

## 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: 11/12/2019  
 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  
Member

PROJECT MANAGERS  
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Item No.	Description	Action
49.1	<b>Call to Order:</b> 6:58 pm meeting was called to order by the SBC Co-Chair A. Cameron with 14 of 17 voting members in attendance.	Record
49.2	<b>Previous Topics &amp; Approval of October 22, 2019 Meeting Minutes:</b> A motion to approve the 10/22/2019 meeting minutes as submitted made by G. Scharfe and seconded by L. O'Donnell. Discussion: None. Abstentions: C. Weld, R. Brueker, A. Zaiger, T. Virden, C. Hay, S. Creighton: All in favor: Motion passes, minutes approved.	Record
49.3	<p><b>Construction Update:</b> B. Paradee provides the SBC with a brief construction update.</p> <ul style="list-style-type: none"> <li>➤ The latest drone video is shown to the SBC. B. Paradee will send the link to the SBC following the meeting.</li> <li>➤ JCJ's rendering video was shown</li> <li>➤ <b>Steel:</b> B. Paradee explains that steel has been on site for 2 weeks and are now preparing for slab placement.</li> <li>➤ <b>Utilities:</b> The waterline has been brought in from the street along with telecom. Gas is being scheduled in the next couple of weeks. WT Rich is working on getting the permanent power work order in place sometime this winter. B. Paradee explains they will ideally get permanent power for the elevator, etc.</li> <li>➤ <b>Submittals:</b> The project team is working hard on responding in a quick and timely manner. Submittals are going well.</li> </ul> <p>A.Cameron asks if trades will be working inside and outside for the next couple of months. B. Paradee responds yes, WT Rich wanted to accelerate the slab on deck and welding on the steel. By doing so, this will allow for work on the interior to begin. While they are working on getting the roof on and underground MEPs, they will begin to close in the building and heat it. G. Brewster asks when they will be pouring slab on grade. B. Paradee shares they are planning to pour the slab on grade before Thanksgiving. The building will be enclosed before pouring. B. Paradee notes it is more cost effective to wrap the whole building rather than half. G. Brewster asks if WT Rich is concerned about frozen soils. B. Paradee replies that WT Rich wanted to make sure it is heated and then they will finish the backfill. Geotech wanted the building heated. Slab on grade is scheduled for January but hopefully it will happen sooner than that. B. Paradee confirms WT Rich is on schedule and possibly ahead of schedule.</p> <p>C. Shefferman mentions the next SBC walkthrough will be on Monday 12/9 @ 3:30pm. C. Shefferman will send a calendar invite to the SBC.</p>	Record
re49.4.1	<p><b>Final GMP Review and Approval:</b></p> <ul style="list-style-type: none"> <li>➤ WT Rich approval of the Final GMP of a not to exceed value of \$41,142,104.00. <ul style="list-style-type: none"> <li>○ A motion was made by G. Scharfe and seconded by J. Foster for WT Rich approval of the Final GMP of a not to exceed value of \$41,142,104.00.</li> </ul> </li> </ul> <p>C. Shefferman directs the SBC's attention to Page 41 in the meeting packet. C. Shefferman explains that the red checkmarks indicate what has been approved to date. (EP1, EP2, EP3, Trade Bidders, Priority 1 Non-Trade Bidders and Priority 2 Non-Trade Bidders.). The control budget bid amount and variance are highlighted. C. Shefferman shares with the SBC that the whole project as of today, is on budget and on time. The total construction and control budget is \$41,142,104.00. Last time the SBC met, we were hoping for savings and now we officially have \$140,000.00 in savings. We are also looking to roll \$120,000.00 in change orders into the final GMP with those savings. The remaining \$20,000.00 will be included in the GMP</p>	Record

	<p>allowance and will be held for potential change orders. It will be held within the final GMP for change orders since they cannot be identified now.</p> <p>A.Cameron asks what the change orders were. C. Shefferman shares one example was the temporary play area that needed additional paving, etc. G. Brewster asks if there are any pending change orders within the past month and what their values are. M. Burton replies that \$60,000 in change orders have been approved and \$60,000 are pending. The change orders will all be rolled into the GMP. We are protecting owner’s contingency and will receive MSBA reimbursement for the change orders in the GMP. It’s almost as if there is extra owner contingency. G. Brewster asks about overtime. M. Burton explains that \$100,000.00 is being carried for allowance. C. Hay asks how WT Rich was able to achieve the \$338,000.00 in savings. B. Paradee explains that the \$388,000.00 is the variance between the control budget and bid amounts being carried. WT Rich did a lot of reaching out hoping to gain interest from trades and received a lot of interest from the sub-contractors. J. Rich explains they will never get within \$1,000.00. EP 1 was over, EP2 had a great buyout, EP3 trade bidders were over. We did well with on floor finishes and ended up with some nice pickups. C. Shefferman reminds the SBC the project team is asking for a not to exceed amount as WT Rich has 15 subs they are still working on buying out. M. Burton explains we are not ready to make a formal recommendation, so we are asking for approval on the not to exceed amount tonight. C. Hay asks if this amount includes the canopy. C. Shefferman responds that it does not. C. Hay asks why the alternate isn’t included in the GMP? M. Burton responds we had this discussion at the last meeting. A list of financial risks was presented, and these risks are not included in the GMP. It was decided it would be best to use the \$140,000.00 in savings to offset the change orders now and have them rolled into the GMP. The \$140,000.00 could have been put towards the canopy but that still would not buy it completely. C. Shefferman explains the difference between the last time the SBC met on 10/22 and today, is that we now have a decision date column. We do not need to decide on the canopy until March 2021 at the latest. We can wait until phase 2 and if there are savings, they can be utilized toward this list. WT Rich is still working with Kompan on the playground and there is still work to be done. It is still undecided whether or not the playground needs to be designed to budget or if the playgrounds need to be reduced from 3 playgrounds to 2. B. Paradee reminds the SBC these are drop dead dates. C. Shefferman mentions with FF&amp;E we are hoping the collaboration program will help us design to budget but there is still a lot of work to be done. We wanted to present this list so the SBC would understand the decisions that still need to get worked back into the project. A. Cameron asks if there is a fund for overage and will the SBC have a better understanding of the risks when they have to make a decision? C. Shefferman responds yes, there’s also a bucket of \$200,000.00 for modulars that is currently being held. Around June of 2020 the SBC can decide to use that money for another budget. C. Hay asks about FF&amp;E pricing. He states pricing is available and there should be a plan B. A. Urbas shares that we will be working on outfitting the classroom wing first which will give some more insight moving forward. JCJ has based the current budget on the prices they have received. The MSBA has advertised aggressive savings and once we have more information it will be shared. P. Beaudoin states that our collaboration decision will be made on January 8<sup>th</sup>. E. Czarnecki will be pre-pricing everything so when we participate in the meetings, we will know what we’re looking for. The MHEC show we attended earlier this year helped us narrow down the styles/price range we are looking for.</p>	
49.4.2	<p><u>Authorization for P. Beaudoin to execute Final GMP with WT Rich:</u></p>	

	<ul style="list-style-type: none"> <li>➤ A motion was made by G. Scharfe and seconded by J. Foster for the authorization for P. Beaudoin to execute Final GMP with WT Rich. Discussion: None. All in favor, motion passes.</li> </ul>	
49.5.1	<b>Invoices and Commitments for Approval:</b> A motion was made by S. Creighton and seconded by G. Scharfe for the approval of DWMP Invoice No. 30 in the amount of \$74,092.90. Discussion: None. All in favor, motion passes.	
49.5.2	<b>Invoices and Commitments for Approval:</b> A motion was made by S. Creighton and seconded by G. Scharfe for the approval of JCJ Invoice No. 27 in the amount of \$132,212.95. Discussion: G. Scharfe asks if the construction administration is based on a standard percentage for the whole project. D. McDonald responds yes, this is agreed upon with the MSBA at the beginning of the project. All in favor, motion passes.	
49.5.3	<b>Invoices and Commitments for Approval:</b> A motion was made by S. Creighton and seconded by G. Scharfe for the approval of WT Rich Requisition No. 5 in the amount of \$1,331,371.00. Discussion: None. All in favor, motion passes.	
49.5.4	<b>Invoices and Commitments for Approval:</b> A motion was made by S. Creighton and seconded by G. Scharfe for the approval of Geocomp Invoice No. 2220953-000003 in the amount of \$800.00. Discussion: None. All in favor, motion passes.	
49.5.5	<b>Invoices and Commitments for Approval:</b> A motion was made by S. Creighton and seconded by G. Scharfe for the approval of Lynch, DeSimone & Nysten, LLP Invoice No. 8467 in the amount of \$5,681.25. Discussion: None. All in favor, motion passes.	
49.5.6	<b>Invoices and Commitments for Approval:</b> A motion was made by S. Creighton and seconded by L. O'Donnell for the approval of JCJ Amendment No. 6 in the amount of \$1,375.00. Discussion: D. McDonald explains this is for the hydrant flow test that was performed by GGD. It was an additional service GGD provided. All in favor, motion passes.	
49.6	<p><b>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ P. Beaudoin shares with the SBC that Steve Kwiatek is working on the technology and is confident it will stay within the budget.</li> <li>➤ A. Cameron asks if there have been any issues with the public. A. Urbas responds he has not heard anything, and the partnership has been great. P. Beaudoin shares that everyone has been complimentary.</li> </ul>	
49.7	<b>Public Comments:</b> None.	Record
49.8	<p><b>Next SBC Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ 12/10/2019 @ 7:00 pm</li> </ul>	Record
49.9	<b>Adjourn:</b> 7:36 A motion was made by G. Scharfe and seconded by S. Creighton 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.**