

Owner's Meeting No. 72
Saltonstall/Collins Green Repair Project

5/3/2016

On 3/2/2016 the persons listed below met at The Collins Middle School to discuss the overall progress and issues related to The Saltonstall/Collins Green Repair Project. Following are minutes taken during that meeting. Items in bold/italics are updates to existing entries and/or new items.

Attendees (as indicated by checkmark) and Distribution List:		Telephone	Email
	Margarita Ruiz/School Building Committee, Voting Member	(978) 740-1212	Margaritaruiz@salemk12.org
	Mayor Kimberley Driscoll/SBC, Voting Member	(978) 745-9595	kdriscoll@salem.com
✓	Paul L'heureux/SBC, Voting Member	(978) 740-1143	paullheureux@salemk12.org
	John MacMillan, Reinhardt Associates, Inc.	(413) 786-9600	jmacmillan@ReinhardtAssoc.com
	Glenn Burns/SBC, Voting Member	(978) 740-1193	glennburns@salemk12.org
✓	Darleen Melis/Chair SBC, Voting Member	(978) 744-6471	darleen.melis@verizon.net
✓	Dr. Brendan Walsh/SBC, Voting Member	(978) 744-3856	readspeak@comcast.net
	Phil Littlehale, Business Administrator	(978) 740-1222	philplittlehale@salemk12.org
	Michael O'Brien, Gilbane	(617) 478-3306	mobrien@gilbaneco.com
	Jack Bradshaw, Gilbane	(508) 641-8960	jbradshaw@gilbaneco.com
	Kevin Jones, Gilbane	(617) 694-6165	kgjones@gilbaneco.com
	David Saindon, Project Director/KVA	(617) 695-0856	dsaindon@kvaboston.com
✓	Paul Boutchia, Project Manager/KVA	(617) 695-0856	pboutchia@kvaboston.com
✓	Dr. Alyce Davis/SBC, Voting Member	(978) 395-6522	alyced35@gmail.com
✓	Robert Strom/SBC, Voting Member (by phone)	(978) 595-6886	Bobstrom10@comcast.net
	Sarah Stanton/SBC Voting Member	(978) 619-5628	sstanton@salem.com
	Lisa Golden/SBC, Voting Member	(978) 740-1193	elizabethgolden@salemk12.org

NEXT MEETING: To Be Determined.

Minutes Acceptance for Meeting #69	A motion was made by Dr. Walsh to approve the minutes from Meeting No. 69. Dr. Davis seconded and the motion passed unanimously.
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Date	Item Description	Status/Action By
20.4	Collins Keys and Cores	CLOSED
10/14/15	Progress has been made toward resolving the key/core issues at the Collins. Paul Boutchia (KVA) and Paul L'heureux (District) went through the inventory that KVA had put together. Paul L'heureux has received some of the keys/cores that were outstanding from that list. Allegion recommends that they work directly with Paul L. to complete the remaining work and that Columbus Door not be involved any longer. District will contact Kelly Brothers to see if they are interested in installing the remaining cores.	
12/3/15	Same status as last meeting.	
3/2/16	<i>At a prior SBC meeting, the School Business Manager reported that the cost for installing the remaining cores at the Collins would be added to the Capital Budget. This item is closed.</i>	
46.7	SBC Schedule	OPEN
10/14/15	The next SBC meetings are scheduled for November 18, 2015 and December 9, 2015. Each will be held at 4:30 pm in the Collins Middle School Library Classroom.	
12/3/16	The next SBC meeting is scheduled for January 13, 2016. See the cover sheet of these minutes for additional information.	
3/2/16	<i>See the cover sheet of these minutes for additional information.</i>	Record
57.3	Collins Clocks	CLOSED
10/14/15	KVA contacted the manufacturer of the transformers that were installed in the building and learned that they are not frequency-cancelling transformers. KVA to research the cost of going to 3-wire clocks to replace the ones (approx 11) that are not correcting.	
12/3/15	KVA presented options for handling the clock issues. They are: 1. Install 15 transceiver type clocks recommended by Fail Safe Technical Associates. Estimated cost is \$10,000. 2. Replace non-operating frequency clocks with standard three-wire clocks. Estimated cost is \$18,765. 3. Add a signal booster. Estimated cost is \$22,921. 4. Install battery operated clocks. Estimated cost is \$300. Given that there is no money in the budget for any of the above options, the SBC took no action.	
3/2/16	<i>At a prior SBC meeting, the School Business Manager reported that the cost for installing 15 transceiver-type clocks at the Collins (Item #1 above) would be added to the Capital Budget. This item is closed.</i>	

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60.1	Leaks at Collins and Saltonstall	CLOSED
10/14/15	Commercial Construction provided a bid to seal the open joints at a decorative stone band above the second floor windows at the Saltonstall School. The bid was over the threshold where bidding would not be required so the city is putting a bid package together to advertise the work.	
12/3/15	The Saltonstall masonry repair work was bid by the City. CD Masonry was the low bidder and is awaiting a formal notice to proceed from the City before scheduling the work.	
3/2/16	<i>The masonry repair work at the Saltonstall School has been completed. This item is closed.</i>	
65.1	Collins and Saltonstall Maintenance Reports	OPEN
10/14/15	Same status as last meeting.	
12/3/15	See Collins Requisition No. 36, Vote #1 on the cover page of these minutes for information.	
3/2/16	<i>KVA sent the updated maintenance reports with the relevant electrical information to ENE Systems. ENE will review the information and provide a proposal to the City of Salem to upload the forms to the building automation system.</i>	ENE/City of Salem
NEW BUSINESS		
72.1	Salem Electrical Inspector Letter	NEW
3/2/16	<p><i>Griffin Electric has been working to complete several items listed on a letter sent to them by John Giardi, the Salem Electrical Inspector. The following is a list of the items and their status:</i></p> <ol style="list-style-type: none"> <i>1. Replace MC Cable in Rm 135 with EMT: Salem will handle this with a local electrician.</i> <i>2. Remove Temp Wiring from Computer Rm: Work is complete. This item is closed.</i> <i>3. Replace Temp Panel Legend in Room 127: Legend is still temporary and needs to be made permanent. This item is open.</i> <i>4. Temp NMC cables and Controls to be removed: This is partially done. Motor controls remain at the 4th Floor electrical panel opposite classroom 434. This item is open.</i> <i>5. Fire Protection at 3rd Flr Elec Closet Penetration: Work is complete. This item is closed.</i> <i>6. Remove Temp Wiring at Panel PL3C: Not done. This item is open.</i> <i>7. Remove Temp Wiring from Attic: (1) lighting stringer remains. This item is open.</i> <p><i>See the attached letter for additional information.</i></p>	

CC: Mike McGurl/MSBA
Mindy Marino/SPS
Jeff Cox/City of Salem

Attachments:

Letter from Salem Electrical Inspector to Griffin Electric, dated 1/7/2016.



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM, MASSACHUSETTS

ELECTRICAL DEPARTMENT

44 LAFAYETTE STREET

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JGIARDI@SALEM.COM

JOHN J. GIARDI
CITY ELECTRICIAN

TO: David R. Benoit
C/O Wayne J. Griffin Electric Inc.
116 Hopping Brook Road
Holliston Mass. 01746

FROM John J. Giardi, City Electrician/ Chief Electrical Inspector

SUBJECT Collins Middle School

DATE January, 07, 2016

Please be advised, the City Electrical inspector John Giardi was asked to conduct an electrical inspection at the request of the Director of Building Services Paul L' Heureux. This inspection is to close out any and all remaining issues With Griffin Electric Co. and the City of Salem School department.

- 1.) Room 135 boiler room-MC cables were installed improperly. Article 330.30
- 2.) Technology Computer Room-Temporary outlets and MC cables shall be removed. All data wiring shall be removed that is not being utilized. Articles 590.2 580.3 (A) (D) 800.25
- 3.) Room 127 A-Panel legend has to be attached to the panel board. Article 408.58
- 4.) Panel 3A-Temporary NMC cables, control wiring and controls shall be removed. Articles 590.2 590. (A) (D)

- 5.) Fire protection for penetration was not completed in the Electric Room Closet 3rd Floor North. Article 300.21
- 6.) Panel PL3C-Temporary wiring shall be removed Article 590.3
- 7.) Attic-Temporary wiring shall be removed 590.3 (A) (D) MC cables were installed improperly Article 330.30

Please be advised that all violations shall be corrected within twenty one days upon receipt of this notice. Failure to comply will result in further action. Respectfully Yours, City Electrician, John J. Giardi.

If you need any further assistance please call me at 978-745-6300

SINCERELY YOURS,

JOHN J. GIARDI
CITY ELECTRICIAN

C.C. Paul Boutchia K.V. Associates
Darlene Melis Chairperson Salem school building Committee