

**NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT  
ACCELERATED REPAIR PROJECT  
Ashby, Pepperell, Townsend, Massachusetts  
MEETING MINUTES  
Wednesday, July 18, 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 ~ Absent  
Jeremy Hamond, Director of Technology  
Dr. Hanley, Principal Varnum Brook Elementary School  
Oscar Hills, Director of Plant and Facilities  
Nancy Haines, Business Manager ~ Remote Participation  
Suresh Bhatia, Atlantic Construction & Management, Inc.

**1. Call Meeting to Order:**

The meeting was called to order at 11:07 a.m.

**2. Approval of Past Meeting Minutes**

Dr. Hanley moved to approve the meeting minutes of July 9, 2018.

The motion was seconded by Brad Morgan.

Vote: The motion unanimously passed.

**3. Invoices/Contracts**

It was confirmed that no warrants were ready for review.

**4. Construction Change Orders**

The subcommittee reviewed the pending change orders:

- PCO 20: Costs associated with the change to access panels in ceiling for HVAC.  
Following discussion, a motion was made by Dr. Hanley and seconded by Lisa Martin to approve PCO 20 in the amount of \$2,142.84.  
Vote: Unanimously passed
- PCO 21: Oscar Hills noted the budget is tight and suggested waiting until the final costs are received to make a decision.
- PCO 22: Following discussion it was decided to hold off on pressure washing the exterior of the building.
- PCO 25: Mr. Hills said the re-caulking of exterior wall control joints is a must do item and recommended waiting until final costs are received to approve.
- PCO 26: Costs associated with the change to frame the chase at exterior soffit above gym rear entry. Following discussion, a motion was made by Ms. Martin and seconded by Jeremy Hamond to approve PCO 26 in the amount of \$1,420.00.

Vote: Unanimously passed.

- PCO 27: Costs associated with the removal and disposal of the flagpole and base. Following discussion, a motion was made by Brad Morgan and seconded by Dr. Hanley to approve PCO 27 in the amount of \$1,500.00.  
Vote: Unanimously passed.
- PCO 30: Costs are to provide truss gussets at ridge at separations. Following discussion, a motion was made by Mr. Hamond and seconded by Mr. Morgan to approve PCO 30 in the amount of \$9,914.95.  
Vote: Unanimously passed.

A brief discussion ensued about fire alarm wiring and proposed changes.

Oscar Hills noted budget constraints and the fact that remaining funds would be required for needs vs. wants.

Mr. Hills said building security needs to be addressed and noted that cameras and swipe cards may be needed.

A discussion ensued about Varnum Brook's roof. Mr. Hills confirmed that the asbestos retest is complete and the results would be made available. Mr. Hills also confirmed that the cost change for the roof is on hold at this time.

Mr. Hills provided an update on the VBES building improvements and said a security upgrade is needed as well as upgrades to the front entrance and outside walk ways.

A discussion ensued about preschool needs for gym space and the use of no pass zones.

Mr. Hills confirmed that Brad Brooks is managing the preschool's playground project.

The Committee walked the building.

#### **5. Future Meeting Dates**

It was decided the next meeting will take place on Wednesday, July 25, 2018, at 9:00 a.m. at Central Office.

#### **6. Adjournment**

A motion was made by Mr. Morgan and seconded by Dr. Hanley to adjourn at 12:42 p.m.

Vote: The motion unanimously passed.

Respectfully submitted,  
Robin G. Eibye, Recording Secretary

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**APPROVED: July 25, 2018**