

BELMONT HIGH SCHOOL BUILDING COMMITTEE
DRAFT MEETING MINUTES

December 5, 2018
Homer Building Gallery
7:30 AM

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2018 DEC 14 AM 11:27

Meeting #57

Committee Members Attending:

Chair Lovallo; Members John Phelan, Bob McLaughlin, Joe DeStefano, Diane Miller, Chris Messer, Emma Thurston, Jamie Shea, Lisa Fiore, Steve Dorrance, Mike McAllister [arr. 8:19 a.m.], Patrice Garvin

From Daedalus: Tom Gatzunis

From Perkins+Will: Vital Albuquerque

From Skanska: Mike Morrison [arr. 8:18 a.m.]

BHSBC Members Absent: Joel Mooney, Tom Caputo, Pat Bruschi

I. Call to Order

The meeting was called to order at 7:36 a.m. by Chair Lovallo. He noted that the last meeting was dense, as there was a lot of material to go through following the successful debt exclusion vote. Also, various contracts needed to be moved forward.

II. MSBA Project Funding Agreement (PFA)

Chair Lovallo noted that the Project Scope and Budget agreement was previously signed and handed in to the MSBA. However, the Project Funding Agreement (PFA) now needs to be signed and handed in. This document allows Belmont to accept the state grant. The PFA becomes the document that the MSBA references going forward. He explained some of the salient points of the PFA, noting that Town Council has reviewed the document.

Mr. McLaughlin moved: To approve the Project Funding Agreement.
The motion passed unanimously.

Mr. McLaughlin moved: To approve and designate the BHSBC Chair as the authorized signator.
The motion passed unanimously.

III. Project Schedule Update

Chair Lovallo noted that the BHSBC will meet on the second and fourth Wednesdays of the month, at 7:30 a.m. The second Wednesday meeting will pertain to the financial documents – i.e., the Treasurer's Report. Chair Lovallo added that there is a budget forecast document, which will help with the paying of the invoices.

Mr. Gatzunis noted that Mr. Justin Firenze has been added to the Mechanical team. He noted areas where Mr. Firenze is especially proficient, e.g., lighting and mechanical controls. Chair Lovallo noted that office space has been allocated for various BHSBC consultant team members.

[This topic was continued later in the meeting. See below.]

IV. Project Phasing

Chair Lovallo updated the Committee with regard to several aspects of phasing: phasing within the school, and phasing on the site. Exploratory work will commence over the holiday break. Early enabling and utility work will begin in Spring. And in June, the field house and pool phasing will occur. He noted that there will need to be a new dedicated weight area and locker area. The new spaces will be appropriately allocated by September.

Chair Lovallo continued to summarize various shared spaces and temporary spaces pertaining to the phasing – both within the building and outside of the building (bus stops, bike racks, parking). Certain areas have been designated as “no construction” areas.

Chair Lovallo noted that he is continuing to meet with the Traffic Working Group (TWG). The focus is on traffic flow during phasing. Neighborhoods near the high school will experience a very different traffic configuration for the next four years, starting in June.

V. Approval of Project Amendments

Chair Lovallo explained that all of the meeting documents can be found on the BHSBC website.

He noted that this project requires Construction Insurance. The Insurance Consultant, KFDA Risk Advisors, will be engaged under Daedalus. Mr. Gatzunis explained that McPhail will be providing foundation and disposal recommendations, but Perkins+Will will handle the geothermal via CDM Smith in lieu of McPhail, as previously budgeted.

The BHSBC briefly discussed the McPhail proposal. Mr. Messer expressed concern about the adjustments to Daedalus’s contracts. He asked how many times this would occur? He suggested a master agreement be created which takes in all of the Daedalus related projects throughout town. Chair Lovallo provided some additional information about Daedalus’s contract and potential adjustments. Mr. McLaughlin confirmed that all of these adjustments remain within budget. Chair Lovallo added that there will be Commissioning Agents assigned to the project. The MSBA will cover this cost on *eligible* square footage; Belmont will need to cover the remainder (that which is on ineligible square footage).

Ms. Shea moved: To approve Amendment number 4 in the amount of \$346,555.
The motion passed unanimously.

VI. Future Contributions of BHSBC Members

Chair Lovallo raised the topic of forming subcommittees to support specific areas of the project (design team). The BHSBC would still meet as a full committee at least once a month, and maybe even twice. Ms. Shea noted that the Public Relations subcommittee is still meeting. She said that subcommittees are a great idea and will be efficient.

Chair Lovallo read a list of potential subcommittees. Who is appointed to which subcommittees was explored. Ms. Shea explained what is involved in running a subcommittee meeting, e.g., posting the meeting, creating an agenda, holding the meeting in a public place, following up with meeting minutes. She said it is beneficial for transparency, but it does cut down on flexibility with regard to topics discussed (you are not allowed to speak on topics not identified on the agenda).

Mr. Phelan expressed his support for the formation of subcommittees. He agreed that it would lend efficiency to the process and added that it would be useful to identify the content areas (for subcommittee creation) and then to assign committee members to the appropriate subcommittee.

Ms. Shea made a recommendation concerning the formation of subcommittees. She suggested that the “nature and scope” of the subcommittees be provided by Chair Lovallo via email, and then, on the 19th, Committee members can be assigned to subcommittees.

Mr. McLaughlin suggested that they be called “Working Groups” and not Subcommittees. Chair Lovallo replied that he has already consulted with Town Counsel on this matter and Subcommittees were the recommendation. He will check in again with Town Counsel.

Mr. Messer asked whether subcommittees would be bringing recommendations back to the full committee or voting on issues within subcommittee. Chair Lovallo thought that major decisions would be narrowed down in Subcommittee, but that the full Committee will vote.

VII. Minutes of Previous Meetings

Mr. McLaughlin moved: To approve the Minutes of 11/19/18.
The motion passed unanimously.

III. Project Schedule Update (continued)

Mr. Morrison summarized the Project Schedule. He explained what is coming next with regard to Construction and Design Development. Chair Lovallo highlighted several areas on the schedule.

VIII. Construction Website

Mr. Morrison explained the Geo Thermal wall fencing work that will begin soon. Mr. Phelan requested additional information so that he can inform the parents, staff, et al of what is happening on the site. Ms. Garvin agreed that the Town Offices will likely receive many inquiries as well. There should be a central place to disseminate consistent information. Chair Lovallo noted that all inquiries can be linked to the Skanska website, and that the site will also provide the Superintendent contact. Superintendent Phelan asked for a concise summary so he can send notification to students, staff, and families before work commences. Ms. Miller suggested that Skanska display a banner with their website url on it, on site.

Skanska Amendment

Mr. McLaughlin moved: To approve Skanska Amendment number 3 in the amount of \$56,855.00.
The motion passed unanimously.

VIII. Comments from Belmont Residents

No residents were present.

XI. Next Full Building Committee Meeting

Wednesday, December 19, 2018 at 7:30 a.m. Homer Building BGA

XII. Other/New Business

None.

XIII. Related Meeting Documents

1. Daedalus Contract Amendment #4 (OPM Scope of Service)
2. BHS Schedule Update
3. Contract for Project Management Services (Amendment #4)
4. Skanska Pre-GMP Amendment #3

XIV. Adjournment

The meeting ended at 9:10 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:

Chris Messer, Secretary

Date