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WBC

WELLINGTON SCHOOL BUILDING COMMITTEE  
MINUTES

January 9, 2013

School Administration Building Conference Room  
7:30 AM

**Meeting #161**

Committee Members Attending: John Bowe, Patricia Brusch, Laurie Graham, Mark Haley, Bill Lovallo, Eric Smith

Liaisons Attending: Floyd Carman, Fred Domenici, Frank Martin, Donna Pini, Amy Spangler, Jimmy Tatten

PMA - Owner's Project Manager (OPM) Attending: Sean Burke

Clerk: Chris Kochem

Guests: Susan Carey

*Mark Haley, Chair, called the meeting to order at 7:40 a.m.*

**Invoices**

John Bowe presented the invoices for approval.

1. **Arlmont Word Processing Services** for secretarial services. *Pat Brusch made a motion to approve payment of \$50.00 (November 2012) and \$50.00 (December 2012). The motion was seconded by Eric Smith and unanimously approved.*
2. **ML Fence Co., LLC.** for a fence around the Wellington lower school playground. *Patricia Brusch made a motion to approve payment of \$2,180.00. The motion was seconded by Eric Smith and unanimously approved.*
3. **Valley Communications Systems** for SMART Board installations. Patricia Brusch made a motion to approve payments of \$21,159.25 and \$5,153.40. The motion was seconded by Eric Smith and unanimously approved.
4. **Morrissey, Hawkins & Lynch** for legal services for August 2012. *Eric Smith made a motion to approve payment of \$37.50. The motion was seconded by Pat Brusch and unanimously approved.*
5. The invoice for **Burner Controls** for two service calls was deferred so that more research could be done on it.

**Project Update**

Bill Lovallo said there was no progress on the building over the winter vacation break. As of January 8, there is structural steel that is ready to be put on the roof. They plan to use a crane to put the items on the roof this Saturday, January 12. They would like to do the work on RTU-3 during school hours because there is so little light after school at this time of year. The work would be done on the roof, no workers would be in the building.

The actual work location would be over the stairway over the gym; the impacted area is over the gym, the bathroom, and the stairway. Amy Spangler expressed concern that the work could cause excess noise in the building. There was agreement that they will try to do the work on the roof. If it's too noisy during the school day, the work would have to be shifted on Saturdays. Bill Lovallo described

the various tasks that need to be done. It is expected that this will be done by the end of January. Bill Lovallo hopes to have a neighborhood meeting in early February; acoustic testing will also be done in early February with hopes of going to the Planning Board at the end of February, in hopes that a final Certificate of Occupancy can be issued.

### **Financial Update**

Floyd Carman, Town Treasurer, and Frank Martin, Assistant Treasurer, arrived at 8:00 a.m.

Mr. Carman explained that he is trying to monitor the cash flow, how the project bills are paid. There are currently \$2 million of bills that have been paid by the town of Belmont that cannot be submitted to the MSBA because PMA has to re-code these bills before the MSBA will approve them. At a 40% reimbursement rate, this is about \$800,000. Mr. Carman said that the Town will not pay more bills until the re-coding is done and the MSBA approves the payment. Once all of this is straightened out, the MSBA will hold back 5% until closeout.

Sean Burke said that MSBA is looking to start their closeout audit and they cannot proceed until all of the project costs are allocated to the appropriate budgets which is what PMA is working on now.

Sean Burke – the MSBA project manager has asked PMA to submit the pre-audit questionnaire. This is a coding issue, but not a budget issue. There is no difference in the amount of cost for the project.

With the approval of the WBC, Sean Burke of PMA will do the re-coding for the MSBA. The goal is that this process will be done by the end of February.

Mark Haley will set up a meeting with the MSBA to confirm what the audit requirements are.

Floyd Carman and Frank Martin left the meeting at 8:25 a.m.

### **Project Update (continued)**

Fred Domenici reported that, over the winter break, he shut off some of the RTU's (RTU-3, 4, 5). Susan Carey said that the winter break was great. She said that, last night (January 8) was very noisy; the noise started in the evening. Bill Lovallo said that the Burnell Controls subcontractor does most of the controls remotely so that there might have been some remote change in settings that turned the units on. Mr. Lovallo said that they have told the design team that the WBC wants the systems to be shut down when the building is in unoccupied mode. The fin tube radiation is being used as a primary source. The RTU's are supposed to go on at 6:00 a.m. and go off at 3:15 pm. When the RTU's are shut off, the building does not suffer because the fin tube radiation takes the edge off the cold.

Pat Brusch left the meeting at 8:40 a.m.

The next WBC meeting will be on Wednesday, February 6, 2013.

*Eric Smith made a motion to adjourn the meeting at 8:50 a.m. The motion was seconded by Laurie Graham and unanimously approved.*

Respectfully submitted,



Mark Haley  
Chair