

**Veterinary Clinic Building Committee Meeting
Culinary Conference Room
October 12, 2017**

ATTENDANCE:

<i>Building Committee:</i>	Sheila Harrity, Supt/Director Tom Browne, Principal Jim Hachey Mike Gormley Katie Whitaker	Peter Maxfield, OPM James Cournoyer, School Committee Tammy Crockett
<i>Other</i>	Tammy LaFalam, Secretary	

Lamoureux Pagano & Associates: Bill Senecal

Purpose of Meeting: Progress Meeting

Meeting convened at 9:03 a.m.

Meeting minutes of the September 18, 2017 meeting were distributed and unanimously accepted.

Ongoing Construction-

- The split stone for the exterior front wall has been ordered and should be in by Tuesday.

HVAC

- Delivery/installation of the HVAC unit went very smoothly.
 - It was a great opportunity for the students to be able to observe the process.
 - Students and staff alike were in awe of the size of it!
- Once winter weather sets in, we will be using two heat trailers for warmth during construction. The building's HVAC system will not be used until construction is complete.
- Trane's original bid included the price of the boiler, with a value of approximately \$8700. Since Trane does not deal with boilers, they will be issuing Monty Tech credit in the amount, after readjusting their quote.
 - This credit will be used, instead, to pay F.W. Webb, who will be purchasing/installing the boiler.

Plumbing

- Kevin Martin has replaced Dave Frawley as the Vet Tech Plumbing Liaison. After looking at the list of materials needed to finish up this project, Kevin has advised that he would need an additional \$10,000 to finish up the boiler room.
- We received 3 bids on the Mechanical Room.
 - CapCo was able to do all of the tasks requested.
 - bid included their own boiler brand, rather than the one we requested.
 - F.W. Webb was bid-specific. We will be using them.

Electrical

- Pete Maxfield advised that, since we will be installing the light pole next week, they will have to remove a few panels of the fence. This will make room to dig the trench that the cables (leading out to the pole) will be buried in.

- Jim Cournoyer questioned whether these cables would have to be encased in concrete. Jim Hachey, Bill Senecal and Pete Maxfield all said it is not necessary as far as they know. Pete Maxfield will ask Tom Tufts to look into it just to be sure.

Carpentry

- Work on the roof continues, working around the entry awnings, installing cedar soffits and caps.
- Once the caps are complete, the other panels are already measured and cut, ready to be installed.
- Pete Maxfield advised that one of the interior, non-weightbearing walls of the mechanical room had to be altered a small amount in order to accommodate the hot water heater.
- Regarding interior walls, limited drywall work is being completed at this time, but we are not yet ready for tile work to begin.
- Bill Senecal advised cabinets should not begin until after all of the drywall and painting is completed. The amount of water in the building would not be good for either.

Cabinetmaking

- The students have started constructing the shelves.
- The aluminum panels should be arriving any day now
 - Installation of panels will begin at the student entrance.
- It will take approximately 1 week for each of the building entrances.

Entry Sign

- Size – The light is 4 ft. long, so the diameter of the sign should be approximately 3.5 feet.
- Construction
 - Will it be made out of metal, wood, or both?
 - Frame the sign with stonework?
 - Bill Senecal advised that the best way is to anchor the sign right on the stone
 - This will make it easier to change the sign in the future if needed.
- Design
 - Lettering – What name will we use for the center?
 - Spell out Montachusett Regional Vocational Technical School
 - Use Monty Tech
 - Veterinary Center?
 - Logo
 - Work the gear logo into the sign design
 - Possibly remove the open book as depicted in the sign on the building plan
- Decisions regarding the sign will be made at next week's Administration Meeting

Site Work

The bidding process for the job of paving the parking lot, walkways, and access road was discussed in relation to when would be an ideal time in the progression of the vet tech project.

- Winter weather must be taken into consideration:
 - Should we try to complete this prior to winter's snowfall and low temperatures?
 - Should we complete the bidding process over the winter, and do the actual paving in the spring?
 - It was decided the bid request would be submitted on October 25th, to start the process.
 - Bill Senecal noted that a bid submitted in November may not hold true six months from now if we do have to wait until the spring thaw to begin. These prices fluctuate with the price of oil.

Jim Cournoyer reminded the committee that we are on a tight schedule if we still want to open the doors next September.

- Mr. Hachey assured him that the shop representatives meet with he and Pete Maxfield on a weekly basis to coordinate scheduling of upcoming jobs. This is done in order to maximize progress being made every step of the way.

We are currently waiting for an alarm box to be installed by the Fire Department, but our progress is not dependent on the timing of this installation.

Nu Cedar representatives took a group of guests on a tour of the building in order to showcase their project. We will be purchasing a large quantity of their high quality paint.

Review Budget-

- Tom Browne distributed, and reviewed the budget. With approximately \$317,000 remaining in the budget, the consensus is that we are in good shape at this point in the project.
- Dr. Harrity advised that Becker is still donating \$100,000, (\$25,000/year for 4 years)
 - Has not yet been granted, as the Memo of Understanding is being reviewed.
 - The first MOU included both the Vet Tech Center *and* the Dual Enrollment Program.
 - They are working on separating out the two programs, to present a more exact MOU as it pertains to the Vet Tech Building.
- During a program in Boston, Dr. Harrity met the Chief Medical Officer for Vet-Corps. He will be coming out to visit our facility in November.

Suggested Votes on Allocations of Funds and Construction

- Tom Browne made a motion to allocate \$8100.00 to Needham Supply for the purchase of exterior lighting materials. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$2725.00 to Eastern Electronics for fire alarm wiring. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$2400.00 to Stoneyard Inc. for the purchase of stone for the front facade. It was seconded by Jim Hachey, and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$1000.00 to Concrete Solutions for the purchase of incidental supplies for the front facade. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$1000.00 to L & R Sales for the purchase of cabinetmaking hardware. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$8,000 to Atlantic Plywood for the purchase of plywood and laminate for the classroom cabinetry. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$1,000.00 to F.W. Webb for materials for the Variable Refrigerant Flow lines. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$479.78 to Ti Sales for the purchase of a water meter. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$1310.02 to Astro Crane for services involved in the transportation, staging, and placement of the HVAC unit. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.

- Katie Whitaker made a motion to allocate \$125.00 to Connecticut Tool and Saw, for the purchase of miscellaneous cabinetmaking supplies. It was seconded by Tom Browne and the Building Committee passed the motion with a unanimous vote.
- Tom Browne made a motion to allocate \$22,000 to F.W. Webb for miscellaneous mechanical room supplies. It was seconded by Jim Hachey and the Building Committee passed the motion with a unanimous vote.

Meeting adjourned at 10:10 a.m.