

Hanover High School Building Committee Meeting Minutes

PROJECT: New Hanover High School
LOCATION: Dr. Nash's Office

MEETING DATE: May 10, 2010

ATTENDEES: (*Absent in Italics*)

Bldg. Cmte: - Chris Martin - Kerry Harrison - Jeanne McCloskey
 - Dr. Kristine Nash - Ed Lee - *Suzanne Brady*
 - Dr. Tom Raab - Paul Nimeskern
 - Les Molyneaux - *Al Kuhn*
 - *Jim Hoey* - Steve Devine

PMA: - Chris Simmler

Town: - *Dan Pallotta* Callahan - Steve Carley

HMFH - *George Metzger*
 - Lori Cowles
 - *Colin Dockrill*

Call to Order: 7:07 pm

The minutes from the 4/5/2010 Building Committee were reviewed. A motion was made by Tom to accept the minutes, seconded by Les. All approved.

General/Misc. Items

Item	Responsible	Due	Notes
05-10:01	Callahan	5/21/10	Integral Concrete: The Building Committee selected 4 colors for the integral concrete – Autumn Beige; Sombrero Buff; Coachella Sand and Antique Cork. PMA will provide to Callahan so mock-ups can be made for the committee's review.
05-10:02	PMA/Callahan	5/21/10	Cedar Drive Pot Holes: The committee requested that PMA review the condition of Cedar Drive and have any pot holes the responsibility of Callahan be filled in, any other pot holes, the committee will pay Callahan to fill since this is not a public road and the school does not have the means to repair at this time.
03-22:01	HMFH	5/30/10	Chemistry/Biology Room Layouts: Update 5/10/10: HMFH presented a draft re-design that was reviewed by the school and agreed to. HMFH to provide formal re-designed layout and will issue to Callahan for review and pricing. <i>Vote: Motion made by Paul to accept the changes to the science rooms on the 2nd and 3rd floors. Ed seconded. All approved.</i>
03-22:02		Record	Topping Off Ceremony: Update 4/5/10: Ceremony confirmed for 10am on Thursday. Callahan to provide a beam for all to sign. School will section off back parking area for the event. Update 5/10/10: Ceremony took place and was a success. Item closed.
03-22:03	HMFH	6/5/10	Terrazzo: Update 4/5/10: Eligible Applicant reviewing with MSBA. Update 5/10/10: HMFH suggested that the wire mesh infill in the stair railings that would be terrazzo would not look appropriate. All agreed. HMFH to review glass options that fit in the designed frame, and review with building committee.
03-08:03	Hanover School	5/15/10	MA-CHPs: Update 4/5/10: On-going Update 5/10/10: School has one last piece of info to provide HMFH.

02-08:01		Record	Water Main to Cedar Elementary: Update 5/10/10: Project could not come to an agreement on the price for this work with the site contractor. It was decided to have the GC perform the work on a T&M basis with a NTE amount of \$77,000. PMA to monitor in the field. Item closed.
12-07:01	PMA	5/15/10	Color Selection Process: Update 5/10/10: Color sub committee met at 4pm. The building committee re-reviewed the brick pattern at the auditorium. There was a concern about the patterning however the computer printout shown drastically depicted the contrasting brick colors. The committee reviewed the actual bricks outside and could see a more subtle difference, but were still concerned. PMA to confirm whether Callahan already ordered the brick so a change could be discussed. The committee selected the metal panel colors. The committee reviewed the sample zinc coated copper metal for the roofs for the 4 towers and the top perimeter of the building. PMA to confirm if Callahan has already ordered the material.
11-09:05		Record	Warema Shade Sample: Update 3/22/10: Chris Martin to distribute the email by HMFH addressing all inquiries. Update 4/5/10: On-going Update 5/10/10: Item closed.

Schedule

Item	Responsible	Due	Notes
12-15.01	PMA	6/5/10	Project Schedule: Update 5/10/10: PMA reported that on the 2 nd floor metal studs are going up, HVAC rough, Plumbing and electrical rough installs; roof material on-site, auditorium stairs poured, maintenance and concession buildings shell almost 100%, athletic field graded, utility work continues.

Construction Drawings

Item	Responsible	Due	Notes
06-29:03	Callahan	6/1/10	Irrigation Wells: Update 4/5/10: Callahan has the locations and is will be performing work in June. Update 5/10/10: On-going

Budget/Invoices:

Item	Responsible	Due	Notes
05-10:03	PMA	5/15/10	CO#2 – PMA reviewed CO#2 which involved the winter conditions cost incurred by Callahan and its affected subcontractors as a result of the court injunction that occurred in Dec 2009 and ended in Jan 2010. PMA explained that this was a negotiated settlement for \$122,500 and did not include a time extension. The committee requested that language be added that “If the court finds against Callahan, this amount would be returned to Hanover.” or something to that affect.
05-10:04	PMA	6/5/10	Town Invoice for Consulting Services: The Town provided an invoice from last year that was mistakenly overlooked and requested payment. It was for consulting services associated with the review of the documents. The committee was concerned that the invoice was over budget and contained some questionable reimbursements. PMA will review and re-present.
02-08:04		Record	CO #1 –Update 5/10/10: CO#1 approved by bldg cmte for the amount of \$3,254.97 which was comprised of 4 PCOs. Item closed.

		Record	Invoice: The following invoices were presented and processed: Callahan – \$1,777,931.10 HMFH - \$38,893 (CA); \$31,882.96 (Geotech/Add'l services); \$1,265 HMFH water main design Murphy Toomey (attorney) - \$3,583.06 <i>Vote: Motion made by Paul to approve the above invoices, Ed seconded. All approved.</i>
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A motion was made by Les to adjourn the meeting, second by Paul. All approved.

Meeting Adjourned: 8:58 pm

Next meeting will take place on June 7, 2010 at 6:00 PM at the Project Site (Site Tour) then meeting when tour is over at Callahan's Trailer.

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: PMA Construction Services

Signed: Chris Simmler

Date: 5/12/10