

**NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT  
ACCELERATED REPAIR PROJECT  
Ashby, Pepperell, Townsend, Massachusetts  
MEETING MINUTES  
Wednesday, August 1, 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 ~ left meeting at 9:40am  
Jeremy Hamond, Director of Technology ~ arrived at 9:20am  
Dr. Hanley, Principal Varnum Brook Elementary School  
Oscar Hills, Director of Plant and Facilities ~ arrived at 9:20am  
Nancy Haines, Business Manager  
Christy Kervin, Principal, Hawthorne Brook Elementary School  
Suresh Bhatia, Atlantic Construction & Management, Inc. ~ Absent

**OTHERS PRESENT**

Robin Eibye, Recording Secretary

**1. Call Meeting to Order:**

Brad Brooks motioned to call the meeting to order at 9:02 a.m.  
The motion was seconded by Dr. Hanley.  
Vote: The motion unanimously passed.

**2. Approval of Past Meeting Minutes**

Dr. Hanley motioned to approve the meeting minutes of July 25, 2018.  
The motion was seconded by Brad Brooks.  
Vote: The motion unanimously passed.

**3. Invoices/Contracts**

It was confirmed that no warrants were ready for review.

**4. OPM Report**

Dr. Hanley provided an update on Varnum Brook Elementary School's ongoing construction projects and confirmed that mock classrooms would be used.

A discussion ensued about safety processes and procedures during construction.

**5. SECC Business**

- a) Brad Brooks provided an update on the playground and noted that two bids have been received and additional bids are expected.

Mr. Brooks confirmed the playground will not be ready for the start of school.

- b) Jeremy Hamond provided an update on data wiring.

## **6. Construction Change Orders**

The PCO log was reviewed and the subcommittee reviewed the pending change orders:

- PCO 40: Costs associated with the replacement of ceiling tiles in the bathrooms in the kindergarten wing to match room tiles.  
Following discussion, a motion was made by Lisa Martin and seconded by Brad Brooks to approve PCO 40 in the amount of \$1,199.52.  
Vote: Unanimously passed
- PCO 41: Costs associated with installing all materials provided by Brothers Electroical and to provide and install additional devices to upgrade the fire alarm system to all addressable devices.  
Following discussion, a motion was made by Brad Morgan and seconded by Lisa Martin to approve PCO 41 in the amount of \$36,414.00  
Vote: Unanimously passed
- Lockhead Change Order Proposal dated July 31, 2018: Costs associated with providing labor and materials for additional work at Hawthorne Brook Elementary and Varnum Brook Elementary Schools.

After a lengthy discussion and so that work may begin, a motion was made by Brad Morgan and seconded by Jeremy Hamond to approve the change order proposal dated July 31, 2018, in an amount not to exceed \$25,000.00.

Vote: Unanimously passed

### **General Discussion**

A discussion ensued about Project Graduation's storage needs.

Dr. Hanley provided an update on the ADA improvements and noted that seating space has been significantly decreased in the VBES auditorium. A discussion ensued about seating capacity and community needs.

A discussion ensued about providing air conditioning in the gym and the need to replace the carpet in the auditorium.

## **7. Future Meeting Dates**

It was decided the next meeting will take place on August 8, 2018, at 9:00 a.m., at Varnum Brook Elementary School.

## **8. Adjournment**

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

Vote: The motion unanimously passed.

Respectfully submitted,  
Robin G. Eibye, Recording Secretary

APPROVED: AUGUST 8, 2018

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