

**BELMONT MIDDLE and HIGH SCHOOL BUILDING COMMITTEE**  
**Final Meeting Minutes**  
**Thursday, May18, 2023**  
**Virtual Zoom Meeting**  
**8:00 AM**

**RECEIVED**  
**TOWN CLERK**  
**BELMONT, MA**

DATE: July 6, 2023  
TIME: 1:21 PM

**Meeting #160**

*Committee Members Virtually Attending:*

Chair Lovallo; Members Patrice Garvin, John Phalen (arrived a little late), Pat Bruschi, Diane Miller, Tom Caputo, Joel Mooney, Kate Bowen, Jamie Shea, Bob McLaughlin, Chris Messer, Joe DeStefano, Mike McAllister, Amy Zuccarello

*Absent Members:* Dave Blazon, Emma Thurston, Joe DeStefano

(Committee members who left the meeting early: Shea and Phelan)

*From CHA:* Tom Gatzunis, Don White, Tony DelGreco, Sandra Saccone, Justin Ferdenzi

*From Perkins+Will:* Vital Albuquerque,

*From Skanska:* Mike Morrison, Adrian M.

*Others in attendance:* Karla Koza, School Department Director of Reconfiguration Transition

**I. Call to Order**

The meeting was called to order at 8:01 a.m. by Chair Lovallo. He thanked Jeff and the Belmont Media Center for their technical support. He explained the remote meeting protocol, e.g., votes will be taken via roll call, state your name before speaking, mute computers, etc. Meeting materials were sent out this week and those materials will be posted on the BMHSBC website, shortly after the meeting. He also advised residents that they can click into the meeting during resident comment time by pressing #9 or by “raising” the hand icon.

Chair Lovallo took attendance via roll call and welcomed Amy Zuccarello, the Committee’s new School Committee representative. He thanked Kate Bowen for her service in that role and noted that she will continue on the Committee as a parent representative. Chair Lovallo next reviewed the agenda and turned to the first item.

**II. Next Building Committee Meetings**

Thursday	June 22, 2023	at 8:00 AM	Virtual	[161]
Thursday	July 20, 2023	at 8:00 AM	Virtual	[162]

**III. Minutes of Previous Meetings: Review and Approve**

*Mr. McLaughlin moved:* To approve the Minutes of 4/13/2023.

The motion passed via a roll call vote of 9-0-3. (Yes: Bruschi, Miller, Caputo, Mooney, Shea,

FINAL

McLaughlin, Messer, McAllister, Lovallo; Abstain: Garvin, Bowen, Zuccarello)

Mr. McLaughlin requested to defer approving the April 28, 2023 meeting minutes in light of the recent Open Meeting Law complaint. He said he'd like to listen to the recording of the meeting. Chair Lovallo agreed to defer.

#### **IV. OPM, Designer and Construction Manager Updates**

Mr. DelGreco provided the OPM updates for May 2023, e.g., weekly IT coordination meetings, administration coordination for building tours, internal moves are being coordinated with CHA, and site related supervision is basically the same. Chair Lovallo stated that there was a teacher tour in the new building yesterday; he noted the excitement among the teachers. The new grade 7 and 8 Principal was there, as well.

Mr. Spangler provided the Perkins and Will updates for May 2023, e.g., weekly meetings are ongoing, interior and exterior punch list work is occurring, and FF&E is arriving and is being installed.

Mr. Morrison provided the Skanska updates for May 2023, e.g., punch list work is occurring, work in the field, and summer planning (with subcontractors) is underway. He then explained the inspection process, which includes testing, validating, and inspecting the building. The inspection process happens with coordination from Perkins and Will.

#### **V. Project Schedule Update**

Mr. Morrison noted that the summer work has been the focus and that the list of activities is getting shorter. He explained what is happening with field and site work, including punch list work. In answer to a question, Mr. Morrison discussed the need for and the scheduling of premium time, which has been planned for and budgeted for. Chair Lovallo discussed the readiness of the various playing fields. He noted that members of the Brendan Grant Foundation toured the baseball field recently and were really happy with how it is taking shape.

#### **VI. Update on Project Cost Events**

Mr. White provided the monthly report focusing on the Current Projected Final Costs. The forecast is holding consistent. He reviewed the additional funding sources, the updated Total Available Project Funding, and the project contingency numbers. Chair Lovallo discussed the completion percentages and the tax burden percentages; he noted that this report is holding steady from last month's report. Mr. White then reviewed the cost exposure numbers, PCOs, pending revisions, and the total potential exposure costs. Mr. White next summarized the PV requisitions and the PCCOs from Skanska for work through April 30.

#### **VII. Discussion of Pending Changes**

Mr. Albuquerque reviewed the Pending Document Revisions Log, noting that there are no big items on the list. He explained the tile to rubber flooring changes, fire alarm additions, campus way-finding signage, and stall revisions. Chair Lovallo added more details on the campus way-finding signage.

#### **VIII. Review of Pending Change Orders**

FINAL

Mr. DelGreco provided information on the following PCOs:

- PCO 900      slab prep to install vinyl floor installation, floor infill and prep
- PCO 904      pertaining to irrigation wells
- PCO 905      installing concrete block around the generator, thus replacing the existing bollards

## **IX. Prime Contract Change Order Approvals**

Chair Lovallo noted that PCCO #51 is for \$155,435.00

Mr. Albuquerque reviewed several items from this PCCO: memorial brick engraving, installation of art wing ventilation, electrical work at the bleacher sites, and installation of additional dark room ventilation. Mr. Gatzunis explained the roof vandalism that occurred last summer and what was needed (to be done) to rectify the roof. Chair Lovallo stated that overall, there has been almost no vandalism on the site.

*Mr. McLaughlin moved:* To approve PCCO #51, in the amount of \$155,435.00, as noted above.

The motion passed unanimously via a roll call vote of 12-0-0. (Yes: Garvin, Phelan, Brusch, Miller, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

Chair Lovallo noted that PCCO #52 is for \$8,652.00

Mr. White explained that this PCCO pertains to a relay switch that needs to be added to the main electrical room for PV. This electrical switch allows the PV to be immediately shut down.

*Mr. McLaughlin moved:* To approve PCCO #52, in the amount of \$8,652.00, as noted above.

The motion passed unanimously via a roll call vote of 12-0-0. (Yes: Garvin, Phelan, Brusch, Miller, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

## **X. Approval of Technology and Move Vendor Purchase Orders (PO)**

Ms. Saccone explained the following three Purchase Orders. The first will provide plastic covers for the field house technology.

*Mr. McLaughlin moved:* To approve the Technology, LCN Purchase Order (\$685.00).

The motion passed unanimously via a roll call vote of 11-0-0. (Yes: Garvin, Brusch, Miller, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

Ms. Saccone explained that this PO is for moving supplies for the Chenery move and the onsite move. It covers everything that is needed for these moves to be executed efficiently, e.g., dollies, carts, bubble wrap, crates, bins, etc. These supplies make it easier for the teachers to pack and move the materials. It covers 2 – 5 months of rentals for this moving equipment.

*Mr. McLaughlin moved:* To approve the Moving Restroom Purchase Order (\$38,465.00).

The motion passed unanimously via a roll call vote of 11-0-0. (Yes: Garvin, Brusch, Miller, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

Ms. Saccone explained the third PO noting that the Science Dept. chemicals need to be moved from the Chenery to the new building.

*Mr. McLaughlin moved:* To approve the Moving Clean Harbors Purchase Order (\$1,011.00). The motion passed unanimously via a roll call vote of 10-0-0. (Yes: Garvin, Brusch, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

## **XI. Treasurer's Report/Update**

Mr. McAllister informed the Committee that the following Invoices are ready for their approval:

### *First Grouping: Vendor Services*

- |                   |                   |                                      |
|-------------------|-------------------|--------------------------------------|
| • <b>Hub Teck</b> | <b>\$1,250.00</b> | smart board rental fees              |
| • <b>UTS</b>      | <b>\$1,235.50</b> | Mar. inspections – soil and concrete |
| • <b>UTS</b>      | <b>\$885.50</b>   | Apr. inspections - soil and concrete |
| • <b>WB Mason</b> | <b>\$8,450.00</b> | Phase 1 flags                        |

*Mr. McLaughlin moved:* To approve the above four *Vendor Service* Invoices. The motion passed unanimously via a roll call vote of 10-0-0. (Yes: (Yes: Garvin, Brusch, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

### *Second Grouping: Consultants*

- |                                 |                     |                                   |
|---------------------------------|---------------------|-----------------------------------|
| • <b>Anderson &amp; Kreiger</b> | <b>\$294.00</b>     | Mar. legal consulting on PV, etc. |
| • <b>Anderson &amp; Kreiger</b> | <b>\$1,091.00</b>   | Apr. legal consulting on PV, etc. |
| • <b>Lisa Gibalerio</b>         | <b>\$1,172.50</b>   | Minutes Recording                 |
| • <b>CHA</b>                    | <b>\$132,000.00</b> | monthly draw                      |
| • <b>Perkins and Will</b>       | <b>\$101,558.00</b> | monthly draw                      |

*Mr. McLaughlin moved:* To approve the above five *Consultant* Invoices. The motion passed unanimously via a roll call vote of 11-0-0. (Yes: (Yes: Garvin, Brusch, Miller, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

### *Third Grouping: Contractor Invoices*

- |  |                       |       |
|--|-----------------------|-------|
| • <b>Skanska (Pay Application #52)</b> | <b>\$130,398.00</b>   | PV    |
| • <b>Skanska (Pay Application #53)</b> | <b>\$1,855,472.00</b> | April |
| • <b>Skanska (Pay Application #54)</b> | <b>\$56,231.00</b>    | PV    |

*Mr. McLaughlin moved:* To approve the above three Skanska Pay Applications #52, 53, 54. The motion passed unanimously via a roll call vote of 11-0-0 (Yes: Garvin, Brusch, Miller, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

## **XII. Construction Update**

Mr. Morrison provided a brief construction update for work completed in April, e.g., outdoor field work, curbing/paving/sidewalk work, tree planting, indoor punch list work, cleaning and

FINAL

commisioning.

He showed several progress photos from the site and discussed the work that is being done.

### **XIII. Open Meeting Law (OML) Complaint**

Mr. McLaughlin provided details concerning an OML complaint that was received this month; it was submitted by Mr. Iler. He stated that the complaint pertains to the Chair's handling of the Executive Session process at the April 28 meeting. Mr. McLaughlin noted that the Chair followed the correct procedures with regard to entering into an Executive Session.

Chair Lovallo said that on April 28, he noted that the purpose of the Executive Session, which was: *"to discuss strategy with respect to possible litigation, which, if discussed in open meeting, would have a detrimental effect on the possible litigation position and that litigation is likely."* He will work with Town Counsel to file a response to the OML complaint. Ms. Garvin noted that an Executive Session technicality may have been violated, and she discussed the impact to the town's resources and the costs of involving Town Counsel, as a direct result of this complaint.

### **XIV. Comments from Belmont Residents**

Mr. Iler, School Street, noted that there are three main points to the complaint that he filed. While the first two points may involve "technicalities", the third point deals with the Committee's *justification* for going into Executive Session, which was not met. The mere "possibility of litigation" is not sufficient to go into Executive Session. The OML is very important (with regard to community trust) and this complaint, he stated, is not just pertaining to technicalities.

Ms. Pargoli asked how the project can be deemed "on budget and on time". More money was allocated to the project, which makes it not on budget. She also asked about Saturday premium time. The project is not "on time" if we are needing to schedule Saturday premium time. She asked who will pay for utilities, and - why was there not a proper exhaust system in design of the dark room? Chair Lovallo responded to her questions. He noted that the students will move in "on time" in September. The project is "on budget" as no new money has been requested of Town Meeting. Mr. Morrison explained weekend premium time.

Mr. Kopperl asked when the panels will be installed on the roof. Chair Lovallo noted that the panels were delivered this week and it will be installed later this month, one section at a time. He requested that PV updates be included at Committee meetings.

### **XV. New Business/Other**

None.

### **XVI. Related Meeting Documents**

1. Total Project Cost Summary and related documents
2. Perkins & Will: Pending Document Revisions Log
3. April 2023 Updates: CHA, Perkins and Will, Skanska
4. Skanska PCO documents #900, 904, 905
5. LCN Networks PO

FINAL

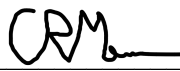
6. Restream Moving PO
7. Prime Contract Change Orders #51 and #52
8. Middle and High School Project Construction Update
9. Project Schedule Update

**XVII. End**

The Chair ended the meeting at 9:43 a.m., following a motion made by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:		July 6, 2023
	Chris Messer, Secretary	Date