

**Town of Watertown
School Building Committee
Three Elementary School Projects
Wednesday, Dec 20, 2023
via ZOOM 6:00p.m. – 7:00p.m.**

MINUTES

Committee Members Present: Mark Sideris (chair), John Portz (vice-chair), Vincent Piccirilli, Deanne Galdston, Lindsay Mosca, Kelly Kurlbaum, Denise Moroney, Steve Magoon and Paul Anastasi

Committee Members Absent: Thomas Tracy and Leo Patterson

Others Present: Daren Sawyer, Andrew Cunneen and Nathaniel Williams (Ai3 Architects), Thomas Finnegan, Vivian Varbedian and Alana Forbes (OPM, Hill International), Christy Murphy and Chase Terrio (Compass Project Management)

1. Call to Order: The meeting began at 6:02p.m. Vincent Piccirilli took a roll call of School Building Committee members present.

2. Approval of Meeting Minutes – November 15, 2023

Vivian Varbedian was asked to table the Elementary school meeting minutes portion for November 15, 2023 due to transposing errors of meeting dates. This will be corrected and presented in January 2024 SBC Committee meeting for both November and December meeting minutes.

3. Review / Approval of Elementary Schools Project Monthly Invoices

Vivian Varbedian presented the Elementary school work completed December invoices.

November 2023 invoices are as follows w/total at \$745,769.10:

- Hill International – \$23,300.00
- ☐Ai3 Architects (Basic Services) - \$8,923.08
- Brait Builders (Payment Req # 42) – \$92,389.63
- ☐CTA Construction Managers (Payment Req #21) - \$595,801.52
- ☐Colliers International- \$2,693.68
- ☐Ridgeline Energy Analytics - \$485.00
- ☐Ridgeline Energy Analytics - \$4,830.50
- ☐FF&E Invoices (Varies) - \$11,188.19
- ☐A. Walecka (X144435) - \$3,247.50
- ☐A. Walecka (X144537) - \$2,910.00

Chairman Sideris stated that Megan Langan (City Auditor) is fine with all the invoices. Chairman Sideris asked for a motion to approve the Elementary School projects invoices for \$745,769.10. Vincent Piccirilli moves for approval of invoices 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 December 2023.

The Executive Summary showed the schedule, budget as well as the highlights of the project.

Lowell Elementary school Interior and Exterior punch list is substantially complete with a monetized punch list for January 2024. The remaining Landscape and Grass areas to be completed Spring 2024 and remaining work will be monetized accordingly. During next months presentation as well as invoice submissions, you will notice that CTAs release of funds will be greater due to monetizing their punch list. They should be finalizing and completing their interior punch list by the end of the month and utilizing the holiday break to work.

5. Elementary School Questions / Comments

Question 1 – Kelly Kurlbaum inquired about an update recently regarding punch list and where we are presently at Lowell Elementary school? Can you also provide an update on the exterior scope? I know there was some discussion with the finished look of exterior and where do we stand with that?

Response – Thomas Finnegan stated that overall, we are 90% complete with the punch list on the interior and 90% complete on the exterior. This is why I stated substantially complete. There will be a big push next week during school vacation to wrap up the last 10% of work. Being in this business for a long time, it would not get to 100% next week. We will transition into a monetized punch list and find any items that aren't completed. By the end of this year, we will do a monetized punch list and we will hold those funds until the last remaining items are completed. Also, there has been a lot of progress on all the canopies at the main entrance and the side entrances. A lot of work has happened since the grand opening in October to the point where it is probably about ready for final punch list by the Architect. We will document the punch list, monetized those items and this will be issued to the contractor at end of the month. Paul Anastasi informed all that he is always at the meetings and typically do a walk-thru to check on everything. Chairman Sideris asked if they can be provided with all that is remaining could be part of the package on Friday.

Question 2 - Vincent Piccirilli wanted a follow-up from last months discussion about the chiller noise. Also, last month it was said that the chiller was ordered with a sound continuation package but looking at the chiller it appeared that there is no sound proofing around the (2) compressors. Was this something that was specified or missed?

Response – Vivian Varbedian explained that meetings occurred onsite regarding the sound continuation for the chiller. There has been some work movement going forward. We are still evaluating various options to present to the School Building Committee on which path to move forward. We would like to provide at least a minimum of (2) options or potentially (3) as well as cost associated with it before we bring it forward to the Committee. Thomas Finnegan stated that it was an internal sound absorption package included and this was verified by the Sound Engineer. This will be noted in the report by the Sound Engineer. Hopefully, we will be able to report about this next month. Daren Sawyer added that they are still working with the Sound Engineer but they haven't yet wrapped up the report or recommendations yet. We are hoping to have this for January 2024.

6. End of Elementary School Project Business Meeting

Chairman Sideris ended the Elementary School Project Business meeting at 6:10pm.