

**WEBSTER PUBLIC SCHOOLS
SCHOOL BUILDING COMMITTEE THURSDAY, 6:00 PM OCTOBER 17, 2023**

Present: Dave Hurton - Chairman - *Voting Member*
Ted Avlas – *Vice Chairman Member - Voting Member*
Al Young - *Voting Member*
Monique Pierangeli – Superintendent
Tim Bell - Town Accountant - *Voting Member*
Tony Paranto - *Voting Member*
Ryan Collins - Principal
Gina Nieves - *Voting Member*
Lisa Kontoes - Business Manager
Sheila Blythe – *School Committee Voting Member*
Victor Waskiewicz - *Voting Member*

Absent: N/A

Attendees: Mike Reith - Colliers
Vince Dube - Flansburgh
Richard LaFond - *Town Administrator*
Mike Carroll - Colliers
Madeleine Lee - Flansburgh

I. Call to order: Mr. Hurton called the meeting to order at 6:02 pm

II. Approval of Minutes for September 18, 2023.

Motion to approve as follows:

Motion: Mr. Paranto

Second: Mr. Bell

Vote: Yes – 6; No – 0; Abstain - 2

III. OPM Report

A. Monthly OPM Report to MSBA

Financial Summary

The financial summary as of September 30 was reviewed. Mike Carroll advised the Committee that the financial report needs to be submitted by the 12th of every month to the MSBA. Mike noted the additive cost of \$39K for the pre-order of the Delta Beckwith lift will eventually be Contractor owned costs. There will need to be an exercise to review the invoices processed over time to verify the categorization. Mike stated that bidding costs from Flansburgh are not yet reflected in the summary..

Dave Hurton asked why the OPM report still shows Ken Guyette's name. Mike Carroll advised that Collier has already requested the MSBA to change it to Mike Carroll's name.

B. Schedule

i. Bidding

Mike Carroll reported the following:

- Have a more finite schedule related to the bid schedule and what will happen from now until award of the contract. We are in the file sub bid phase. Docs have been available. FA issued addendum #1 that modifies the drawings and sent out to the contractors.
- A site walk through was held for potential bidders on Wednesday, October 11. Approximately 40 contractors participated and the sign-in sheet is available to the Committee to review if desired. It consisted of a full walk-through of the building and roof.
- The last day for questions from potential bidders is the end of this week. The plan is to issue the final addendum at least 48 hours prior to the bid due date. Therefore, all potential bidders have been advised to submit questions by Friday, October 13. The final addendum will be sent out next week by 10/23. Flansburgh is receiving 1 or 2 questions per day.
- General Contractor (GC) bids are due on 11/14 and Colliers will review on Wednesday so that the Committee can vote to award contracts at the next meeting on November 16.

ii. Master Schedule

Mike provided a high-level overview of the Master Schedule including the phase schedule. He stated that the schedule will be expanded significantly once the GC is onboard. John Bates, the previous OPM, had been using excel to manage the schedule and it is Mike's plan to convert it into a Microsoft Project format.

C. Contract / PO / Change Order Process

i. Approval and Signatures

Tim Bell consulted with Town Counsel and reported that the approach the Committee has been following is common practice. Therefore, the recommendation is for the Committee to continue to operate as it has been. As a result, Colliers will submit the change orders to Lisa and Mo to have Kelly Seddiki for signatures.

D. Modular Unit Update

i. Punch List

Vince Dube reported that there are minor cosmetic punch list items remaining. The only large item is the installation of the pump which was rescheduled from last weekend to this weekend. Additional statuses were provided as follows:

- Heating Trace - done / insulation is 25% complete; remainder to be completed today
- Silt Socks removed - grassed mowed for first time
- Door Stops installed

- Maintenance training complete
- Motion Lights in classroom adjusted
- Clocks switched to 2.4ghz and synched
- Majority of close out documents submitted with exception of one

ii. Change Orders

A review of change orders was conducted. Mike reported that there are a few proposed change orders (PCO) that we have talked about in the past that are being discussed this evening and also referred to the change order (CO) documentation provided to the Committee. Mike further clarified the difference between a PCO and CO; specifically that a CO is a formal document that gets incorporated into the Contract. The first 3 PCOs have been previously approved by the Committee.

Two PCOs for approval are related to water main exploratory work to find the water main. It was originally submitted at \$16K but landed at \$7K. The second is related to fuel delivery. National Grid was able to get on site quickly and the generator only had to run for two days.

Mike Carroll provided a clarification about Triumph in response to an inquiry from Tim Bell about Triumph not being listed on the report. Mike clarified that Triumph is a leasing company and they are doing GC duties. They remain in the leasing area because they are not really a GC as modulars fall under the leasing space.

Motion 1: Motion to approve PCO 3 &7

Motion: Ms. Blythe

Second: Mr. Young

Vote: Yes – 8 ; No – 0 ; Abstain - 0

Motion 2: Motion to authorize CO 1, 2 & 3 where the PCOs were previously approved

Motion: Ms. Blythe

Second: Mr. Young

Vote: Yes – 8 ; No – 0 ; Abstain - 0

E. Prequalification Committee

Mike Carroll reported that they discovered emails are still going to John Bates and learned that an email Dandis Contracting (painting) was sent to John inquiring about their prequalification status. Colliers reviewed his entire inbox to make sure there were no others. and contacted AG's office on how to proceed. As a result, the Prequalification Committee (PQ) met and ranked Dandis a 10 out of a 10 PQ committee added them to the list and they were included in the addendum that was done today. Collier sent a formal letter via email notifying them that they were pre-qualified after the PQ committee met.

IV. Design Team Report

Design Team Updates

i. Planning Board and Conservation Commission

Vince reported that Conservation Committee approval has been received but were waiting on the final T&C to include in the bid materials in the form of an addendum. Lisa Kontoes reported that the T&Cs have been received and were provided to the OPM for next steps. Colliers will get that information to Flansburgh. Lisa Kontoes reported that there have been smaller planning and review meetings to address issues and review the outcome and status. Planning board meeting is scheduled for October 30, 2023. The main topic to be addressed is additional pretreatment before infiltration and more effective/efficient use of existing Water Quality Units.

ii. Bidding - Summary to date

No additional updates provided beyond what was already reported.

iii. Vertical Chair Lift

Down payment has been issued and waiting on a delivery date. The 6 to 7 week clock has started. It is expected to be delivered roughly around the first two weeks in December.

iv. Phasing Overview

Vince used the powerpoint that was distributed to the Committee to help the group understand the phasing plan from a student/faculty perspective. A lively discussion ensued with a focus on the egresses in section A and ensuring that code is met.. The FA code consultant has reviewed the architectural plan but has not reviewed the phasing documents. It was agreed that a follow-up is needed on this proposed corridor (in the Life Skills class) and to confirm the location of Main Office/Entrance. Other highlights from the discussion include:

- Taking modular down in the summer of 2026 and be cautious about not impacting Phase 3. This needs to be closely monitored..
- Called out purple areas highlighting lift and the access to the elevator that will be needed until the chair lift is completed.
- Green section is work planned for summer 2024
- Need 6 classrooms in phase 3 in the modulares.
- Central office to be done in Phase 3
- There was some discussion about the start of school year 26 and potentially not having the bus loop. This requires additional discussion.

V. Storage Update

Lisa Kontoes updated the committee on equipment that needs to be removed from C-Section. Mapfre has opened up space in their buildings. Sterling movers have been scheduled to move items on November 9.

VI. Approval of Warrants

a. Standard

Motion: Motion to approve a warrant in the total amount of \$267,912.51

Motion: Ms. Blythe

Second: Mr. Paranto

Vote: Yes – 8 ; No – 0 ; Abstain - 0

b. Special - Chair Lift

- i. 50% payment paid – informational for the committee - previously approved

VII. Next Steps/Meeting : Wednesday, November 15 at 6:00 p.m

VIII. Questions & Comments

- Earl Gabor has been appointed as the new Selectemen’s delegate. Need to submit a new list of names to the MSBA.
- Offer the Committee input on the important internal memorabilia things they feel strongly should be retained (e.g. murals, plaques, etc). Committee requested to email Lisa Kontoes and Monique Pierangeli with any specifics.

IX. Adjournment:

Motion to Adjourn 8:07 pm

Motion: Mr Young

Second: Mr Paranto

Vote: Yes – 8; No – 0; Abstain - 0

Respectfully submitted,

Lisa Kontoes