

**Danvers High School Design/Construction Advisory Meeting  
December 10, 2010 at 7:30 A.M. – High School Conference Room**

Wayne Marquis opened the meeting at 7:30 AM.

1. Del Leluc, Project Manager for Bacon Construction, was introduced to the committee
2. CMS (Paul) provided a brief presentation of the administration of the construction phase of the project with the MSBA:
  - The MSBA will conduct site visits bi-monthly, and will include observation of work in progress, as well general review of all site-specific elements including submittal progress, site safety, change orders, Architect / OPM Amendments, etc. These visits typically last 60-90 minutes.
  - The project will be expected to implement the revised construction budget, identifying the savings realized during the bidding processes. Implementation of this budget in the pro-pay system is anticipated in the next 60 days.
  - The MSBA's consideration for additional 1% reimbursement for the Maintenance program (ie. "Maintenance Point") continues. Recent discussions with the MSBA have indicated the increase may not be for the full 1%, but rather a fraction of the additional point.
3. CMS provided a brief summary of the site activities currently underway and an overview of planned activity for the coming 60-90 days:
  - Job trailers currently mobilized and installed / Site Superintendent is present on site (Bill Edge / Bacon Construction). Utilities to the job trailers (electric, water, sewer) will continue in the coming weeks.
  - Preconstruction meeting with Steel fabricator (Novel Iron Works) was convened, with efforts to begin steel fabrication underway (verification of existing structures, shop drawings, etc.). First steel anticipated at the job in late February.
  - Bacon Construction has provided the preliminary progress schedule (first 120 days), currently under review by the project, with copies provided to the committee for review.
  - Immediate work planned for the next 2 weeks included notifications to the DEP for abatement activities, and initial demolition activities by the plumbing, mechanical and electric contractors ("drop and make safe").
  - Work forecast for the coming 90 days included abatement work, demolition activity in the Art wing and classroom wing, new foundation / concrete activity at the Art Wing, and installation of structural steel in the art wing in late February.
  - Brief overview of the construction phasing plan identifying work areas within Phase I / IA was presented / distributed to the committee.
4. DiNisco Design provided an overview of their transition into Construction Administration:
  - Project submittals are underway, transition into construction administration role is complete.
  - Submittal Exchange (electronic, on-line submittal tracking software) will be utilized, streamlining overall submittal review and transfer of submittals and project correspondence (RFI's, PCO's, Field Observation Reports, etc.).
5. David Lane provided an overview of current site plan and logistics, as well as the next major turnover of existing spaces to the contractor – the field house.
  - Site access / egress points were reviewed, noting that additional sidewalks will be installed to permit safe passage of students to the athletic entrances at the north side of the project.
  - Parking was discussed including on-site parking (within the fenced areas) for the contractors. Committee members noted student parking within adjacent neighborhoods

remains common practice. It was confirmed that this appears to be by student choice, as there are surplus student spaces in the west parking lot observed daily.

- The Field House will be turned over to Bacon Construction as part of Phase I renovations on April 1, 2010. Final accommodations for displaced spaces will be coordinated with the athletic department to ensure continuity to all programs.
- Commencement Arrangements (in the event of foul weather) will be coordinated by school administration as the event draws near.

General Discussion and questions from DCAC members were as follows:

- General update of the Dunn Wing: Logistics are fine. Maintenance of temperatures throughout winter seasons will require on-going attention. Recent efforts by school technical staff and DDP to improve computer network performance (potential cause(s) under review by all). CMS, DDP and 3Si available upon request to assist (as needed).
- DCAC members were informed of Bid Protest and ongoing issues related to the electrical sub bids. Town Attorney had provided strong response to Annese Electric's recent correspondence, regarding the threat of further legal action by Annese in protesting the electric sub-bid award to Griffin Electric. Final resolution pending Annese response and action.
- A request by the Committee was heard to provide additional follow-up and information on design questions / design elements previously discussed by DCAC. The committee members were requested to formalize their inquiry to Wayne's attention via e-mail for future review / discussion at DCAC Meeting.
- A committee member shared an observation that the Town Web site and information regarding the project appeared to be dated, and made a general inquiry about a project-specific web site with inclusion of current information.

Wayne Marquis concluded the meeting, and extended invitation for all to attend the ground breaking ceremonies scheduled for 9:00 AM at the front of the High School.

**Date and Time of next DCAC meeting was confirmed (January 14, 2010, 7:30 AM at Town Hall)**

The meeting adjourned at 8:30 AM.

DCAC

FRIDAY DECEMBER 10, 2010

PAUL GRUKAN,	CMS	PAUL@CMS-MA.COM
NEIL JOYCE	CMS	NEIL@CMS-MA.COM
DAVID LANE	DAN. DPW	dlane@mail.danvers-ma.org
Eric Crane	School Comm.	Ecrane@Travelus.com
Richard Warren	DPS	warren@Danvers.org
Wayne Manolis	TOD	
Lisa Dana	DPS	
Martha Swindell	FC	swin1728@aol.com
JOE PENNIMPEDE	TAX PAYER	10jo54@VERIZON.NET
John Mroszczyk	Fin Com	ncc3@verizon.net
Mark Zuberek	Tax Payer	MZuberek@aol.com
Diane Langlais	Fin Com	dilanglais@verizon.net
Diane Norris	TOD	dnorris@mail.danvers-ma.org
Conrad Pawlak	Sch Com	conradpawlak@verizon.net
Ken Diniseo	DDP	K.DINISEO@DINISEO.COM
Michael Cali	DPS	cali@danvers.org
Rick Rice	DDP	r.rice@diniseo.com
Michael Powers	BOS	mpodad@aol.com
Joseph Miele	ST	MJOEPA@COMCAST.NET
BILL NICHOLSON		Y.M.M. Pet. 8
Cardner TRASK	Selectman	GTRASKDanvers@gt3.com
Paul McGOWAGLE	CMS	PAULM@CMS-MA.COM
Scott Lubker	CMS	ScottL@CMS-MA.COM
DEL LAUC	Brown Center	DLAUC@BROWNCONSTRUCTION