

**Town of Watertown  
School Building Committee  
Three Elementary School Projects  
Wednesday, February 21, 2024  
via ZOOM 6:00p.m. – 7:00p.m.**

**M I N U T E S**

**Committee Members Present:** Mark Sideris (chair), Vincent Piccirilli (vice), Lindsay Mosca, Denise Moroney, Steve Magoon, Leo Patterson, Tom Tracy and Paul Anastasi

**Committee Members Absent:** Kelly Kurlbaum, Deanne Galdston and Jessica Middlebrook

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

**Nomination and Vote for Vice Chair of the School Building Committee:**

Chairman Sideris informed all that John Portz was the Vice Chair from the onset of the SBC. Mr. Portz is no longer Vice Chair so the floor was open for nominations. Tom Tracy nominated Vincent Piccirilli as Vice Chair with Steve Magoon seconded. All were in favor on a roll call vote.

**1. Call to Order:** The meeting began at 6:00p.m. Vincent Piccirilli took a roll call of School Building Committee members present.

**2. Approval of Meeting Minutes – February 21, 2024**

Chairman Sideris asked for a motion to approve Elementary school meeting minutes for January 17, 2024. Vincent Piccirilli moved with Steve Magoon seconded. All were in favor on a roll call vote.

**3. Review / Approval of Elementary Schools Project Monthly Invoices**

Thomas Finnegan presented the Elementary school work completed January invoices.

**January 2024 invoices are as follows w/total at \$375,230.55:**

- Ai3 Architects (Basic Services) - \$8,923.08
- Ai3 Architects (Extra Services) - \$426.25
- CTA Construction Managers (Payment Req #23) - \$359,376.11
- Colliers International- \$2,158.61
- Ridgeline Energy Analytics (Cunniff) - \$138.75
- Ridgeline Energy Analytics – (Hosmer) \$1,113.75
- FF&E Invoices (Varies) - \$3,094.00

Chairman Sideris stated that City Auditor has reviewed and approved all the invoices. Chairman Sideris asked for a motion to approve the Elementary School projects invoices totaling \$375,230.55. Vincent Piccirilli moves for approval with Tom Tracy seconded. All were in favor on a roll call vote.

### **Review and Approval of CTA Change Order No.13**

Vivian Varbedian reviewed and presented Lowell ES Change Order No.13 for a total of \$172,197.00. Vivian Varbedian informed all that Hill-LiRo/Ai3 Architects and CTA Managers is working hard to finalize all the change orders as well as the punch list item for Lowell ES. Some PCOs have been dated from last year as well as early this year.

The change orders explained are as follows:

- PCO# 216.1 – CE #233 – RFI #324 – Zone 2 Addition Window Openings - \$25,221.97  
This is for the additional window openings in Zone 2 and finalized with lower cost.
- PCO# 216.1 – CE #279 – Zone 1 Concrete Topping - \$17,148.09  
This is related to the bathroom and kitchen area. The sub surface needed remediation.
- PCO# 260.4 – CE #280 – PR #051 – Concrete Stair Replacement - \$51,623.73  
This is the front stairs leading into LES that faces Orchard Street. These stairs are the original set of stairs from the original building. Originally this was not part of the contract drawings.
- PCO# 286.2 – CE #318 – Additional Dehumidification - \$12,994.11  
This additional dehumidification work has been changes done for LES and the cost has been lowered.
- PCO# 292 – CE #328 – Griffin – Schedule Acceleration - \$5,826.87  
Schedule Acceleration should read premium time. Griffin Electric should have had adequate time to meet the schedule. This was selective time and approved as such.
- PCO# 297.1 – CE #337 – Louver Caulking - \$34,807.50  
General Mechanical did the Louver Caulking. There was a little discrepancy as to who owns the caulking around all the new louvers throughout the building. Since General Mechanical installed the louvers, it was appropriate for them to provide the caulking. This was a negotiated cost with GMC to provide the sealant and caulking around the louvers to provide a watertight condition.
- PCO# 300.1 – CE342 – JC Flooring – Premium Time - \$581.81  
Premium time to make sure the flooring was completed on time.
- PCO# 311 – CE #359 – General Mechanical – Premium Time - \$7,575.86  
Premium time for completion of work to be on time.
- PCO #337.2 – CE #398 – Revised Door and Frame E-C102B per PR 057  
This was part of a scope change.

Chairman Sideris asked for a motion to approve Change Order #13 for \$172,197.00. Vincent Piccirilli moves for approval with Steve Magoon seconded. All were in favor on a roll call vote.

#### **4. Lowell Elementary School Updates - Executive Summary**

Vivian Varbedian reviewed the Executive Summary highlights for February 2024.

Lowell Elementary school is near completion with finalizing punchlist items. Interior punchlist is scheduled for the week of February 19<sup>th</sup>. The exterior punchlist is scheduled for April 2024 (GFRP and Grass Area). Also, finalizing change orders is still underway.

#### **5. Elementary School Questions / Comments**

**Question 1** – Steve Magoon asked if there was a reason why no one thought the stairs needed replacing to begin with? Also, on the louver caulking item in the change orders it doesn't seem that it needs to be a change order. It seems like it needs to be covered in the design of the building and therefore it is on the Contractor, or it wasn't designed as it should. Was it missed along the way?

**Response** – Daren Sawyer of Ai3 Architects states that the scope was not clearly defined. It didn't give ownership under the responsibility of the contract drawings. The keynotes it what is used but were not included in the scope of the work. It was then agreed with GMC on the additional caulking on the louvers to get it done. Leo Patterson also inquired about the specifications not calling out the louvers or was it a buy-out miss. Daren Sawyer stated that it was a total miss on the drawings. No one assigned responsibility to a contractor for it to be provided and it was not included in anyone's scope of work. It was not clearly identified for the sealant guy to provide it. On the exterior of the building, typically you have the subcontractors who install the windows, louvers, and doors to provide exterior caulking to make sure the whole system is their responsibility to make it watertight. This situation was missed in the drawings to give the ownership to provide sealant around the louvers and only the louvers. There were more than a dozen louvers to receive caulking.

**Question 2** –Steve Magoon asked about the chart at the bottom of the Executive Summary page. He wanted to know if the chart reflected expenditures verses what is rejected or estimated, how closely does the graph track. Is it typical?

**Response** – Vivian Varbedian stated that it is typical. It is based on the schedule of values (SOV) from the contractor, Architectural team and OPM. Inputting the data gives a graph of how projections of cost for the project which then circulates to the town. The town can then anticipate what the borrowing needs will be. On the graph, it is estimated and actuals. On the graph, we do know how the curve of the expenditures work.

#### **End of Elementary School Project Business Meeting**

Chairman Sideris ended the Elementary School Project Business meeting at 6:20pm.