

**Town of Watertown School
Building Committee
Three Elementary School Projects
Wednesday, February 15, 2023
via ZOOM 6:00p.m. – 7:00p.m.**

M I N U T E S

Committee Members Present: Mark Sideris (chair), John Portz (vice-chair), Vincent Piccirilli, Deanne Galdston, Heidi Perkins, Lindsay Mosca, James Kane, Steve Magoon, Leo Patterson and Paul Anastasi

Committee Members Absent: Thomas Tracy and Kelly Kurlbaum

Others Present: Daren Sawyer, Nate Williams, James Jordan, and Andrew Cunneen (Ai3 Architects), Vivian Varbedian, Thomas Finnegan and Alana Forbes, (OPM, Hill International), Christy Murphy, Chase Terrio and Joel Giacobozzi (Compass Project Management), Stacy Phelan

1. Call to Order: Chairman Mark Sideris called the meeting to order at 6:03p.m. John Portz took a roll call of School Building Committee members present.

2. Approval of Meeting Minutes – February 15, 2023

Chairman Sideris made a motion to approve the Elementary Meeting Minutes for January 18, 2023. Vincent Piccirilli motions to approve the Elementary school meeting minutes as written and Steve Magoon seconded. All were in favor on a roll call vote.

3. Review / Approval of Elementary Schools Monthly Invoices

Vivian Varbedian presented the Elementary school work completed January invoices.

January 2023 invoices are as follows w/total at \$2,822,942.81:

- Hill International – \$71,660.00
- Ai3 Architects (Basic Services) - \$57,423.05
- Ai3 Architects – (Extra Services) - \$15,243.95
- Ai3 Architects (Reimbursables Services) - \$2,748.00
- Brait Builders (Payment Req # 32) – \$379,108.39
- CTA Construction Managers (Payment Req #11) - \$2,289,300.27
- UTS Lowell - \$2,860.00
- UTS Hosmer - \$1,550.00
- Colliers International - \$3,049.15

Chairman Sideris made a motion to approve the Elementary School projects invoices as presented. Vincent Piccirilli motions to approve the Elementary school project invoices totally \$2,822,942.81 with both John Portz and Steve Magoon seconded. All were in favor on a roll call vote.

Review/Approval of Ai3 Architects Amendment No. 13 – Lowell Elementary School

Vivian Varbedian presented Amendment No.13 which is a request for approval from Ai3 Architects for additional design services associated with the additional FF&E design services and related fees for the Lowell Elementary school. This was similar for both Hosmer and Cunniff ES, now seeking the same for Lowell ES. If approved, this will amend Ai3's contract by \$15,620.76.

Chairman Sideris asked for a motion to approve Amendment No. 13 with Ai3 Architects contract by \$15,620.76. Vincent Piccirilli moves with John Portz seconded. All were in favor on a roll call vote.

Review/Approval of CTA Change Order No. 06

Vivian Varbedian presented Change Order No. 06 with details from Thomas Finnegan of Hill International. The total for Change Order No.06 is \$368,827.02. Chairman Sideris asked for an explanation of the larger numbered items of Change Order No. 06 which Thomas Finnegan discussed.

Thomas Finnegan explained some PCO's indicated on Change Order No. 06.

- **PCO #88** – Lintels at interior side of Zone 1 Existing Unit Ventilation Openings – Many of the existing Univents had no lintels over the existing Univents in the area holding the brick in place. It was somewhat of a metal box holding it in place. New steel lintels were added. This PCO is just for the galvanized steel for the (20) openings in Zone (1). This provides openings for the new Univents but also supports the brick above which wasn't in place previously.
- **PCO #109** – Rm 133 / Operable Partition Removal – There was an operable partition programmed in the teacher's lunch area. The school decided that they didn't want it anymore because it made (1) good size room to small which was eliminated therefore creating credit of \$58,222.26.
- **PCO #108.1** – Cupola Roof Tie-In / Cupola Demo - The existing Cupola has deteriorated. The scope of work includes placement of PVC, new roofing, and copper to spruce it up. The existing Cupola will be removed, then shipped to Durofiber in New Hampshire then used to fabricate a new Cupola out of GFRP. Once it is 100% complete, it will be shipped back to the jobsite, hoisted, and positioned to be placed back on the roof.
- **PCO #142** – New Door Frames for Existing Openings – Zone (1) wood trim door frames were replaced with hollow metal door frames. The material is onsite and being installed. This is for the material only. There will be additional cost for labor which is being pushed on T&M (Time and Material) to get it done efficiently and as quickly as possible.
- **PCO #130** – Owner Requested Change / Kitchen Modification / MEPFP – This was a change for the cafeteria, kitchen, and lobby area. The kitchen area was re-worked, some equipment was changed, and this has addressed all the MEPs for all the kitchen equipment. It now has a good flow. All has been vented by the engineer and it is a fair and reasonable price for the changes that has been incorporated into the kitchen.
- **PCO #144** – Toilet Room T101 Slab Repair – This is the bathroom on the 1st floor as you walk into the entrance to the left. In one of the bathrooms, the concrete slab is so thin that a section needs to be replace. Underneath that area, there is no lower level only a crawl space.

We need to go in there and shore up the floor around the bathroom, cut out the thin floor, then install working from above then adding (2) spread footings and Lally columns, expansion bolts with some angles into the structural beam to support the decking for new concrete slab in the bathroom. This is an unforeseen condition that must be done. The cost \$23,689.99 is just to get the shoring, demolition and all prep work done. There will be another PCO just for the decking, concrete and if there is any reinforcement in the slab.

Chairman Sideris asked for a motion to approve Amendment Change Order No. 6. Vincent Piccirilli moves with John Portz seconded. All were in favor on a roll call vote.

4. Executive Summary

Vivian Varbedian presented and reviewed the Executive Summary highlights for February 2023.

Hosmer Elementary school is finishing some miscellaneous punch list items. Field house, Ballfield construction and PV supports, and Panels continuing with scheduled completion of May/June 2023.

Lowell Elementary school brick exterior work at Zone 2 addition continuing at the Learning Commons. GFRP installation scheduled for March 2023. Window delivery and installation starting in March 2023. Roofing in Zone 1 with existing roof replacement continuing. Miscellaneous sheetrock and taping walls in Zone 2 continuing. Painting contractor mobilized in Zone 2. Ceiling contractor is being mobilized this month in Zone 2. Sheetrock and taping is being mobilized in Zone 1 second floor. Metal wall studs in Zone 1 first floor continuing. Casework and millwork delivery/installation begins in March 2023. Furniture, Fixture and Equipment (FF&E) purchase orders have been issued for July 17 2023, delivery.

5. Elementary School Questions / Comments

Question 1 – Lindsay Mosca asked what is the reason for each on contract regarding FF&E?

Response – Vivian Varbedian requested James Jordan from Ai3 Architects to explain. James Jordan stated that the consultant’s contract is tied to a fixed budget for design. The budget includes all tables, chairs, everything that is included in the furniture package. It is based on the overall budget and the percentage of the fee is to design the furniture package. The cost and scope of the package increased slightly therefore her fee will increase to manage the documentation, specification and drawing for the increase of the furniture package.

Question 2 – Vincent Piccirilli asked to be reminded what is budgeted for the FF&E? Are there any overages?

Response – Vivian Varbedian reviewed the Executive Summary indicating the FF&E budget for all Three Elementary schools. The budget is a little over (4) million and is within budget. There are no overages.

Question 3 – Leo Patterson asks what is included in the Cupola; is it the demolition, removal, and replacement? Is the GFRP considered a long-lasting sustainable product? If investing in this amount, hopes that there is something that will last 50 years minimum.

Response - Tom Finnegan stated “Yes” to what is included in the Cupola. Tom says he hoped for 50 years of warranty but needs to confirm and get back with an answer.

Question 4 – Lindsay Mosca asked how the FF&E delivery of July 17th will impact moving in and getting ready for the first day of school.

Response – Vivian Varbedian stated that it will be a very delicate dance. Understanding that the time is short, we have been in constant contact with Dr. Galdston in reviewing all the timing and having the moving company coordinated accordingly. It will be tight but sure that it can be achieved. Similarly, the situation had been the same for both Hosmer and Cunniff ES as well.

Dr. Galdston also stated that she has been in constant contact and communication. She does believe that they will be able to manage the move. More importantly with the other (2) schools, there will be a dedicated day possibly Aug 31, (3) days before school starts that will be devoted to moving in both at the Lowell ES and Moxley.

Question 5 – Steve Magoon inquired about the punch list items at Hosmer ES. Repaving and doing some work at the crosswalks etc. There were some issues. Vertex were going to do some field survey and design work then get this resolved but have not heard anything as yet.

Response – Tom Finnegan of Hill International stated that it is still in the works. Vertex has responded and now trying to get T.J. Dahill of Brait Builders to respond. There is a meeting set up for tomorrow on Hosmer jobsite at 10:30am which Tom Finnegan welcomed Steve Magoon. This is just one of the items that will be discussed tomorrow. I can send an update right after the meeting.

Question 6 - Vincent Piccirilli asked if FF&E is coming July 17th? The rest of the work and the building trades in terms of being on schedule; what do we anticipate about overtime or to catch up if we are not on schedule? Are we on track? Is there a gap and what do we do to close the gap?

Response - Vivian Varbedian responded that recently the project scheduled was reviewed with CTA Construction Managers and Tom Finnegan. As far as overtime, we have been working overtime selectively and not for all the trades. Where we feel that it would make the most sense to advance and maintain the schedule given all of the changes that have been made to date so we can still work to have the school open on a timely manner. Thomas Finnegan stated that we will have to work together with CTA through the whole summer. There will be a lot of overlap between move management, FF&E, and the remaining construction. It is a tight schedule, but it is doable. The building is divided into (2) half zones with Zone 2 being the newer part of the building. Zone (2) will be in real good shape prior to July 17th. Zone (1) where the old section will be the struggle, but it could be coordinated. The remaining construction activities, move management and FF&E can be coordinated as well. As an overview, the FF&E will be distributed over a (4) week period throughout the classrooms which we expect to be completed by then. Move management will follow. We are working on a (2) step move management program where we move out of St. Jude in June, store in the cafeteria then distribute right after FF&E. There is a lot of moving parts but working hand-in-hand with the Contractor, Architects and Engineers, I believe we can pull it off. Vivian Varbedian stated that we have several contingency plans. Vincent Piccirilli says that (5) months is a short period of time. If we need to do something, we probably should do it sooner than later. Tom Finnegan stated that his biggest concern is permanent power to the building. We are doing everything we can and getting a lot of help from DPW and Steve Magoon on this to get Eversource to get what they need to do. As a backup plan, we don't have a solid date on the switchgear, but we have the existing switchgear which is still in good shape. We will utilize the switchgear if we needed until the new switchgear arrives. Things like this are in the works which is the same thing as the chiller and rooftop units. All these items are being addressed. There is a list we go through on a weekly basis of all of the purchasing items that are scheduled to come in the next couple months. If you look at the requisition for payment, we are 50% billed but there will be a lot of material items hitting the requisition over the next 2-3 months.

Comment A - Paul Anastasi informed all that Tom Finnegan said that all calmly but, in the meetings, he assures you that this is not the way it happens in the trailer. There is much discussion with Architect and Contractor. Tom Finnegan is making sure things are being done now to keep the flow so later on we don't try to make catch up with so many trades. He is selecting the trades and keeping the construction flow going. A lot goes into it every week.

6. Lowell Elementary School Update

Vivian Varbedian informed the SBC members that there will be an upcoming site visit/walk-thru of Lowell ES scheduled for Monday, February 27, 2023, beginning at 4pm. An invitation was sent out for the site visit as we are excited to show the progress-to-date. Please meet at the Hill job trailer. Hard hats will be provided due to it being an active jobsite and proper footwear is required such as boots.

End of Elementary School Project Business Meeting

Chairman Sideris ended the Elementary School Project Business meeting at 6:29 pm.