

**Russell Street
School Building Committee
Minutes**

Wednesday, February 4, 2009

6:00 PM

Location: LELWD Conference Room

Present:	Rich Crowley	Absent:	Paul Avella
	Steve Venuti		Diane Bemis
	Ron Catella		Jane Hall
	Steve Mark		Jeff Feehan
	Mark Mizzoni		
	Joe Collentro		
	Keith Bergman		
	Scot Woodin (DRA)		
	Jim Barrett (DRA)		
	Bob White (Daedalus)		

- A. The meeting was called to order at 6:00 PM. On a motion by Mark Mizzoni and seconded by Ron Catella, it was voted to approve minutes of Jan 14, 2009, as amended.
- B. Rich Crowley asked if the minutes could be sent out electronically before the meeting so members had a chance to review them.
- C. Bob White from Daedalus, gave an update on the building walk through with DRA, and the DRA building consultants on Monday, January 19, 2009.
- D. Jim Barrett and Scot Woodin from DRA walked through an update from DRA. (See attached agenda from DRA.) DRA also handed out the following handouts: existing conditions report; a summary of deliverables for the project, as well as a project schedule and work plan.
- E. There were discussions on the MSBA Meetings for March and April and making sure that all the timelines are met, and all the paperwork and studies are on track for meeting the May Town Meeting date. It was recommended that Littleton write a letter to the MSBA requesting that MSBA schedule meetings in time to approve this project before the May Littleton Town Meeting. Bob White, Rich Crowley and Keith Bergman to coordinate efforts on this. Keith Bergman will also contact our State Reps for their support on this effort.
- F. Scot Woodin discussed the use of the Russell Street Athletic Fields. Steve Mark and Scot Woodin will coordinate a meeting to discuss these fields.
- G. Hazardous Materials testing to take place during the week of February vacation. Scot Woodin and Steve Mark to coordinate.

- H. Russell Street School Roof: Bob White will contact Gale Associates on the condition of the roof that was installed 4 years ago, and to discuss the impact this project may have on that roof.
- I. Septic Analysis and condition of current pipes and system. Steve Mark will provide name of School Department vendor who has done work on the system before, and can be used to scope the pipes to get a current condition of those pipes.
- J. Rich Crowley suggested that bi-weekly updates be provided to the local newspaper in an effort to keep the community informed as to the project. Rich to work with Keith on this issue.
- K. Joe Collentro asked on the status of the Construction Manager (CM) at Risk process. Joe asked that the items be included as an agenda item on the next meeting. There were some discussions on the current process, and application that needs to be filed with the State. There was some discussions as to the CM at Risk idea, and if the application should be filed.
- L. Ron Catella made a motion that Rich Crowley and Bob White submit the application to the State to allow the use of a CM at Risk on this project. Steve Venuti seconded the motion. There was some discussion as to that application, and if it committed Littleton to using this process. It was voted: 6 in favor, Joe Collentro opposed.
- M. Steve Mark made the following motion regarding authorization of invoices to be paid.

The Russell Street Building Committee hereby authorizes the Chairmen of the Building Committee, and one other Building Committee Member to sign and authorize all invoices to be paid after the Committee has taken a vote to authorize invoices. Ron Catella seconded the motion. Motion passed, all in favor.

- N. Steve Mark presented Invoices to be paid.
 - a. Daedalus Projects: Inv # 3173-081222 \$4,000.00
 - b. Steve Mark, for travel expenses 81.98

Motion to Vote Authorize of invoices. Seconded by Steve Venuti, Motion Passed.

- O. Steve Mark presented spreadsheet of current project costs, and un-encumbered balance. Also handed out were copies of two MSBA letters, dated January 20, 2009, and January 15, 2009 regarding MSBA projects, funding, and the Russell Street School.
- P. Joe Collentro made a motion to adjourn. Ron Catella second. Motion passed, all in favor, meeting adjourned at 7:00 PM.