

BELMONT MIDDLE and HIGH SCHOOL BUILDING COMMITTEE
FINAL MEETING MINUTES
April 8, 2020
Virtual Zoom Meeting
8:00 AM

RECEIVED
TOWN CLERK
BELMONT, MA

DATE: April 27, 2020
TIME: 9:30 AM

Meeting #95

Committee Members Virtually Attending:

Chair Lovallo; Members, Tom Caputo, John Phelan, Mike McAllister, Pat Brusch, Bob McLaughlin, Joel Mooney, Chris Messer, Jamie Shea, Kate Bowen, Diane Miller, Ellen Schreiber, Emma Thurston, Jon Marshall, Patrice Garvin, Steve Dorrance, Joe DeStefano

From Daedalus: Tom Gatzunis, Shane Nolan

From Perkins+Will: Brooke Trivas, Vital Albuquerque

From Skanska: Mike Loring

I. Call to Order

The meeting was called to order at 8:00 a.m. by Chair Lovallo. He explained the remote meeting protocol, e.g., state your name before speaking, mute computers, and he explained how the Committee will vote, etc. He also advised residents that they can click into the meeting during comment time.

He noted that certain meeting documents will be displayed on the screen, but that he would periodically remove those materials so as not to slow down the virtual meeting. He took a roll call of members present and then turned to the first agenda item.

II. Minutes of Previous Meetings

Mr. McLaughlin moved: To approve the Minutes of 3/26/20.
The motion passed unanimously.

III. Update on Project Cost Events

Mr. Nolan noted that the project cost event document represents the standard project budget overview. He reviewed the total amount spent thus far as well as how much has been reimbursed back from the MSBA via ProPay. There are no changes to the overall project budget.

Chair Lovallo confirmed that the three Skanska amendments are not yet included in the budget. Mr. Nolan explained that those amendments are not yet approved by the MSBA and will be included in the project cost summary once that process is complete. He provided a brief overview of the ProPay process.

Mr. Nolan then explained the *cost* contingency and the *construction* contingency numbers, and he then noted the authorizations that are under review (potential change orders). He explained the “ball in court” change orders (which are those that are not yet approved).

Chair Lovallo provided some additional information on the change orders, noting that they are likely to slow down going forward. Mr. Nolan confirmed that change orders do occur in higher numbers, up front, because of the initial design packages. He added that there are allowances for this in the GMP pricing.

Mr. Nolan reviewed the Skanska breakdown of payments (what was committed, the amount completed, the retainage amount, and the balance).

IV. Construction Update Including COVID-19 on Project

Mr. Loring provided a recap of work performed during March 2020. He noted that COVID-19 provided challenges (given that keeping the workers safe and healthy is a high priority) and that construction is on track. He summarized the March highlights, e.g., placing of concrete slabs, truss installation, steel erection in area A, and geothermal drilling. He then explained the installation of hand-wash stations, which exceed the standard guidelines.

Mr. Loring noted that COVID-19 signage has been posted concerning physical distancing and other precautions to take. The workers are provided safety updates daily and are given wellness check ins every day, as well.

Mr. Loring then reviewed an April look-ahead, e.g., complete steel erection in areas A and B, complete well drilling in field 1, continue erecting/decking in areas C and D, and starting the under-slab utility installation in area A and B.

V. Project Schedule Update

Mr. Loring said that the first week of August is still the COO (Certificate of Occupancy) trend date. FF+E will be integrated into complete areas.

VI. Treasurer's Report

Ms. Thurston informed the Committee that the following Invoices are ready for their approval:

Invoice 1: CivicPlus (annual website hosting fee)

Mr. Mooney moved: To approve the Invoice of \$1,050.00.
The motion passed unanimously.

Invoice 2: Daedalus (basic services)

Mr. McLaughlin moved: To approve the Invoice of \$110,000.00.
The motion passed unanimously.

Invoice 3: Daedalus (MacPhail geotech services)

Mr. Mooney moved: To approve the Invoice of \$1,589.52.
The motion passed unanimously.

Invoice 4: Daedalus (MacPhail geotech services)

Mr. McLaughlin moved: To approve the Invoice of \$2,294.17.
The motion passed unanimously.

Invoice 5: Daedalus (installation of geo well)

Mr. Mooney moved: To approve the Invoice of \$47,712.80.
The motion passed unanimously.

Invoice 6: Eagle Leasing (storage container fees)

Mr. McLaughlin moved: To approve the Invoice of \$198.00.
The motion passed unanimously.

Invoice 7: Eagle Leasing (storage container fees)

Mr. McLaughlin moved: To approve the Invoice of \$109.00.
The motion passed unanimously.

Invoice 8: Eagle Leasing (storage container fees)

Mr. McLaughlin moved: To approve the Invoice of \$297.00.
The motion passed unanimously.

Invoice 9: Eagle Leasing (storage container fees)

Mr. McLaughlin moved: To approve the Invoice of \$99.00.
The motion passed unanimously.

Invoice 10: Eagle Leasing (storage container fees)

Mr. McLaughlin moved: To approve the Invoice of \$198.00.
The motion passed unanimously.

Invoice 11: Eagle Leasing (storage container fees)

Mr. McLaughlin moved: To approve the Invoice of \$99.00.
The motion passed unanimously.

Invoice 12: Eagle Leasing (storage container fees)

Mr. McLaughlin moved: To approve the Invoice of \$198.00.
The motion passed unanimously.

Invoice 13: Next Grid Markets (energy credit metering consultants)

Mr. Mooney moved: To approve the Invoice of \$5,000.00
The motion passed unanimously.

Invoice 14: Perkins and Will (basic design services)

Mr. Mooney moved: To approve the Invoice of \$577,322.45.
The motion passed unanimously.

Invoice 15: UTS (soil inspection agency fee)

Mr. McLaughlin moved: To approve the Invoice of \$9,565.00.
The motion passed unanimously.

Invoice 16: Skanska

Mr. McLaughlin moved: To approve the Invoice of \$2,545,554.00.
The motion passed unanimously.

Chair Lovallo thanked the Town Administrator's Office for their efforts in creating an online system to approve invoices.

VII. Update on GMP Costs

Mr. Loring noted that the bidding process is heading into its final phases. He reviewed where the bids are coming in over as well as under what was expected. However, the total project budget is currently \$1,626,131.00 over budget. Mr. Nolan provided additional information on what will be funded via the CM contingency.

Committee members asked clarifying questions on the GMP budget overview.

Chair Lovallo stated the GMP approval will *not* occur at the April 29 Committee meeting, as previously planned. He noted that while the budget is over (\$1.6M), this is not a huge percentage of the total project budget (and is 8% of the total contingency).

VIII. Total Project Budget Update

Mr. Nolan explained the BRR budget revision request process, noting that the MSBA prefers to approve the BRRs in one batch, and only a few times throughout the entire project. The Project Budget was set at the Project Funding Agreement and will be next changed following approval of the GMP. Mr. Nolan reemphasized that the total project budget will not change from what was previously approved – it is the *allocation* of budget items that gets adjusted through the completion of the project.

Mr. Nolan reviewed highlights of the total project budget:

<u>Category:</u>	<u>Adjustments:</u>
• Feasibility Study Agreement	
• Administration	(Minutes Recording, Condition Survey, KFDA, Insurance Deductible)
• Architecture and Engineering	
• Construction	
• Misc. Project Costs	(moving, storage, webcam)
• Furniture and Equipment	(moving, programming)

- Contingency

Chair Lovallo discussed the \$1.6M overage and explained how this might be folded into the contingency versus engaging in another value engineering process.

The Committee asked clarifying questions concerning the total project budget report as well as how to mitigate the \$1.6M.

Chair Lovallo stated that overall this is a job well done. He added that some numbers may flow down to contingency. The project's technology cost impacts were briefly explored; Mr. Mazzola, Belmont Public School's IT Director, has been consulted.

IX. FF&E Update

Mr. Phelan provided an FF&E update and overview. He noted that he and Ms. Trivas have a presentation prepared; it will be presented to the School Dept. directors. Ms. Trivas added (via Zoom comments) that the furniture fair will be held in the fall.

X. Comments from Belmont Residents

None.

XI. Other/New Business

Topping Off Ceremony

Chair Lovallo noted that this celebratory event cannot happen now as a public event. He asked how this event can be acknowledged – given the virtual world due to COVID. The Committee provided various suggestions, e.g., live streaming, car drive by, BMC taping/live streaming, etc. Mr. Phelan noted that the middle school topping off can be celebrated down the road.

Ms. Garvin provided a brief rink update.

XII. Next Full Building Committee Meeting

Wednesday	April 29, 2020	at 8:00 a.m.	Virtual	[96]
Wednesday	May 13, 2020	at 8:00 a.m.	Virtual	[97]

XIII. Enter into Executive Session:

At 10:04 a.m., Chair Lovallo took a roll call vote to end the BMHSBC meeting and to enter into executive session without returning to open session:

Chair Lovallo moved: To enter into executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body as the Chair so declares.
The motion passed unanimously, via roll call.

(The minutes of the executive session are recorded elsewhere. The committee did not resume open session after the executive session.)

XIV. Related Meeting Documents

1. Skanska GMP Amendment Update
2. Schedule Update
3. Project Budget SBC
4. Project Budget Worksheet March 31, 2020
5. March 2020 Work Performed

XV. Adjournment

The meeting ended at 10:04 a.m. by Chair Lovallo.

Respectfully submitted by:

Lisa Gibalerio

Approved:	<u><i>Christopher R. Messer</i></u>	<u>04/27/2020</u>
	Chris Messer, Secretary	Date