
**JOINT SPECIAL SCHOOL BUILDING COMMITTEE MEETING
THURSDAY, JANUARY 25, 2024
NHS NORTH BOARD ROOM**

A meeting of the Joint Special Building Committee was held at NHS North on Thursday, January 25, 2024. Mr. Dowd called the meeting to order at 7:02 p.m.

Present: Mr. Dowd, Ms. Wilshire, Mr. Sullivan, Mr. Lopez, Ms. Giglio, Ms. Daniels-Williams, and Ms. Prinn

Also Present: Dr. Mario Andrade, Mr. Shawn Smith, Mr. Jaime Ouellette, Mr. Ken Lemarier, Ms. Kathie Miskoe, Mr. Brendon Arel, and Mr. Matt Smith

Also Present: Members of the Public, Channel 22 Videographer

PREVIOUS MEETING MINUTES APPROVAL – December 21, 2023

*Alderman Dowd moved to waive the reading of the JSSBC meeting minutes of December 21, 2023, accept them and place them on file. **Approved***

Mr. Dowd opened nominations for Chairman of the JSSBC. Ms. Wilshire nominated Alderman Dowd for Chair. No other nominations were made.

Alderman Dowd moved to close nominations for Chair of the JSSBC. So voted unanimously.

Ms. Wilshire moved to nominate Alderman Dowd as the Chair of the JSSBC for 2024. So voted unanimously.

Mr. Dowd nominated Jennifer Bishop as Vice Chair of the JSSBC. No other nominations were made.

Mr. Dowd moved to close nominations for Vice Chair of the JSSBC. So voted unanimously.

Mr. Dowd moved to nominate Jennifer Bishop as Vice Chair of the JSSBC for 2024. So voted unanimously.

Chairman Report – Alderman Dowd

Chairman Dowd asked the committee to introduce themselves for the sake of the three new committee members.

School Administration – Dr. Andrade

Welcomed to the new members of the JSSBC. It is a good learning experience of just seeing the details of all the great work that's going into our schools which supports our thriving learning community for our students. I'm really thankful to this community, this committee, and I think you'll be happy that you're on it. So welcome.

Shawn Smith

Reminded the committee that next month's meeting is a week earlier than normally scheduled (February 2 due to the February break).

Chairman Dowd gave a presentation to the committee giving them an overview of the formation of the JSSBC and the committee's charter. Alderman Dowd also presented, with the assistance of Harvey Construction and Harriman, an update to all current projects including the Franklin Street School, the Middle School project, the Birch Hill and Main Dunstable renovation projects, and the security vestibule project.

ARCHITECT'S REPORT – HARRIMAN – Mr. Jaime Ouellette

Brian S. McCarthy Middle School

- Harriman continues to review submittals and questions from Harvey.
- Architectural Punchlist created for Area B of the building.
 - C and B have been punched.
 - Area D is scheduled for Feb. 1st.
- Furniture installation currently on track for early May – Phase 1 (B, C, D) and early June – Phase 2 (A)

- Harriman is reviewing a few additional furniture pieces that are needed for Unified Arts spaces (podiums, easels)
- Design items:
 - Request from Food Service Director to adjust some kitchen equipment locations/layouts.
 - Harriman is coordinating the scope of these adjustments with NSD and Harvey.

Pennichuck Middle School

- Harriman has been reviewing submittals that Harvey has been issuing for review.
- Construction Administration proposal issued for additional services as it relates to the Dehumidification project which was previously approved by the JSSBC.
 - Scope to cover additional service for additional construction meetings, periodic visits, final punch, and closeout documentation review.

Harriman has been working on project design/costing for dehumidification at Pennichuck Middle School. A proposal for that additional work is in your package.

Ms. Giglio moved to approve the contract for Harriman for the architectural work for the Pennichuck Middle School air conditioning. So voted unanimously.

Birch Hill and Main Dunstable Elementary Schools

- Harriman continues to review submittals and questions from Harvey and EEI.
- Harriman has scheduled to punch list the portion of the building being turned over in February. The date of the visits is scheduled for February 8th.

CONSTRUCTION MANAGER'S REPORT – HARVEY

Brian S. McCarthy Middle School - Mr. Ken Lemarier

- Earthwork & site package
 - Overflow drainage re-work at basketball court (weather permitting)
 - Misc. cleanup and winter preparation - ongoing
- Building Envelope
 - Metal panels & Takl panel siding (Area A) - ongoing
 - Masonry veneer (Area A and outbuildings) – ongoing
 - Sunshades (Area B & D) – ongoing
 - Exterior sealants (building & windows) - ongoing
- Building C – interior
 - HVAC equipment start-ups - ongoing
 - Punch list – ongoing
 - Harvey addressing items
- Building B – interior
 - HVAC Equipment start-ups - ongoing
 - Punch list – on-going
 - Harvey addressing items
- Building D – interior
 - HVAC equipment start-ups - ongoing
 - Sealants - ongoing
 - Shades/window treatments – ongoing
 - Final cleaning – ongoing
 - Harriman punch list – early February 2024

- Building A – main entrance / learning commons / cafeteria / gymnasium / unified arts
 - HVAC equipment start-ups – ongoing
 - Misc. Finishes – ongoing
 - Corridor wall tile
 - Café/stage millwork and stair #1
 - Misc. casework
 - Café wood wall panels
 - Ceiling grid & RGDs
 - Light fixtures
 - Stage wood floor – February 2024
 - Gymnasium/Locker Room
 - Wood floor install – late January 2024
 - Lockers – complete
 - Plumbing fixtures
 - Kitchen
 - Kitchen equipment delivery – February 2024
- Upcoming Milestone Dates:
 - Fire alarm inspections – March 2024
 - Multi-visit approach with NFD
 - M/E/P/FL final inspections – March 2024
 - Final life safety inspection – April 2024
 - Elevator inspection – April 2024
 - Following final Life safety inspection
 - Temporary Certification of Occupancy (Building Dept.) – end of April 2024
 - Furniture & Misc. Vendors – May 2024

Pennichuck Middle School – *Brendon Arel*

- Mobilization
 - Phasing plan reviewed with Principal & Administration
 - Building permit secured
 - Contracts issued to subcontractors
 - Submittals & RFI ongoing with Harriman
 - Mechanical equipment released
- Schedule
 - South addition – April 2024
 - North addition – June 2024
 - Rooftop Steel – June 2024
 - Refrigerant piping – August 2024

Birch Hill and Main Dunstable Elementary Schools – *Brendon Arel*

Phase #1

- Cafeteria/Toilets/Teachers' lounge (1st floor)
 - Finishes at storefronts (EEK fin-tube installation) – Complete
 - Misc. Specialties – Complete
 - Punchlist & misc. touch-ups (Harriman) – Summer 2024
- Toilet room 252a (1st floor)
 - Misc. finishes – complete @ MD
 - Misc. finishes – ongoing @ BH

Phase #2 - 4th Grade/K (BH) & 3rd Grade/K @ MD

- Completed:
 - Above ceiling inspections
 - Ceiling tile
 - Lockers and cubbies
 - Handrails (stairs 2 & 3) @ BH
 - Signage

- Removal of temporary walls
- Ongoing:
 - Operable window sashes
 - Finish paint
 - Misc. millwork
 - Misc. flooring & stair treads
- Forthcoming
 - Final inspections
 - Punchlist (Harriman)
- Waxing floors/final cleaning/final inspections punch list (1/22 thru 2/9)
- Phase #2 turnover – February break 2024

Phase #3 – 2nd & 3rd Grade (BH)/2nd and 5th Grade @ MD

- Storefront demo & abatement/replacement – February break 2024
- Demolition
- MEP/FP cut, cap and make safe (EEI)
- Temporary heat (EEI) and temporary wall construction

MEP/FP UPDATES

- Completed:
 - Above ceiling inspections
 - MEP/FP finishes & inspections
- Ongoing:
 - Air handling unit start-up
 - Final mechanical inspection
- Forthcoming
 - Testing, adjusting, and balancing
 - Commissioning

EEI – Matt Smith

Inspection with the fire department at both schools went well. The air handler units both started up and are now in the commissioning phase and getting the kinks worked out. Lighting is now complete and lights are programmed. Final devices are going on the wall with just a few odds and ends. Inspections are scheduled for next week. The electrical and final mechanical is scheduled for next week also. There has been a lot of movement over the last month and it is coming to the end. The testing and commissioning are the big things right now and getting those air handlers up and running for the space to be turned over.

PCOs & PCCOs

Franklin Street – Kathy Miskoe

Harvey finished the construction of Franklin Street for the school year, wrapped up all our punch list and loose ends in the fall and just finally got all the billing reconciled. We are happy to be able to return, in the form of this PCCO, \$235,066.30 from the project/construction budget. As a subset to the school district's budget for that school, we came in under by \$235,066.30. PCCO #011, if approved, makes the contract for construction match what was actually spent; therefore, we can close this out.

Mr. Sullivan moved to accept PCCO #011 for the return of \$235,066.30 for the Franklin Street School project. So voted unanimously.

Moving Services – Shawn Smith

As we prepare to close down Elm Street Middle School and move the staff to McCarthy Middle School, we have to move all the teaching materials out of Elm Street. Brand new furniture was bought for the new middle school so we're just moving books, papers and files, band instruments/equipment, some athletic equipment/supplies Basically, anything that's not furniture will be moved. We put out an RFP in December along with two amendments to clarify our specifications. We received bids from five (5) companies. One was deemed unacceptable as it didn't have all the information we requested. The other four all had the necessary information, are very good firms, and were qualified bidders. We were really gratified at the response. If all bidders are qualified, then we look at the lowest qualified bid. College Bound Movers' estimate to do the work was \$25,000. We spoke with them to make sure that

everything was covered and we came away convinced it is. There may be some additional things because we have not totally tied down everything that is moving. If we have to hire riggers to move heavy pieces of equipment, that'll be additional but small in the grand scheme. The District recommends we accept their proposal and that amount \$25,000.

Ms. Giglio asked when the move would occur and Mr. Smith answered that the boxes would be delivered during the April vacation and the move would occur in June after school releases.

Mr. Calvin Highfield, public attendee, asked to comment on the winning bid. Mr. Highfield represented a company that submitted a bid for the move and he wanted to clarify that College Bound Movers had the highest hourly rate but quoted the lowest number of units. He questioned their experience with schools. Mr. Smith gave the references of College Bound movers. Alderman Dowd made it clear that College Bound Movers was locked into their bid and would have to perform the job as quoted.

Ms. Wilshire moved to approve contract for moving of Elm Street to the McCarthy Middle School to College Bound Movers in the amount of \$25,000. So voted unanimously.

INVOICE APPROVAL DONE

Invoice Approval – [View Invoices](#)

- a. ENE Security Invoices, Total \$7,346.57
 - i. Invoice #57878, \$468.00 – Birch Hill
 - ii. Invoice #57879, \$1,248.00 – Birch Hill
 - iii. Invoice #57802, \$2,510.57 – Main Dunstable
 - iv. Invoice #57877, \$3,120.00 – Main Dunstable
- b. Energy Efficient Invoices, Total \$1,217,055.68
 - i. Application #10, \$600,957.49 – Birch Hill
 - ii. Application #10, \$616,098.19 – Main Dunstable
- c. Harriman Invoices, Total \$30,916.41
 - i. Invoice #2311078, \$3,586.53 – Birch Hill
 - ii. Invoice #2311079, \$3,586.53 – Main Dunstable
 - iii. Invoice #2311077, \$23,743.35 – Brian S. McCarthy Middle School
- d. Harvey Invoices, Total \$1,861,064.32
 - i. 2022-008, Invoice #21, \$19,433.20 – Franklin Street
 - i. 2019-006, Invoice #25, \$1,281,870.98 – Brian S. McCarthy Middle School
 - ii. 2022-021, Invoice #9, \$271,734.51 – Birch Hill
 - iii. 2022-020, Invoice #9, \$288,025.63 – Main Dunstable
- e. Hayner/Swanson, Inc.
 - i. Invoice #21115, \$1,258.37 – Brian S. McCarthy Middle School
- f. John Turner Consulting Invoices, Total \$14,707.00
 - i. Invoice #2307069-05, \$1,820.00 – Birch Hill
 - ii. Invoice #2207050-14, \$7,415.00 – Brian S. McCarthy Middle School
 - iii. Invoice #2207050-15, \$307.00 – Brian S. McCarthy Middle School
 - iv. Invoice #2207050-16, \$1,035.00 – Brian S. McCarthy Middle School

- v. Invoice #2207050-17, \$4,075.00 – Brian S. McCarthy Middle School
- vi. Invoice #2207050-18, \$55.00 – Brian S. McCarthy Middle School
- g. Page Street Leasing, LLC Invoices, Total \$200.00
 - i. Invoice #299423, \$105.00 – Birch Hill
 - ii. Invoice #297930, \$95.00 – Main Dunstable
- h. Pro AV Systems
 - i. Invoice #47501, \$6,169.00 – Franklin Street
- i. Turner Building Science
 - i. Invoice #7266, \$5,420.00 – Birch Hill & Main Dunstable
- j. RPF Environmental Invoices, Total \$25,775.00
 - i. Invoice #2214363, \$12,140.00 – Birch Hill
 - ii. Invoice #2214604, \$13,635.00 – Main Dunstable
- k. Vanasse & Associates, Inc. Invoices, Total \$3,887.44
 - i. Invoice #44309, \$3,487.24 – Pennichuck
 - ii. Invoice #44422, \$400.20 – Pennichuck

Franklin Street Invoices: \$25,602.20

Middle School Project Invoices: \$1,323,647.14

Birch Hill/Main Dunstable Invoices: \$1,824,550.45

Security Vestibule: \$0.00

Total Invoices: \$3,173,799.79

Mr. Lopez moved to approve the invoices in the following order Franklin Street Invoices: \$25,602.20; Middle School Project Invoices: \$1,323,647.14; Birch Hill/Main Dunstable Invoices: \$1,824,550.45; Security Vestibule Project: \$0, for total invoices to be paid: \$3,173,799.79. So voted unanimously.

Alderwoman Wilshire moved to adjourn. So voted unanimously at 8:02 pm.

Submitted by Tara C. Kinsella