

MEETING MINUTES



MANAGEMENT
PARTNERS, LLC

Project: Manchester Memorial Elementary School
 Subject: School Building Committee Meeting
 Location: Manchester MS/HS – Library
 Distribution: Attendees, Project File

Project No: MP17-114
 Meeting Date: 12/10/2019
 Time: 7:00 PM
 Prepared By: R. Donner

Present	Name	Affiliation	Present	Name	Affiliation
✓	Caroline Weld *	SBC Co-Chair		Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Debi McDonald	JCJ
✓	Pam Beaudoin *	Superintendent		Lauren Braren	JCJ
	Avi Urbas *	Dir. of Fin. & Ops		Emily Czarnecki	JCJ
✓	Alva Ingaharro *	Essex		Joe Fazio	JCJ
	John Willis *	Principal MMES		Mike Burton	DWMP
	Jason Waldron	Dir. of Facilities		Chip Heitkamp	DWMP
✓	Andy Oldeman *	Man. Fin. Comm.	✓	Christina Shefferman	DWMP
	Lisa O'Donnell *	Essex	✓	Rachel Donner	DWMP
✓	Remko Brueker *	Manchester		Jon Rich	WT Rich
	Adam Zaiger *	Manchester		Alex Corbett	WT Rich
✓	Tyler Virden *	Essex	✓	Brian Paradee	WT Rich
✓	George Scharfe *	Manchester			
	Gordon Brewster *	Manchester			
✓	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			

* SBC Voting
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Item No.	Description	Action
50.1	<p>Call to Order: 7:04 pm meeting was called to order by the SBC Co-Chair A. Cameron with 11 of 17 voting members in attendance.</p>	Record
50.2	<p>Previous Topics & Approval of October 22, 2019 Meeting Minutes: A motion to approve the 11/12/2019 meeting minutes as submitted made by G. Scharfe and seconded by R. Brueker. Discussion: None. Abstentions: C. Weld, A. Ingaharro, A. Oldeman. All in favor: Motion passes, minutes approved.</p>	Record
50.3	<p>Construction Update: B. Paradee provides the SBC with a brief construction update.</p> <ul style="list-style-type: none"> ➤ The latest drone video is shown to the SBC. B. Paradee shares that the video was taken on November 26th, the day of the slab on deck pour. On that day, half of the first floor had been enclosed. ➤ <u>Roof:</u> B. Paradee mentions on Thursday 12/12, two slabs on the roof deck are scheduled to be placed. The roof will be on for the winter. A. Cameron asks about the roof screens. B. Paradee explains that the roof screens are there to enclose the RTUs. ➤ <u>Utilities:</u> The easement was approved for N. Grid. Now, they are working on the conduit for the generator and transformer pads. 90% of the MEP submittals are complete. <p>S. Creighton asks if there is a commissioning agent. C. Shefferman responds that yes there is a commissioning agent that has been assigned by the MSBA. The commissioning agent is from SMMA. There will be a kick-off meeting with SMMA in January to review and outline our project schedule.</p> <p>A. Cameron asks if there have been any problems. B. Paradee shares that N. Grid is a big concern as permanent power is needed on site by a certain date. The project team has 4 months before it becomes a problem. There is also a backup plan to obtain N. Grid's attention. C. Shefferman explains that N. Grid is unpredictable. The team has been working to try to have them follow our schedule. A. Ingaharro asks if the building has power already. B. Paradee responds that while the building does have temporary power it is at its maximum. P. Beaudoin also has a contact at N. Grid which she has been using which has been extremely helpful.</p> <p>B. Paradee confirms the project is still on schedule and on budget.</p>	Record
50.4	<p>Value Engineering List Review and Approval:</p> <p>C. Shefferman asks the SBC to turn to page 6 in the SBC Meeting Packet where the VE list is located. C. Shefferman shares that this list can also be found on the FTP website. C. Shefferman explains to the SBC this is a list that both JCJ and WT Rich have provided with potential VE items. The VE committee consists of G. Scharfe and T. Virden. There are 3 VE items we are asking the SBC for approval tonight.</p> <ol style="list-style-type: none"> 1. Change Stainless to Aluminum Shluter 2. VE Option hardware Pull Richelieu pulls in lieu of the specified Doug Mockett 3. Delete the Co-Polymer Sheet Face on AWP 1-5 <p>There is also another potential VE item...</p> <ol style="list-style-type: none"> 1. Lighting Package Changes – WT Rich is working with Annese on changes that will be reviewed by the project team. G. Scharfe has also offered to review the substitutions. 	Record

	<p>A. Cameron asks about the red VE Items. C. Shefferman explains that all the red items are Nos based on where we are in design and they are changes that cannot be made. C. Hay asks about items A12A & A12B. T. Virden mentions when the committee reviewed the list, the architect shared that this would have a domino effect on the rest of the interior design and would affect other finishes in the space. B. Paradee explains that options A12A and A12B would be one finish or the other, not both. T. Virden shares one option is Corian while the other is recycled glass which could help with LEED points. R. Brueker asks if there are any savings with changing from solid wood to veneer. D. McDonald explains it is a durability issue. G. Scharfe shares that the architect felt strongly against all of the Nos. C. Shefferman offers to provide responses from D. Lombardi and L. Braren to see why they do not support these particular VE items. C. Shefferman reminds the SBC we are only approving 3 items tonight that we are confident we can move forward with. S. Creighton asks what the timeline would be for the SBC to make the decision on the counter tops and soffits. B. Paradee shares that the countertop decision would need to be made soon while the soffits will not be installed until Phase 2. A. Oldeman asks if this is an effort to get back on budget. C. Shefferman responds no, we are on budget but always searching for budget savings. S. Creighton says she would like to see the cost of the ACT ceilings in lieu of the wood ceilings. C. Shefferman explains there is a comment from JCJ that all possible wood ceiling cuts have been made. It would mean cutting out the wood in the Hub which would be a significant change. S. Creighton states she would like to see how many sqft, in which room, and where the value is. C. Shefferman will ask JCJ. B. Paradee comments that it is already bid so there will not be much of a savings.</p> <p>The SBC would like to discuss items A8-A12b & E4 at the next SBC meeting.</p> <ul style="list-style-type: none"> ➤ A motion was made by A. Ingaharro and seconded by S. Creighton for the approval of VE Items A5, A11, & A14. Discussion: None. All in favor, motion passes. 	
50.5	<p>Budget Update: C. Shefferman reviews the budget update which outlines the deficiency's and decisions dates.</p> <ul style="list-style-type: none"> ➤ <u>Playground</u>: C. Shefferman provides an update on playground. There was a meeting last Thursday with Kompan. Kompan provided a revised quote and updated design for 3 playgrounds. The playgrounds were well received by the committee, MERSD, and John Willis. We are still waiting for the final quote, but we were provided an estimate. The current estimate shows we are still \$82K over budget but we are confident we can get that number down. Kompan has worked with WT Rich and DWMP on multiple schools. One of our challenges was matching the budget, aesthetic and not eliminating a playground. They provide a warranty and a lot of information. P. Beaudoin notes that Kompan's quality was never it concern; the design at first was all over the place but now they have captured what we're looking for. ➤ <u>FF&E</u>: C. Shefferman shares that we are currently waiting on updated pricing from JCJ. Next Tuesday we are meeting to review the samples and go over the pricing options provided by the manufacturers. Ordering will be broken up into two phases so the date for Phase 1 decisions will be made in January 2020. <p>R. Brueker asks what 'over' means. C. Shefferman will remove from the spreadsheet.</p>	

	<p>S. Creighton asks if the over budget amount is \$346,656.00. C. Shefferman responds yes but, we also have a hold for modulars and we are anticipating we will not need modulars. This amount can be used for the canopy or any other deficiency listed.</p> <p>S. Creighton asks for a contingency update at the next meeting as to where contingency has been spent. C. Shefferman explains she sends monthly project budget updates on the FTP site with a contingency update and the MSBA report. S. Creighton would like to see a spreadsheet of what was budgeted, what was spent and what is remaining. R. Brueker mentions he wants to also see the spreadsheet when making a big decision.</p>	
50.6.1	<p>Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by J. Foster for the approval of DWMP Invoice No. 31 in the amount of \$81,307.80. Discussion: None. All in favor, motion passes.</p>	
50.6.2	<p>Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by J. Foster for the approval of JCJ Invoice No. 28 in the amount of \$90,690.00. Discussion: None. All in favor, motion passes.</p>	
50.6.3	<p>Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by J. Foster for the approval of WT Rich Requisition No. 6 in the amount of \$1,336,415.64. Discussion: None. All in favor, motion passes.</p>	
50.6.4	<p>Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by J. Foster for the approval of ATJ Invoice No. IVC117871 in the amount of \$14,940.67. Discussion: None. All in favor, motion passes.</p>	
50.6.5	<p>Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by J. Foster for the approval of Richard Nysten Invoice No. 8510 in the amount of \$146.25. Discussion: None. All in favor, motion passes.</p>	
50.7	<p>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</p> <ul style="list-style-type: none"> ➤ <u>Potential Change Order Review</u> <p>C. Shefferman shares with the SBC that there is a potential change order that the project team has been reviewing. The project team does not have all the information yet but once all the information is compiled it will be presented to the SBC. The change order is regarding ground improvements and slope stabilization for the west stair of the building. The team is currently working with LGCI, Geopier and Helical to go over the ground improvements that may be necessary in that area. There is a problem, and everybody is doing their best to fix it and prevent any further issues. J. Foster asks what the issue is. C. Shefferman explains when the ground improvement system was being done, there were none placed on the exterior or west side of the building. This is now happening because of the soils and clays. WT Rich plans to pour slab on grade on 12/30 and we are currently being told we can only pour 2/3 of the slab until the system has been installed because of the vibrations being so close to the building. P. Beaudoin is currently authorized to sign change orders up to \$50K and this will be more than \$50K but, it has to be done. The project team is requesting the vote to approve P. Beaudoin to authorize \$150K. We have not identified whose problem this will be or which contingency it will come from. Currently, there is an allowance for pending change orders for \$58K. The \$58K can be used towards this issue and the remainder will come from CM Contingency, Owner's Contingency or both.</p> <p>A. Cameron asks if this was not designed, do we own the issue? C. Shefferman explains that</p>	

	<p>is what owner’s contingency is for. P. Beaudoin shares that we need to figure out how to fix it and we will worry about how to pay for it later. We cannot hold up the design as it will have a domino effect on the rest of the building. C. Weld feels this information needs to come in front of the whole committee. R. Brueker shares that there is not enough time to do that. C. Weld thinks a subcommittee should review instead. C. Shefferman reminds the SBC there is a lot of information to pull together in very little time. A. Cameron suggests meeting on 12/19. C. Hay asks was anything proposed in the original design? C. Shefferman explains that is currently under review. There are issues with the foundation systems in the building, there are issues with the types of soils, and we are concerned about the current existing system and the stabilization of it. S. Creighton suggests getting together in public in a week to vote and authorize P. Beaudoin the approval that’s necessary. A. Oldeman asks if this is a critical path item. B. Paradee responds there are a lot of soft clays in the area and there is a lot of concern about different settlements. An analysis concluded that this should be fine, but we want to ensure there are no issues, so we recommend placing these in select areas to add extra support. There are several options which include preloading the building to increase settlement, pour the mat slab and monitor it or monitor for 2 years which would not be helpful. The project team does not want to introduce another ground improvement system then what is already there. R. Brueker states this was missed somewhere, and it would be good to understand the initial price and what the additional cost will be. D. McDonald responds we are still waiting on information from the engineers to figure out the best solution. G. Scharfe states that soils are the leading change orders. The SBC decides to meet on 12/19 @ 6:00 to be presented with the slope stabilization and ground improvements to authorize P. Beaudoin to sign on their behalf.</p>	
50.8	Public Comments: None.	Record
50.9	Next SBC Meeting: ➤ 12/19/2019 @ 6:00 pm	Record
50.10	Adjourn: 8:03 A motion was made by A. Ingaharro and seconded by R. Brueker to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.	Record

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.

Rachel Donner
 Assistant Project Manager
 Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.