School Building Committee Meeting. Today’s meeting is hybrid taking place at the Savage Center in room #219 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 February 12, 2024, meeting.

**MOTION:** by Mr. Donnelly to approve the minutes from the February 12, 2024, meeting.

**SECOND:** by Mr. Riccardi

**VOTE:** Roll Call Vote is Unanimous, 11-0-0,

**4. Vendor Invoice Package:**

Mr. Slater noted the next item on the agenda is approval of the project invoices from February 2024. Mr. Terrio stated this package includes an invoice for ongoing 3<sup>rd</sup> party testing costs, an invoice from Ai3 including their consultant costs, and the WT Rich requisition #9 base contract billing for 23% completion as well as some change order billings.

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

**SECOND:** by Mr. Thomson.

**VOTE:** Roll Call vote is Unanimous, 11-0-0.

## 5. Project Update:

Mr. Terrio started the meeting slide show with aerial overview photos of the site to show progress to date. He noted the building envelope and roofing installation has begun and is working toward completion. He noted the framing is ongoing as well as interior formwork. He showed some photos of the auditorium, elevator shafts, and stairwell installation.

Mr. Terrio stated they would love to have a tour for the committee once all the stairs are installed and the weather is better.

Mr. Terrio continued and showed photos of the vapor barrier, rebar and mesh for the slab on grade in Area B.

Mr. Slater asked if there is a good day and time for the group to meet on site to do a walk through?

Mr. Terrio suggested doing a walk through after school, he noted that the project team can make it work any time that works for the committee.

Mr. Donnelly suggested any time after 4:30pm.

Mr. Slater stated they can schedule this for a future date and potentially hold the MSBC meeting on site.

Mr. Terrio stated the only challenge would be public participation if the meeting was inside the project site, however the meeting can be held in the existing building. He stated they can decide on the details at the next meeting.

Mr. Terrio continued reviewing the progress photos. He noted the team is pushing to get all the concrete placed and elevator shafts installed. He noted the roofer has mobilized and they are pushing to get the building weather tight so they can continue mechanical rough and pour the remaining slabs. Mr. Terrio stated that we had previously had a temperature issue on one of the slab placements and he noted the testing agency and engineer performed some testing and all results came back with positive reviews. There are no signs of any quality issues with the slab on deck.

Mr. Terrio noted the project team has been meeting with user groups with the assistance of Principal Fraczek to coordinate furniture, fixtures, and equipment. The team is working to finalize the list prior to next meeting so we can have an updated draft budget for the committee to review. He noted it looks like we may go over our budget, which was based on a standard allowance allocated by the MSBA. He stated it is not uncommon to go over that budget.

Mr. Slater noted we currently stand in a good position budget wise so it shouldn't be an issue.

Mr. Terrio confirmed noted that we have healthy contingencies as well.

Mr. Donnelly asked if the mockup classroom is going to be there permanently.

Ms. Fraczek noted it will be removed March 18 and that it is different types of desks and chairs for the teachers and staff to review, not a full classroom set up.

Mr. Donnelly asked if they could see some photos of the furniture.

Mr. Terrio confirmed.

Mr. Terrio stated the development of the FFE list is going smoothly and the procurement process should start in early summer. He noted the Technology budget is in a similar place. The team has been meeting with Joe Kidd and putting a list and budget together. Once we get to a final list and budget, we will ask the committee for approval and start the procurement process this summer.

Mr. Terrio reviewed the progress meetings last month and what is upcoming for next month. He noted there are more subcontractor preconstruction meetings happening as more trades mobilize on site. He also noted we have recurring monthly meetings with the LEED team and the OAC team. He noted the biggest effort going forward is maintaining the process with FFE and Technology as well as the onsite mockup reviews.

Mr. Terrio stated reviewed the progress of submittals and RFI's noting that approvals have been going smoothly. He noted there is still no update on the bid amendment from the MSBA. He stated there is a question about bid savings and applying that to contingency but there hasn't been a response from the MSBA. He noted reimbursement requests have been ongoing as well as quarterly change order reviews with the MSBA. Mr. Terrio stated that coordination with 3<sup>rd</sup> party testing agencies have been going smoothly as well. There are some in place mock-ups that will be reviewed by the design team, commissioning agent, and 3<sup>rd</sup> party testing agency next month.

Mr. Terrio noted we are up to change order #006 and the updated PCO log has been distributed. He stated the contingency balance is very healthy. He then reviewed the PCO's that are up for approval this evening. The first is a Speaker Modification which ended up in a small credit. There is also a change for Coordinating the AED Cabinets and Locations, the actual AED's will be reused. The last change is for various MEP Coordination items that were clarified via drawings and RFI's. He noted this last change request is being covered by Buy Out Savings. Mr. Terrio noted the grand total of proposed Change Order #006 is \$7,059.

**MOTION:** by Mr. Thomson to approve change order #006 in the total amount of \$7,056.

**SECOND:** by Mr. Donnelly

**VOTE:** Role Call Vote Unanimous, 11-0-0;

Mr. Terrio noted the PCO log that was distributed is the list of open items that the Vertex and Ai3 teams work through with the WT Rich team on a weekly basis. He noted there is a PCO on the list for unsuitable materials that have been removed around the driveway area. He noted the team is keeping an eye on that, to date we have about \$35,000 allocated to the PCO and we are about 2/3 complete. That total will be finalized once the work is complete and brought back to the committee for review.

Mr. Terrio stated the cost to install the 75 bleacher seats that were previously removed during VE is \$28,000, he asked if the committee has any questions.

Mr. Slater asked if there is any further discussion?

**MOTION:** by Mr. Thomson to use of VE Allowance funding to reincorporate the above itemized scope in the amount of \$28,000.00

**SECOND:** by Mr. Lane

**VOTE:** Role Call Vote Unanimous, 11-0-0;

Mr. Slater asked if there are any questions on the VE list that was provide. He stated that they are thinking about bringing some electric vehicle charging stations back into the project.

Mr. Terrio stated that was incorporated into the previous change order, there are 3 locations with 6 stations.

**MOTION:** by Mr. Riccardi to close the VE list.

**SECOND:** by Mr. Donnelly

**VOTE:** Role Call Vote Unanimous, 11-0-0;

**6. Other Items not Reasonable Anticipated:**

Mr. Slater asked for any additional items for discussion.

Mr. Riccardi stated that in the high school they added yellow stripes at the top stairs in the stairwells and he asked if that is included in this plan.

Mr. Sawyer stated he will check but he thinks they have a contrasting color at the stair noses.

Mr. Slater asked for any further discussion or comments.

7. **Adjournment:**

**MOTION:** to adjourn made by Mr. Thomson

**SECOND:** by Mr. Donnelly

**VOTE:** Unanimous 11-0-0

Respectfully submitted,

Anissa Ellis  
Project Manager  
Vertex

Attachments: Vertex Powerpoint Presentation  
Vendor Invoice Package