

**WEBSTER PUBLIC SCHOOLS**  
**SCHOOL BUILDING COMMITTEE TUESDAY, 6:00 PM JANUARY 16, 2024**

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

**Absent:** N/A

**Attendees:** Vince Dube - Flansburgh  
Jorge Cruz-Flansburgh  
Mike Carroll-Colliers  
Richard LaFond-Town Administrator  
Mike Reith - Colliers  
Derek Osterman - Colliers  
Richard Armitstead-Flansburgh

**I. Call to Order:**

Mr. Hurton called the meeting to order at 6:02 p.m. via zoom in accordance with Governor Baker’s Emergency Order Suspending Certain Provisions of the Open Meeting Law, G.L. S30A, S20.

**II. Review of Previous Meeting Minutes for Approval**

**A. December 19, 2023**

Motion to approve 12/19/2023 minutes amended with the corrections of the dates of December 26 and February 12 in Item IV, section B line 2, to include the year (2023 & 2025 respectively)

**Motion:** Mrs.Blythe

**Second:** Mr. Young

**Vote:** Yes—8 ; No—0 ; Abstain—1

**III. OPM Report**

**A. Monthly OPM Report to MSBA**

**i. Financial Summary**

- Detailed review of finances-

Mr. Carroll continues working with Mrs. Kontoes and Mrs. Pierangeli to do a thorough analysis and audit of the building project budget and costs. He had been hoping to have an updated report ready to present to the Committee for this meeting, however, he is still not ready to present. Instead, he presented the typical monthly progress update and schedule (attached) and is happy to go over any questions or concerns by the committee.

With no questions presented by the committee, Mr. Carroll brought forward the suggestion for the transfer of funds from the Owner's Contingency fund (soft cost) to the existing legal line. As previously discussed in the prior meeting, no money had been allocated to this cost. Mr. Carroll also assured the committee that there is more than enough money in the contingency fund to cover the transfer being requested (\$50,000).

Mr. Gabor inquired what remained.

Mr. Carroll explained that this is part of the previously mentioned financial analysis that he's been researching with Mrs. Kontoes and Mrs. Pierangeli and that there had been money moved in the past from the PAE project and FY23 school money into this fund which can offset the costs.

In addition, Mr. Carroll recommended to transfer \$5,000 from the Owner's Contingency fund to cover the administrative costs of meeting minute transcription.

- Transfer of funds to cover legal-  
Motion to transfer \$50,000 from Owner's Contingency (soft cost) to Legal to cover current and future legal costs.

**Motion:** Mrs. Blythe

**Second:** Mrs. Nieves

**Vote:** Yes—9 ; No—0 ; Abstain—0

- Funds for recording of meeting minutes-  
Motion to transfer \$5,000 from Owner's Contingency (soft cost) to Other Administrative costs to cover meeting minutes.

**Motion:** Mrs. Blythe

**Second:** Mr. Young

**Vote:** Yes—9 ; No—0 ; Abstain—0

## **B. Schedule**

### **i. Master Schedule**

Mr. Carroll explained that GC bids are due tomorrow afternoon, January 17, 2024. The intent is for review of the bids on January 17-18, 2024 and make a recommendation to the senior leadership and the Building Committee by Friday, January 19, 2024. When the committee meets on Monday, January 22nd, 2024, he is hopeful to make an award to the GC. At that point, they have a five day window to execute the contract and get payment bonds together. At that point, they would begin in C wing phase

1 with the addition of the temporary lift in A wing which will have to be constructed prior to the existing elevator being removed. The construction details will be further provided by the contractor which will feed into the schedule as we continue to move through the project.

#### **IV. Bid Process Update**

##### **A. FSB Bid Results**

Mr. Carroll reiterated that the GC bid is due on January 17, 2024. The final sub bids came in which were shared as an attachment to the committee. He explained that with the summary sheet he attempted to make the sub bids easier to read while making clear who the low bidders are. He also shared with the committee and excel spreadsheet which delineated the low bidders in comparison to the original budget. The net difference is showing that we are under budget by a couple hundred thousand dollars. He suggested that the 1.4 million dollar budget seems to be right where we want to be and while we may have had cheaper bids in the past, there is a trusted value in the quality of work we will receive with these contractors.

Mr. Hurton asked Mr. Carroll that out of a roughly 72 million dollar construction budget, how easily can the GC absorb any indicated excess costs and come close to the overall budget. Mr. Carroll assured him that it was a reasonably easy task that can be figured out based on coverage and on markups. The better the coverage a GC has, the better the buyout they have. From prior experience, Mr. Carroll explained that many GCs can negotiate with their sight work, concrete, construction steel, and in many other areas in order to find savings within their fees.

##### **B. GC Bid Date**

With the GC bids coming in on Thursday, January 17th 2024, Mr. Carroll will be touching base with Mrs. Kontoes and Mrs. Pierangeli to review, including the specifics about bonds to make sure they are ready to go for next week.

#### **V. Design Team Report**

##### **A. Design Team Status Update**

Mr. Cruz began discussion by informing the committee that Richard Armstad will be leading the Construction Administration (CA) team once the GC is on board, but the rest of their team remains the same. Mr. Cruz explained that his own hours will be increasing. He's just finished wrapping up another major project and is now dedicating his time more fully to Webster. His team has been working on the following five addendums:

###### Addendum 1 – Issued 12/4/23

- Changes to the Filed Sub-bids General Provisions paragraph to include reference to Division 00 Sections.

- Issued Planning Board Decision with Conditions

- No contractor questions

###### Addendum 2 – Issued 12/19/23

- Issued Workforce Participation Section with revised Contract

- Updated various specification sections to clarify contractor questions
- Updated various drawing sheets / sketches to clarify contractor questions
- There were 81 contractor questions from Finish Carpentry, Casework, Windows and glazing, Tile/Flooring and Roofing subs. These responses help clarify the documents.
- Original structural drawings are included for information only.

Addendum 3 – Issued 12/26/23

- Updated FSB Sections to include staging per trade.
- Clarified Masonry and Roofing sections per RFIs.
- Clarified Tile scope based on sub-contractor RFIs.
- Updated electrical panel schedules to coordinate AV and electrical phasing plans for clarity.
- There were 17 contractor questions from Masonry, Misc metals, Roofing, Electrical and Tile subs.

Addendum 4 – Issued 12/27/23

- Responded to a typographical question in assigning the work of the section 260000 to 230000.

Addendum 5 – Issued 1/5/24

- Posted the File Sub Bids to make them available to the General Contractors and assigned the elevator work to the General Contractor due to no bids from the Elevator FSB.

Mr. Hurton inquired about the need to vote on the updated Design and OPM team, to which Mrs. Kontoes explained that Mr. Carroll has potential upcoming changes on the OPM Team since the August vote. However, the committee will need to vote on the Flansburgh team which will be submitted back to MSBA.

Mr. Cruz presented his team members:

K. Kovacs- Principal in charge

Jorge Cruz -Executive in Charge

Vince Dube-Project Manager

Richard Armitstead-Construction Administrator

Madeleine Le-Architect

Nitya Charuqundia -Junior Project Designer

A motion was made to approve the design team as presented as follows:

**Motion:** Mr. Gabor

**Second:** Mrs. Nieves

**Vote:** Yes—9 ; No—0 ; Abstain—0

## **B. Modular Unit Update**

### **i. Punch List Progress-**

Mr. Cruz informed the committee that they have closed out the punch list and there is an application for reducing the retainage since they met the punch list requirement. The two items that were left to be addressed were the correction of the tipping traffic signs around campus after the last wind storm as well as the correction of the sidewalk condition of the handicap ramp.

## **VI. Approval of Warrant**

Motion to approve warrant in the amount of \$201,178.38 as presented.

Mr. Bell questioned the attached Flansburgh invoice #0033241 in the amount of \$133,320 which has a recommendation on the cover page by Collier not to pay. Mr. Hurton explained that this invoice was a part of the original contract with Flansburgh for the bid process and Colliers had recommended waiting until the bid process was absolutely complete. Since the November vote occurred, they have had numerous conversations with the building committee legal counsel recommending it be paid in full at this time. It was an agreement between Mr. Alvas, Mrs. Pierangeli, Mrs. Kontoes, himself and Mr. LaFond with the advice from legal counsel to recommend payment at this meeting.

Mr. Carroll added that they had recommended updating the invoice to the end of December instead of the end of November and have a portion leftover for January. As the invoice stands, it is for the period of November.

With the explanation of the payment of the invoice, the motion for approval continued.

**Motion:** Mr. Gabor

**Second:** Mrs. Blythe

**Vote:** Yes—9 ; No— ; Abstain—0

## **VII. Next Steps**

### **A. Next SBC Meeting to be held on:**

#### **i. Monday, January 22, 2024**

### **B. SBC 2024 Meeting Schedule**

#### **i. Review conflicts with vacation weeks**

Mrs. Kontoes has sent out meeting invites for the remainder of the year based upon the standard schedule of meeting on the third Tuesday of each month. However, a few of those dates fall within school vacation weeks. There are several committee members who may not be able to attend due to these vacations. As a result, the committee evaluated both the February 2024 and April 2024 meeting schedules. Tentatively, the February 2024 meeting will now take place on Monday, February 26, 2024 and the April 2024 meeting will now take place on Monday, April 22, 2024. Mrs. Kontoes will send out revised meeting invitations.

## **VIII. Adjournment**

Motion to adjourn at 6:35 p.m.

**Motion:** Mr. Gabor

**Second:** Mrs. Blythe

**Vote:** Yes—9 ; No—0 ; Abstain—0

Respectfully submitted,  
Christina Radlo