

**Town of Watertown
School Building Committee
Three Elementary Schools Projects
Wednesday, March 4, 2020
6:00 – 8:00 p.m.**

M I N U T E S

Committee Members Present: Mark Sideris, (chair), John Portz (vice-chair), Paul Anastasi, Deanne Galdston, Lori Kabel, Lindsay Mosca, Heidi Perkins, Tom Tracy, Steven Magoon, Leo Patterson and Vinnie Piccirilli

Committee Members Absent: Kelly Kurlbaum

Others Present: Scott Dunlap, (Architectural team, Ai3 Architects), Vivian Varbedian (OPM, Hill International)

1. Call to Order: Mark Sideris called the meeting to order at 6:06 p.m.

2. Approval to go out to Bid for Hosmer and Cunniff Elementary Schools on March 12, 2020

Vivian Varbedian informed the School Building Committee that the design team will have the documents completed for bid on March 12, 2020 for both the Hosmer and Cunniff Elementary schools. Scott Dunlap noted that only the pre-qualified general contractors and subcontractors that have been selected will go out to bid. He also stated that the filed sub-bid date is approximately (4) weeks after the release and the general contractors bid date is approximately (3) weeks after the sub-contractors date. Vinnie Piccirilli motioned that the SBC authorize the project team to put the Hosmer and Cunniff elementary schools out to bid on March 12, 2020. The motion was seconded by Tom Tracy. All were in favor.

3. Approval of Website Proposal

Vivian Varbedian notified the School Building Committee that a sub-committee was formed to revise the website development proposal based on the input and comments provided. An updated proposal was reviewed to develop the website to get approval for procurement.

Vinnie Piccirilli gave an estimate for the website which is as follows:

- Cost for the website to materialize is \$5900.00
- 5 year pre-pay of hosting the website is \$2500.00
- Maintenance of website is \$1000 annually
- Cost of hosting the website w/training is \$500 annually

- Additional work for website is \$100 hourly

Vivian stated that the website will take 4-6 weeks to have the website uploaded. Vinnie Piccirilli made the motion for the SBC approval of the website development proposal. Tom Tracey seconded. All were in favor.

4. Approval for Low Bidder for the Move Services Contract

Vivian Varbedian received approval of the low bidder for the move services contract. The three qualified bidders submitted proposals and have done a walk thru of Hosmer, existing Cunniff, Cunniff West and Phillips. The low bidder that received the contract is A. Walecka & Sons at low bid price of \$76,590. Vinnie Piccirilli asked if the town managers signature is needed for approval of the move services contract as well as the website. Chairman Mark Sideris indicated that the town managers signature is needed for approval. Steven Magoon had concerns about who's responsible for what in terms of the move contractor, school administration and Facilities. Vivian Varbedian responded that weekly move management meetings are held with various departments, Superintendent, Facilities, Technology, food services and all (3) elementary school principals. Leo Patterson wanted to make sure that it is understood that the project is very challenging and if there might be a supplemental logistic coordinator with the movers to support the school department internally. Vivian Varbedian explained that a meeting will take place with all the teachers and school building staff with the movers to discuss the move logistics in detail. The scope of work was also included in the bid documents with spreadsheets for the move/movers. Lori Kabel also shared her view that the move management expectation has been very complex and a lot of the internal moves have been difficult for both the facilities team and principals. In the future as far as the High School is concerned, things may have to be done differently. Superintendent Dede Galdston also added that the internal school moves was a lot of work but working through (2) projects at once is challenging. Vivian Varbedian stated that the intent was to move (1) school at a time in the effort to save the schedule and cost but the desire is to pursue both projects concurrently. Chairman Mark Sideris indicated that the ultimate goal is to build (2) schools at the same time which is very challenging but other unexpected things will happen. John Portz inquired about receiving more detailed documentation in advance before making a vote on something he doesn't have sufficient details to agree upon. Lindsay Mosca made the same concerns as John Portz needing more advance documentation to agree/disagree with a vote. Chairman Mark Sideris informed the School Building Committee that he will work with Hill International to attain more information on other things moving forward. Vinnie Piccirilli made a motion that the SBC approves the move services contract for the Cunniff and Hosmer schools to A. Walecka & Sons for \$76,590.00. Tom Tracey seconded. All were in favor.

5. Sustainability Committee Update

John Portz apprised the School Building Committee that they are still in the process of discussing with the consultant the options of third party ownership of the solar array versus town ownership. Vinnie Piccirilli asked if a decision was made to go with a PPA does it need to go with a Request for Proposal. John Portz informed Vinnie that a RFP will be needed and he also added that Ai3 has built

in some time for the Sustainability Committee to do some deliberation for the PPA or Town Ownership. Scott Dunlap stated that in Mid-May and Mid-June, the SBC would need to make a decision about whether they want to accept the pricing alternate for the Photo Voltaics that is built into the bid or not accept and pursue another avenue.

6. Schedule Next Meeting

Chairman Mark Sideris announced that the next meeting will be on Wednesday, March 18, 2020 in the Council Chambers only on the High School. Also, an informal School Building Committee meeting will be held on Thursday, March 19, 2020 at 6p.m. at the Hosmer Elementary School in the auditorium to notify the abutters about the construction phase of the project. The plan is to review not only the construction phase but also the drop off/ pick up locations. Other topics of discussion will include physical education curriculum, lunch and outdoor play. Vivian Varbedian also discussed to the committee that plans will be made to have continuous conversations with the abutters/neighbors with focus on traffic and different components that will affect the residents.

9. Adjournment

Chairman Mark Sideris made a motion to adjourn. The motion was seconded. All were in favor. Meeting adjourned at 7:40p.m.