

**Town of Watertown
School Building Committee
Three Elementary Schools Projects and High School Project
Wednesday, July 8, 2020
6:00 – 8:00 p.m.
Meeting Held Via Zoom**

M I N U T E S

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

Committee Members Absent: Lori Kabel and Tom Tracey

Committee Member Late: Heidi Perkins - 6:15pm

Others Present: Vivian Varbedian, Tom Finnegan and Alana Forbes (OPM, Hill International), Erin Moulton, Mena Ciarlone

1. Call to Order: Chairman Mark Sideris called the meeting to order at 6:03 p.m.

2. Review and Approval of Meeting Minutes

- May 20, 2020 (Includes High School)
- June 17, 2020

Vincent Piccirilli made a motion to accept the meeting minutes as amended for both May 20, 2020 and June 17, 2020. Steve Magoon seconded. All were in favor on a roll call vote.

3. Monthly Invoice Approval (All Projects)

Elementary Schools

- Ai3 Architects – Invoices for May 31, 2020 and June 30, 2020 (Total) = **\$378,309.57**
- Hill Intl – Invoices for May 31, 2020 and June 30, 2020 (Total) = **\$165,820.00**
- Brait Builders Corp. – Pay requisition total for June 2020 (Total) = **\$2,311,574.43**

Vincent Piccirilli made a motion to approve Ai3 Architects, Hill Intl and Brait Builders Elementary school invoices. John Portz seconded. All were in favor on a roll call vote.

High School

- Compass Project Management – Invoice for May 31, 2020 (Total) = **\$6,733.50**
- Ai3 Architects – Invoices for May 31, 2020 and June 30, 2020 (Total) = **\$102,074.84**

Vincent Piccirilli made a motion to approve Compass Project Management and Ai3 Architects High School invoices. John Portz seconded. All were in favor on a roll call vote.

4. Elementary Schools Project Update

- *Review of the Project Budget Post-Bid Process*

Vivian Varbedian updated the School Building Committee regarding the Elementary school project, the Project Budget Post-Bid and provided an Executive level Summary of the project for the previous and upcoming month activities.

With the review of the Project Budget Post-Bid Process, Vivian Varbedian discussed the budget and focused on authorized changes. She explained that there was a \$4M savings after the bids came in and a selection was made to move forward with a contract with Brait Builders Corporation. With this savings, a reduction in construction cost was a little over \$4M as well as a \$700K reduction to the PV line due to the acceptance of Alternate (1) which was included as part of the cost of construction. This \$700K was allocated to the Photo Voltaic line item which was reduced. Increases in the budget was made by adding \$120K to the construction testing section. These testing are for the procurement of an independent testing agency to test the concrete, steel, soils and earthwork.

Another area of changes made to the budget was the FF&E (Furniture Fixtures & Equipment). Each school would be allocated \$75K combined of \$150K for both Hosmer and Cunniff. Lowell will be allocated \$75K for a new phone system. A COVID 19 line item was created to include \$1M of the \$4M savings. This is allotted for unforeseen expenses that might be accrued on the project due to COVID 19. The Owners Soft Cost Contingency was increased by \$3.4M adding the difference.

- *Introduce the Executive Summary*

Vivian Varbedian discussed the *Executive Summary*. This reflects major accomplishments for June and major accomplishments to achieve in July. The Executive Summary will be distributed each month and will give a snapshot of the upcoming schedule summary and upcoming milestone events. Progress photos and scope changes from the original contract will be included in the executive summary. Highlights that will also be included in the line items will be Construction, Design Services, Administrative, FF&E, Construction Contingency (Hard Cost), Owner's Contingency (COVID 19) and Owner's Contingency (Soft Cost). This will show the cash flow, expenditures to date and the projected major tasks. This will be done on a monthly basis and can be viewed on the Building for future website.

5. Elementary School Discussion

- **Question 1** – John Portz needed clarification regarding the Photo Voltaic line item. It was unclear to him if the Photo Voltaic is under administrative cost then in brackets it states

50% of the roof area of both Hosmer and Cunniff. He does not understand how the original budget was at \$700K and it wasn't covered by construction cost.

Response – Vivian Varbedian explained that originally on the Design Development approved budget, \$700K was allocated towards Photo Voltaic which would cover 50% of the roof area for both Hosmer and Cunniff project. The intent was to cover the cost on this line item or potentially do a PPA. During the bidding process, a bid alternate #1 for all the contractors to price out what the cost of putting the Photo Voltaic would entail. Since it came in under what was originally budgeted for the actual cost of the construction, it was accepted and included as part of the cost of the construction.

- **Question 2** – Paul Anastasia asked what in the COVID 19 line item would a holding of \$1M be used for.
Response – Vivian Varbedian informed him that it would not be for any PPEs as this is covered by the contractor. This would be used for factory delays from material sourcing or delayed delivery shipping times that could potentially impact the project and the schedule.
- **Question 3** – Steve Magoon asked if COVID 19 expenditures would be reimbursable from FEMA.
Response – Vivian Varbedian apprised him that she isn't positive about FEMA but will work with Chairman Mark Sideris and the Town if there are any opportunities with FEMA.
- **Question 4** – Leo Patterson asked about COVID 19 related expenses; if this is a potential for contractors procurement related delays only, labor shortages or other things?
Response – Chairman Mark Sideris stated that if this is questionable, the School Building Committee will closely monitor the COVID 19 line item.
- **Question 5** – John Portz asked if the phones for the (3) Elementary schools were added in with the changes or were they not part of the original budget?
Response – Vivian Varbedian stated that the phones were not part of the original budget and they were added in after the fact. Chairman Mark Sideris also added that Tom Tracey is working on the phone line item due to the town upgrading the phone system in order for all the phone system to work together.
- **Comment** – Heidi Perkins noted that the phone systems that are on the CIP to replace the phone systems at the middle schools. As the (3) Elementary schools and High school open, a separate CIP item will be added and the town departments will have to call the (5) digit extension instead of all the different systems that is present.
- **Question 6** – John Portz asked if monthly the second sheet will be reflected and not the detailed budget sheet?
Response – Vivian Varbedian confirmed that the detailed sheet won't be provided monthly but it will be provided on a quarterly basis. The only sheet that will be shown on a monthly basis is the Executive Summary with all the highpoints of the project.

6. Questions / Comments

- **Question 1** – Anne Marie Cloonen asked if the new phone system for all schools from Elementary, Middle and High School. If so, was a full purchase amount added to the Elementary school project budget?
Response – Vivian Varbedian responded that all the schools will receive new phone systems.
- **Comment** – Chairman Mark Sideris informed the public that the School Building Committee is offering the neighborhood an opportunity to get weekly updates by email on what is expected in the neighborhood regarding construction activities for the upcoming week. Email addresses need to be gathered from people in the neighborhood and sent to build for future website so emails can be added to the list to receive updates. Also, Vivian Varbedian shared her screen to view Build for future website to show what has been captured thus far for the neighbors to have an overview.
- **Question 2** – Lindsay Mosca asked if neighbors or abutters have concerns or questions, would they use the same email of Build for future website.
Response – Vivian stated that all should send any communication to the website but not only through the website but via emails given by the neighbors/abutters. The Communication Sub-Committee may want to get involved again to assist with getting more of the information streamlined and out to the public.
- **Comment** - Anne Marie Cloonen was disheartened with the lack of communication that happened with the Hosmer community due to changes to the traffic flow. The communications didn't happen regarding traffic flow even though it was mentioned that it would be presented to the neighborhood a few months ago.
- **Response** - Chairman Mark Sideris apologized for the lack of communication and ensured the public that he will continue to do the best to remain transparent and open to what everyone has to say. Vivian Varbedian also added that it was not intentional to not communicate and showed the public the traffic information on the website. Anne Marie will provide the School Building Committee with a list of neighbors contact information so all are given updates.

7. Support for Building Projects

Preparing and Moving into WPS will be tabled and will be discussed at another School Building Committee meeting.

8. High School Project Update

- Upcoming Community Forum – July 29, 2020 (Wednesday)

Chairman Mark Sideris informed the School Building Committee and the public that there will be a School Building Committee Meeting on the High School Update on July 22nd at 6 p.m. via Zoom. Also, there will be an Upcoming Community Forum on July 29th at 6 p.m.

9. Adjournment

Chairman Mark Sideris made a motion to adjourn. The motion was seconded. All were in favor on a roll call vote. Meeting adjourned at 7:03pm.