

WELLINGTON SCHOOL BUILDING COMMITTEE  
MINUTES  
March 22, 2017  
School Administration Building Conference Room  
7:30 AM

**Meeting #183**

Committee Members Attending: John Bowe, Patricia Brusch, Laurie Graham, Bill Lovallo, Heidi Sawyer, Eric Smith

Liaisons Attending: Gerry Boyle

Clerk: Chris Kochem

*Patricia Brusch, Vice Chair, called the meeting to order at 7:32 am.*

**Payment of Invoices:**

John Bowe presented one invoices:

- Arlmont Word Processing for secretarial services for October 2015 – February 2017. *Bill Lovallo made the motion to approve payment of \$375.00. Eric Smith seconded the motion and it was unanimously approved.*

**Acoustic Modifications and Contract for Acoustic Modifications**

Gerry Boyle noted that interior noise issues are still prevalent at the Wellington. Mr. Boyle recommended that the WBC use the Town's House Doctor to approve the proposed contract for project management services with Pinck & Co. Mr. Boyle's office will supervise the project. Mr. Boyle noted that there will be a detailed investigation onsite and, from it, there will be a proposal for a mitigation scope of work.

After the MSBA settled with the WBC, there is approximately \$800,000 available to resolve the above and any other concerns including the HVAC system, which still does not work as designed. Mr. Boyle said that it may be that a recommissioning process will be the best way to resolve the HVAC issues.

There was discussion about whether the WBC could delegate management of any post-construction work to the Town's Facilities Department. It was agreed that the WBC should be the manager of these projects. Therefore, Mr. Boyle noted that there will be need to be WBC meetings once a month for the next few months. Bill Lovallo proposed that Gerry Boyle be added as a voting member of the Wellington Building Committee. Pat Brusch will contact Mike Widmer to make this request.

*Bill Lovallo moved that the Wellington Building Committee use the House Doctor to approve the contract with Pinck & Co. in an amount not to exceed \$22,000. Laurie Graham seconded the motion and it was unanimously approved.*

Bill Lovallo reminded the committee about the existence of Bucket #4, which Amy Spangler had compiled for the committee. It was agreed that the WBC will discuss this list with Ms. Spangler at a future meeting. Mr. Lovallo recommended that all work be completed no later than the summer of

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2018. Mr. Boyle noted that Acentech could do some of the acoustic testing during the evenings rather than wait until the summer.

**Joint meeting with BHS Building Committee**

Bill Lovallo thanked members of the WBC for attending the joint meeting with the BHS Building Committee in January and for sharing their knowledge about the WBC project with the BHS committee. He noted that there will be a BHS Building Committee meeting on April 6 at 7 pm at the Beech Street Center to gather public input about the project.

**Upcoming WBC meeting**

A WBC meeting has been tentatively set for Wednesday, April 26 at 7:30 am in the SAB.

*Eric Smith made a motion to adjourn the meeting at 8:20 am. The motion was seconded by Pat Brusch and unanimously approved.*

Respectfully submitted,



M. Patricia Brusch  
Vice Chair

4 January 2017

Gerald Boyle  
Director of Facilities  
Town of Belmont  
19 Moore Street  
Belmont, MA 02478

Subject: Roger Wellington School, Belmont – Interior Noise Mitigation  
Owner's Project Management Services (On-Call OPM Services)  
Fee Proposal for Phase 1 – Preliminary Investigation

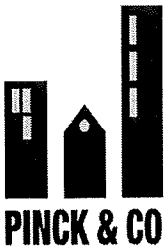
Jerry,

We appreciate the opportunity to work with the Town of Belmont as your OPM for the Belmont Wellington School Interior Noise Mitigation project. Below is our outline of assumed services and our hourly not-to-exceed fee proposal for Phase 1 – Preliminary Investigation for the project. PCI will submit a fee proposal for Phase 2 – Design, Documentation, Bidding and Construction once the scope of the project is more fully understood.

Our proposed fee includes the services of Acentech as a consultant to PCI for investigation and testing. As you know, Acentech comes to our team with knowledge of the initial acoustical issues experienced when the Wellington School first opened; Acentech was a consultant to the design team on the original building project and they performed testing and investigation at the Wellington School in 2013 related to interior acoustical issues. Acentech's January 3, 2017 fee proposal to PCI is attached.

We understand the goal of this investigation phase is to re-evaluate acoustical issues affecting the proper teaching, learning and operations of the Wellington School. Based on our December 7, 2016 meeting at the Wellington School with you, Principal Amy Spangler and Fred Domenici (Belmont Facilities), the main areas of acoustic noise concerns appear to be related to:

- Communication doors between classrooms, as well as corridor to classrooms doors
- Potential open joints between the head of demising partitions and the underside of the deck above
- Noise levels at the two-story lobby atrium and the Cafetorium, including investigation of the acoustic panels that are already in place
- Office-to-office sound isolation in the administration area
- Acoustic isolation between corridors and glass partitions at break-out spaces



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PCI's tasks we have identified for Phase 1 – Preliminary investigation are as follows:

1. Reporting to Belmont Facilities Department
2. Evaluation of existing conditions, including
  - Planning meetings
  - Site visits
  - Gathering existing condition documents
3. Development of testing plan
4. Coordination of and participation in visual inspections and acoustical testing
5. Documentation of results and development of recommendation report
6. Presentation of findings and recommendation

Although Acentech's and PCI's tasks differ (Acentech's are more related to active testing and analysis, PCI's are more related to planning, oversight, coordination, administration and reporting), we ended up assuming approximately the same number of overall hours for Phase 1. PCI's rates are included with our master contract agreement with the Town of Belmont. Acentech informed us that their 2017 rate sheet is not finalized, but they assumed an average of \$200/hour when developing their fee.

PCI's total hourly not-to-exceed fee proposal is as follows:

Acentech – assumes up to 60 hours	\$12,000
PCI – assumes 60 hours	9,000
<u>Reimbursement allowance</u>	<u>1,000 *</u>
Total	22,000

\*At the time this proposal was written, PCI had not been provided with a copy of Acentech's Terms and Conditions. Per PCI's contract with the Town of Belmont, travel and other incidental expenses are not reimbursable. However, it is anticipated Acentech may require reimbursement of such expenses.

The assumed milestone schedule for the project is as follows:

Phase 1 – Preliminary Investigation

end Jan 2017	Evaluation & visual/forensic inspections
end Feb 2017	Testing, analysis/reporting/recommendations

Phase 2 – Design, Documentation, Bidding, Construction

start Mar 2017	Bring Belmont on-call architect on board
mid April 2017	Bid documents complete
end May 2017	Contractor on board
June 2017	Submittals, material procurement, mobilization
July-Aug 2017	Construction

In addition to more fully understanding the scope of the final project, PCI has several questions that we will need input on before preparing a proposal for Phase 2 (what is anticipated for independent cost estimating, is it anticipated that a Clerk of Works will be required, etc.). We look forward to discussing this further with you and making recommendations as needed.

Thank you again for this opportunity. Please let me know if you have any questions or comments, or if you need further clarification before presenting to the Wellington Building Committee.

Sincerely,



Deborah Marai  
Project Director

Attachments: Acentech January 3, 29017 fee proposal



ACENTECH

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3 January 2017

Deborah Marai  
Pinck & Co., Inc.  
98 Magazine Street  
Boston, MA 02119

Subject: Roger Wellington School, Belmont - Acoustical Remediation  
Proposal for Acoustical Consulting Services  
Acentech Reference: P628508-WellingtonNC.docm

Dear Deborah:

Thank you for this opportunity to work with you on the continuing efforts to remediate some of the acoustical issues that have been raised by Principal Amy Spangler and the staff at the Roger Wellington School, in Belmont, Massachusetts. Our meeting last month with Amy, along with Gerry Boyle and Fred Domenici, was quite productive, and served to reiterate some of the problems, as well as update us all on the mitigative work that has been done since Acentech conducted sound isolation measurements and made conceptual noise control recommendations back in the fall of 2013. I think the general consensus for going forward is to have Acentech:

1. reassess the effectiveness of installing acoustical gasketing on the communicating doors between classrooms;
2. evaluate the completeness of the recommended sealing up of the joint between the head of demising partitions and the underside of the deck above (including the portions above the partial dropped ceiling in the classrooms);
3. investigate the construction and installation details of the Tectum installed in the Cafetorium and the two-story lobby atrium;
4. evaluate office-to-office sound isolation in the administrative area;
5. inspect and assess the acoustical performance of several instances where demising partitions meet window or window mullions;
6. provide recommendations for improving the acoustical isolation of glass partitions that separate several break-out spaces from the corridor; and
7. generally re-assess the acoustical issues identified as impediments to effective teaching and learning in the school, and offer suggestions as to how these issues may be addressed.

As we've discussed, this work will entail both acoustical testing and visual inspection (and likely some forensic investigation) of the school's existing construction. Some of the testing we performed back in 2013 can serve as the basis for evaluating some of the improvements made, but our measurements were done on a fairly limited number of classrooms; we'll likely need to conduct more extensive testing, involving significantly more rooms, this time around. Our visual inspections can begin any time, but I suggest that we not begin our sound isolation tests between classrooms until the recommended gasketing is installed on the communicating doors between the rooms we tested previously, so we can separate out issues related to sound leaks at the doors and those that occur at the head of the demising walls between classrooms. Sound isolation tests in the office area can begin anytime. I should be clear that the acoustical testing involves the generation of some rather loud noise, and would necessarily be done off hours, when students and staff aren't around to be bothered.

I suggest that you (or someone from Pinck) accompany us on the visual and forensic inspection of some of the architectural details that we'll be looking into, but I don't see any real need for you to be involved in the acoustical testing. It's a big school, and I imagine that we'll have to break both the visual inspections and acoustical testing into several visits. I imagine that we can probably cover the visual inspections of the whole school in two four-hour visits.

The acoustical testing will take considerably longer: once we're ready to conduct the tests, I expect that it will take us roughly a half-hour to set up our sound system and assess the acoustical isolation between any three adjoining classrooms (loudspeaker in the middle room, and sound level measurements in the two adjacent rooms), providing that adequate gasketing has been installed on any communicating doors between the rooms. With roughly 60 rooms in the school, we'll definitely need your help in developing a testing plan that most efficiently allows us to cover the rooms that need to be evaluated.

Given that we haven't yet developed a schedule for testing, or even determined how many rooms should be, or need to be, tested, I propose that Acentech provide our services on a time-and-materials basis, according to our Standard Terms and Conditions, attached, or other mutually-acceptable terms. A planning meeting and site visit, a couple of four-hour visual inspection visits, and say two or three four-hour acoustical testing sessions, along with data analysis and documentation of results and mitigation recommendations, will entail somewhere in the neighborhood of 50-60 hours of consulting time; at an average hourly rate of around \$200, I anticipate that the cost of the project will run to somewhere in the \$10,000 to \$12,000 range.

\* \* \* \* \*

I trust this proposal outlines the general scope of the work we've discussed. Please let me know if you have any questions or comments, or if you'd like to see any changes made in the work proposed. My direct telephone number is 617-499-8028; my e-mail address is [rberens@acentech.com](mailto:rberens@acentech.com).

I look forward to working with you and the Wellington crew again.

Sincerely,



Robert Berens  
Principal Consultant

attachments: Acentech Terms and Conditions  
Commercial Rate Schedule

ACCEPTED for Pinck & Co., Inc.:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_