

**NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT  
ACCELERATED REPAIR PROJECT  
Ashby, Pepperell, Townsend, Massachusetts  
MEETING MINUTES  
Wednesday, July 25, 2018**

**MEMBERS PRESENT**

William Hackler, School Committee Member – Co-Chair ~ Absent  
Lisa Martin, School Committee Member – Co-Chair  
Brad Morgan, Superintendent of Schools  
Brad Brooks, Director of Special Education  
Jeremy Hamond, Director of Technology  
Dr. Hanley, Principal Varnum Brook Elementary School  
Oscar Hills, Director of Plant and Facilities  
Nancy Haines, Business Manager left at 9:40 a.m.  
Suresh Bhatia, Atlantic Construction & Management, Inc. ~ Absent

**OTHERS PRESENT**

Robin Eibye, Recording Secretary

**1. Call Meeting to Order:**

The meeting was called to order at 9:05 a.m.

**2. Approval of Past Meeting Minutes**

Dr. Hanley motioned to approve the meeting minutes of June 13, 2018, and July 18, 2018.

The motion was seconded by Jeremy Hamond.

Vote: The motion unanimously passed.

**3. Invoices/Contracts**

It was confirmed that no warrants were ready for review.

**4. OPM Report**

The PCO log was reviewed.

**5. Construction Change Orders**

The subcommittee reviewed the pending change orders:

- PCO 21: Costs associated with the removal of bulletin boards and to patch and paint walls. Following discussion, a motion was made by Brad Brooks and seconded by Dr. Hanley to approve PCO 21 in the amount of \$15,822.51.  
Vote: Unanimously passed
- PCO 24: Costs associated with painting the elevator and walls on both the first and second floors. Following discussion, a motion was made by Dr. Hanley and seconded by Brad Brooks to approve PCO 24 in the amount of \$5,221.13.  
Vote: Unanimously passed
- PCO 25: Costs associated with cutting out and recaulking the exterior wall control joints.

Following discussion, a motion was made by Oscar Hills and seconded by Brad Morgan to approve PCO 25 in an amount not to exceed \$16,482.69.

Vote: Unanimously passed

- PCO 28: Costs associated with the replacement of toilet partitions was placed on hold following discussion.
- PCO 29: Costs associated with cutting out and recaulking the exterior wall control joints. Following discussion, a motion was made by Oscar Hills and seconded by Brad Morgan to approve PCO 25 in an amount not to exceed \$16,482.69.  
Vote: Unanimously passed
- PCO 30: Costs associated with truss gussets at the ridge at separations. Following discussion, a motion was made by Jeremy Hamond and seconded by Brad Brooks to approve PCO 30 in the amount of \$13,278.95.  
Vote: Unanimously passed
- PCO 31: Costs associated with providing VCT flooring, wall patching at base of Room A147. Following discussion, a motion was made by Oscar Hills and seconded by Dr. Hanley to approve PCO 31 in the amount of \$6,933.94.  
Vote: Unanimously passed
- PCO 32: Costs associated with the removal and reconfiguration of asphalt walk at the HVAC pad. Following discussion, a motion was made by Oscar Hills and seconded by Jeremy Hamond to approve PCO 32 the amount of \$1,927.80.  
Vote: Unanimously passed
- PCO 33: Costs associated with the replacement of 52' of curb and sidewalk at the Squannacook Early Childhood Center's front entrance. Following discussion, a motion was made by Oscar Hills and seconded by Jeremy Hamond to approve PCO 33 the amount of \$7,925.40.  
Vote: Unanimously passed
- PCO 34: Costs associated with the replacement 230 LF of sidewalk at the rear of the Squannacook Early Childhood Center's kindergarten wing were placed on hold following discussion.
- PCO 35: Costs associated with insulating the Squannacook Early Childhood Center's front entry roof envelope. Following discussion, a motion was made by Oscar Hills and seconded by Lisa Martin to approve PCO 35 in the amount of \$8,893.87  
Vote: Unanimously passed
- PCO 36: Costs associated with installing LED lights in the attic of the Squannacook Early Childhood Center. Per Oscar Hills, NMRSD facilities team will install the lights and light switches in the attic. The Committee agreed that no work on PCO 36 will be needed by Vanguard.
- PCO 37: Costs associated with adding gates and extending the fence at the HVAC condenser pads.

Following discussion, a motion was made by Brad Brooks and seconded by Oscar Hills to approve PCO 37 in the amount of \$527.85.

Vote: Unanimously passed

- PCO 38: Costs associated with the repair and replacement of ceilings not shown on the plan. Following discussion, a motion was made by Oscar Hills and seconded by Jeremy Hamond to approve PCO 38 in the amount of \$6,527.75  
Vote: Unanimously passed

A discussion ensued about technology updates and Jeremy Hamond confirmed that the technology updates are on target to meet set timelines.

Oscar Hills said he recommends that the Central office move take place as soon as possible. Superintendent Morgan said he would like to see the move completed by October 1, 2018.

Brad Morgan suggested reaching out to the furniture trust for furniture needs as their costs are minimal.

A discussion ensued about FLLAC's interest in renting rooms within the Peter Fitzpatrick School.

A discussion ensued about FLLAC's use of the Squannacook Early Childhood Center's gym and cafeteria.

A discussion was had about the Squannacook Early Childhood Center's library and technology needs and the ability of the North Middlesex Regional School District's Technology department's ability to complete the work.

Jeremy Hamond agreed to provide the library plan as requested by Lisa Martin.

Lisa Martin said additional concrete work is needed at the Squannacook Early Childhood Center. Following discussion, a motion was made by Dr. Hanley and seconded by Brad Brooks to approve an amount not to exceed \$10,000.00 to replace the existing dirt with cement slabs in the front of the Squannacook Early Childhood Center.

The Committee reviewed PRO 2 dated July 16, 2018, for costs associated with further testing required at the Hawthorne Brook Elementary and Varnum Brook Elementary Schools.

Following discussion, a motion was made by Brad Brooks and Lisa Martin seconded to approve PRO 2 in the amount of \$25,409.00

Vote: Unanimously passed

Brad Brooks said the playground designed was approved. Oscar Hills said no installation date has been set at this time.

**6. Future Meeting Dates**

It was decided the next meeting will take place on August 1, 2018, at 9:00 a.m., at the Squannacook Early Childhood Center.

**7. Adjournment**

A motion was made by Lisa Martin and seconded by Brad Brooks to adjourn at 10:06am.

Vote: The motion unanimously passed.

Respectfully submitted,  
Robin G. Eibye, Recording Secretary

**APPROVED: AUGUST 1, 2018**

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