

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: 10/22/2019
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
48.1	Call to Order: 7:01 pm meeting was called to order by the SBC Co-Chair A. Cameron with 13 of 17 voting members in attendance.	Record
48.2	Previous Topics & Approval of October 8, 2019 Meeting Minutes: A motion to approve the 10/8/2019 meeting minutes as submitted made by L. O'Donnell and seconded by J. Foster. Discussion: None. Abstentions: A. Urbas: All in favor: Motion passes, minutes approved.	Record
48.3	<p>Construction Update: B. Paradee provides the SBC with a brief construction update.</p> <ul style="list-style-type: none"> ➤ Steel: Steel will begin next Monday 10/28. WT Rich is in the process of coordinating safety and logistics with the Memorial school and neighbors. A. Ingaharro asks if the steel has already been delivered to the site. B. Paradee responds that deliveries will begin on 10/28 and will go on for 2 weeks. A. Cameron asks if there are any traffic concerns. B. Paradee shares that WT Rich is communicating with the MPD the steel delivery traffic plan. The MPD will be handling the neighbor notices and they will make sure nobody is parked in certain areas during delivery times. A. Urbas shares that all oversized deliveries will go down Pine St. and up Union St. so that nothing is coming down Lincoln St. B. Paradee explains that the steel trucks will be coming from Canada so they will stop at the resting spot in Beverly off 128. A. Cameron asks if everything is still on schedule. B. Paradee responds yes everything is going well. G. Brewster asks if the phasing process will be deliver, erect then move on to phase 2 deliver and erect? B. Paradee says yes and the decking will be put on after steel erection. G. Brewster then asks if there are any problems with the laydown area? B. Paradee responds no. Phase 1 is a simple phase with plenty of room for laydown. Once the phase 1 building goes up, it will be tighter for the trades behind them. J. Foster asks if there will be a crane. B. Paradee responds yes and the geopier engineer okayed the crane. 	Record
48.4	<p>Budget Review Update:</p> <p>C. Shefferman directs the SBC to open to page 8 of the meeting packet where a budget summary is provided. C. Shefferman explains that EP 1, 2, 3, filed sub bids and some priority non-trades were reviewed and approved at the previous meeting. Some of the priority non-trades were approved on 10/8 and tonight we are looking to approve the second round of non-trades. Overall total construction, based on what has been awarded, and what is remaining, WT Rich estimates that we are under by \$43K. WT Rich is still working on additional savings.</p> <p>C. Shefferman then directs the SBC to page 9 which shows the Non-Trade approval from our last meeting where the SBC approved a not to exceed amount. C. Shefferman explains that as of today, WT Rich was able to make some buy out savings which also included decking for \$25K. The previous target with the 2% buyout savings was \$4,693,212.00 and today the final buy amount is \$4,503,000.00. C. Shefferman mentions there is still work to be done on the final GMP which will be executed at the next SBC Meeting on 11/12/19.</p>	Record
48.5.1	<p>Non-Trade Bid Budget Review</p> <ul style="list-style-type: none"> i. WT Rich approval of a not to exceed value of \$1,095,856 for the following non trades: <ul style="list-style-type: none"> • Glue-Laminated Timber Beams 	

- Spray-Foam Insulation
- Door Auto Operators
- Louvers
- Wood Athletic Flooring
- Resinous Flooring
- Tile Carpeting and Entrance Mats
- Fabric Wrapped Panels
- Sound Absorbing Wall Units
- Spray Acoustical Treatment
- MB/TB/Toilet Partitions/Lockers/Projection Screen/Toilet Accessories/FE &FECs
- Signage
- Cubical Curtains and Tracks
- Accordion Folding Partitions

C. Shefferman asks the SBC to turn to page 10 which is what we are asking for approval tonight. C. Shefferman shares that this is for the priority non-trades round 2 that WT Rich is looking to award. This is a long list of trades but the bottom number is the not to exceed number we are asking to approve. A. Cameron clarifies that we are asking the SBC to approve the target not to exceed amount of \$1,095,856.00. C. Shefferman replies yes and mentions the last time WT Rich was able to beat the 2% by \$190K. WT Rich is still working on buy out savings and VE items. Whatever savings WTR can get, they will try to get 2% lower than where they currently stand. B. Paradee explains that every item shows a + or – which could be as much as 10%. M. Burton shares that some categories may be over but you can see there are peaks and valleys in all of the buckets. There will be about \$43K in savings on the budget and plan to go further than that. There will also be additional VE items with the subs. VE is over because now JCJ is done drawing so now we're in the we are into the bid and change order world. The team feels there are some items that can provide some good savings. WTR is hoping to capture another \$140K in buyout savings. A. Urbas comments that is great news and a great savings.

- A motion was made by A. Oldeman and seconded by A. Ingaharro for the WT Rich approval of a not to exceed value of \$1,095,856 for the following non trades listed above. Discussion: None. All in favor, motion passes.

A.Cameron states we are just starting the conversation, not deciding today. M. Burton mentions a decision will need to be made at the end of the next meeting. C. Shefferman explains Page 11 to the SBC where she has identified 5 buckets where there is not enough money. The top box identifies the 5 financial risks.

- Change Orders: Change orders are over budget by \$132,079. The project team would like to roll them into the final GMP. These will be reimbursed because they are within the construction line items which is not subject to MSBA review.
- Outdoor Canopy: The canopy is not in the project. This was brought up as an alternate and it is \$217,589 over budget.
- Playground: The budget is carrying \$240K for equipment alone. There are quotes from different companies with a few different options. Now, the options need to fit the districts aesthetic. The playground is estimated to be around \$50K over budget. P. Beaudoin shares that there are 3 current bids. Kompan came in around \$234K

and they are trying to match the school's aesthetic of the other design the committee previously liked with the help of JCJ. Now the question is do we go with 2 playgrounds instead of 3. C. Shefferman mention that Kompan did a playground at the Pine Grove School in Rowley and it came out really nice.

- FF&E: The projected cost for FF&E for the total project is \$684,500. This includes administrative furniture, maintenance equipment, gym equipment, etc. FF&E is \$246,500 over budget.
- Technology: MERSD will be taking care of the procurement for the new school's technology. The current budget for technology is \$438,000.

M. Burton recommends taking any change orders and moving them into an allowance which will lower the 1% cap. M. Burton explains that this is the financial risks we know if today. G. Scharfe asks what do you want us to do with these numbers? C. Shefferman responds that this decision needs to be made at the next meeting. Would the SBC like to use the potential construction savings of \$140K towards 1 of these 5 buckets? C. Shefferman then reminds the SBC there are other buckets that can be used towards these. M. Burton shares that the owner have \$1.6 Million in Owners Construction Contingency to address whatever they want. There is a Owners Soft Cost Contingency and GM Contingency as well and any savings will be returned to the owner. These are resources but not until certain milestones within the project.

C. Shefferman also reminds the SBC they had \$200K for swing space/modulars still available as well. The budget for moving (\$150K) hasn't been exercised either but will remain on hold due to the phased project. A. Cameron asks when do we need to make a decision with less risk? When will we have certainty on the bottom number? M. Burton mention we will know the savings next time we meet but it's best to hold on to contingency as long as you can. A. Cameron asks if the canopy can be added at the end of the project. B. Paradee replies that the playground and canopy can be carried as add alternates until phase 2. The playground wont be installed until phase 2 – 3. G. Scharfe mentions you are penalized more for a deduct than an add. B. Paradee shares the pricing wouldn't change so there is not a huge advantage either way. G. Brewster asks if the base bid for the playground is for 3 playgrounds? B. Paradee shares that the bid is for 2 playgrounds and there is potential to fundraise for the other or use savings at the end. J. Foster suggests adding temporary spaces as a financial risk along with the other identified buckets. DWMP will add temporary spaces to the list. L. O'Donnell asks when they will know about contingency. Will it be at the very end or as the job progresses? M. Burton explains once WTR hits certain milestones in the job and they reach 70% complete, we can discuss with the CM and get some savings back.

A. Cameron asks for input from people in the industry. G. Scharfe comments that it is a no brainer to roll up change orders into the GMP. G. Scharfe asks why GC/GRs wet up. B. Paradee explains that 100K of that is a hold for premium time. A. Cameron restates that at the next meeting the SBC will need to know what they want to do with the \$140K. B. Paradee explains that WTR was able to get better than 2% savings last time so they will do their best. There is still \$100K-\$150K of VE now that trades still need to buyout. M. Burton replies that that number will not be available next time. J. Foster asks beyond change orders, does it then become a discussion of priority for the remaining 4 on the list? Will the Canopy be the first priority? A. Ingaharro asks if the canopy could potentially come in higher than \$217K? B. Paradee assured the SBC that that price is already on the table and WTR is still trying to negotiate. A bid for the canopy was received tonight and it wasn't good news but WTR is still getting some numbers. G. Brewster asks what are the priorities? J. Foster thinks that should

	<p>be discussed at the next meeting. M. Burton states that this is just a list and it is not prioritized. P. Beaudoin believes the change orders should be dealt with first then the canopy next as it is a structural piece. P. Beaudoin feels that MERSD can work with the current budget on technology. The FF&E number should come in around February and there may be some savings with the collaborative purchasing. A. Ingaharro shares that on the last project all of the contingency was used. A. Cameron states they have better construction management this time. C. Shefferman reminds the SBC that Owners Contingency is a healthy bucket and it has not been touched yet. P. Beaudoin states that the swing space budget alone will cover the FF&E deficit and she feels it's time for them to finally pull the trigger on the outdoor canopy if there are savings. A. Oldeman mentions that the site can be a surprise since there is site work and demo left. A. Oldeman then asks what are your thoughts on the rest of the building? M. Burton states that there is always a potential risk when a shovel is put in the ground but we have contingency to deal with these issues. We have learned about the site but there is still a ways to go. M. Burton mentions he's not telling the SBC to go shopping with the \$1.6 Million but the intent is if we find savings where should we use it. J. Foster says it's a no brainer to roll the change orders into the GMP but why does the SBC need to make a decision in 2 weeks. A. Oldeman states that ultimately the decision needs to be made prior to WTR buying stuff out. J. Foster asks if it's possible to put the money away and make a decision later. A. Urbas states that at least at this point we can see where we are today and it's much more beneficial to see everything. J. Foster says he understands the broader sense of risk but doesn't think the decision needs to be made right now with the FF&E risk.</p>	
48.5.2	<p><u>Authorization for P. Beaudoin to execute WT Rich contracts with non-trades listed above:</u> A motion was made by A. Oldeman and seconded by A. Ingaharro for the authorization for P. Beaudoin to execute WT Rich contracts with non-trades listed above. Discussion: None. All in favor, motion passes.</p>	
48.6	<p>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</p> <ul style="list-style-type: none"> ➤ P. Beaudoin shares she has not heard any complaints from the neighbors or conservation commission. B. Paradee reiterates that the site has been contained. D. McDonald mentions there may be complaints during steel. C. Shefferman will send an email to the local neighbors so that they are aware of the 8 days of delivery and the 6 weeks erection will go on for. ➤ <u>Site Tour:</u> C. Shefferman mentions there will be a site tour on 11/11 for the SBC Members. An invite will be sent. ➤ <u>FTP Site:</u> C. Shefferman shares the new FTP site with the SBC. She explains these are all of the project files that were previously on the dropbox. There is a budget update folder called monthly budget report update and one will be created each month. This includes everything from reviewed in the last meeting with the 3011, monthly report, contingency buckets, and a snapshot of the current budget. This is DWMPs way of tracking your budget. A. Cameron asks if this works for everyone. SBC responds yes. The project budget will be updated monthly and the OAC meeting notes will be updated weekly. 	
48.7	<p>Public Comments: None.</p>	Record
48.8	<p>Next SBC Meeting:</p> <ul style="list-style-type: none"> ➤ 11/12/2019 @ 7:00 pm – Final GMP Approval 	Record

48.9	Adjourn: 8:03 A motion was made by G. Scharfe and seconded by A. Ingaharro to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.	Record
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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.