

**Town of Watertown
School Building Committee
Three Elementary School Projects & High School Project
Wednesday, April 21, 2021 via ZOOM
6:00 – 8:15 p.m.**

MINUTES

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

Others Present: James Jordan, Daren Sawyer, Andrew Cunneen and Julie Rahilly (Architectural Team, Ai3 Architects), Vivian Varbedian, Tom Finnegan and Alana Forbes (OPM, Hill International), Christy Murphy, Tim Bonfatti and Allyson Mahar (Compass Project Management)

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

2. **Approval of Meeting Minutes –March 17, 2021**

Vincent Piccirilli made a motion to approve March 17, 2021 School Building Committee meeting minutes (Elementary schools) as written. Tom Tracy seconded; all were in favor on a roll call vote.

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

Vivian Varbedian presented the Elementary School's project invoices totaling \$4,854,745.32

The invoices read as follows:

- *Hill International - \$93,910.00*
- *Ai3 Architects - \$141,333.18, \$223.74 (Extra Services) and \$6,240.00 (Reimbursable Expenses)*
- *Brait Builders - \$4,586,375.19*
- *UTS (Testing Agency) – \$11,170.00 and \$3740.00*
- *Colliers International - \$5,106.66 and \$6,646.55*

Vincent Piccirilli made a motion to approve the Elementary School projects monthly invoices of \$4,854,745.32. Tom Tracy seconded; all were in favor on a roll call vote.

Review/Approval of Change Order #6

Vivian Varbedian explained several items from the list of the Summary of Change Orders for the Elementary schools that reflected all change orders to date totaling \$889,178.11 with highlights of New Change order #6 totaling \$191,818.60

Vincent Piccirilli made a motion to approve Change Order #6 totaling \$191,818.60. Tom Tracy seconded; all were in favor on a roll call vote.

4. Executive Summary

Vivian Varbedian reviewed and presented April 2021 Executive Summary for both Cunniff and Hosmer Elementary school projects.

Regarding Cunniff Elementary school projected major task this month are continuing work with finish painting, ceilings, and flooring starting from the 3rd floor down. Progress continues with finish mechanical, electrical, plumbing and fire protection. Remobilizing of sitework will continue with site precast and concrete retaining walls as well as remaining underground utility work until the end of July 2021.

Hosmer Elementary school projected major task this month is continuing work with metal trim at roof edge as well as continuing work with exterior finishes and curtain wall. Lastly, sheetrock/taping work will continue with rough plumbing, electrical, HVAC and fire protection piping.

Vivian Varbedian recommended that the School Building Committee mark their calendars for the month of May to revisit the project site of Cunniff Elementary school.

5. Lowell Elementary School Overview

Vivian Varbedian gave updates of Lowell Elementary school and showed visuals to remind everyone that the project is approaching. The project scope summary consists of site work for the new playground and accessible gardens. Architecturally, there will be (2) additions to create a Learning Commons, a multi-purpose room and more classrooms. Food service will have a new kitchen and food service equipment. Plumbing/Fire protection will consist of work for new water service fully updated with new plumbing supply. The HVAC, Electrical, Technology and Security will all be new. This will be a complete renovation of the interior space.

Lowell - Project Phasing

Tom Finnegan explained the Project Phasing Plan for Lowell Elementary School with visuals. He explained that the orange dotted line will be the construction fencing when work begins at Lowell in February 28, 2022. The slash lines are the existing building. The red shade are the new additions. The blue area is the staging area for the contractor and materials. The workers should be parking in the blue big area during construction as to not encroach on the neighborhood.

Vivian Varbedian briefly discussed the Final Site Plan for Lowell school. She stated that the final completion of Lowell school will be July 2023 with FF&E's (Furniture Fixtures & Equipment) coming in July/August and school moving in late August/September for the new school year. As a reminder, Vivian also showed the final floor plan layout of the project for Lowell Elementary school.

Vivian also gave a recap of the Pre-Construction & Construction Timeline reflected briefly below:

- June 2021 – Contractor Pre-Qualifications
- October 2021 – Bid Documents released
- November 2021 – Filed Sub-Bids
- December 2021 – General Contract Bids & Awards
- Feb 2022 – Lowell students move into St. Jude during February vacation
- March 2022 – Contractor Mobilization
- April 2022 – Begin w/development of FF&E
- Jan 2023 – Construction Continues
- June 2023 – Substantial Completion Target: June 15, 2023
- July 2023 – FF&E & Technology Install
- August 2023 – Move-in / Occupancy

6. Furniture, Fixtures & Equipment (FF&E) Procurement Update

Vivian Varbedian gave an update and presented a timeline of activities for all the projects beginning from 2018 until 2023. Vivian stated that the FF&E bids have been received and is in the process of review. With the next School Building Committee meeting on May 19, an approval will be needed to proceed and move forward with the procurement of the Furniture, Fixtures & Equipment for both the Cunniff and Hosmer Elementary school.

7. Elementary Schools Questions / Comments

- **Question 1** – Kelly Kurlbaum asked how healthy is the contingency since this is our (6) change order and the change orders are over \$150K?
- **Response** – Vivian Varbedian explained that the contingency is quite healthy. Total currently with all (6) change orders, still is only 1% of change orders based of construction.
- **Question 2** – Leo Patterson asked if the building is not yet enclosed, is there any potential risk for moisture if taping inside the building?
- **Response** – Vivian Varbedian stated that the drywalling has not started yet. The interior rooms like the Technology rooms are ready to receive such as the MDF (Main Distribution Frame) rooms.
- **Question 3** –Attendee asked how Lowell Elementary school would meet its energy needs. I know it is not new construction, but can sustainability be included in the renovation.
Response – Chairman Mark Sideris responded that knowing that the same thing can't be done at the Hosmer and Cunniff Elementary school, the building is being designed to maximize all possible energy efficiencies.
- **Question 4** – John Portz asked about the surface of blue area (contractor laydown area) of the slide presentation?
Response – Tom Finnegan answered that a sub-grade will be placed and stripping the topsoil, so the area is stabilized in order not to have a muddy area for the vehicles. The contractor will maintain during duration.
- **Question 5** – Attendee Brian wanted to know if a deeper analyst can be given like details of both Cunniff & Hosmer Elementary school showing the actual energy efficiencies of the building. Also, at a previous meeting it was mentioned that there would be solar on the facility. The reason given that the roof is too small. He does not understand what the small consideration would be.
Response – Vivian Varbedian stated the due to the nature of the Lowell project being primarily a renovation project, there are limited opportunities to pursue sustainability goals. This does not mean that we would not adapt to best approaches or best practices regarding energy use and sustainability building materials. We are including the efficiency of the building heating and cooling system. The plan also involves replacement of all light fixtures with more efficient LED fixtures, a new water reducing plumbing fixture and the new additions with high (R) value building envelopes. James Jordan (Ai3) also added that in May 2019, Ai3 spoke to the Sustainability Committee and gave them a roadmap memorandum outlining the sustainability goals for the Lowell Elementary school. Chairman Sideris also added that sometime down the road there will be presentation given with all the features when we get to that point.
- **Question 6** – Kelly Kurlbaum wanted to confirm if Lowell Elementary school would be a full gut renovation.
- **Response** – Vivian Varbedian stated Yes that there is (2) additions on either end of the building but the entire space will be completely renovated.

- **Question 7** – Leo Patterson asked if the renovation includes exterior, tuck pointing and restoration of the Pergamon on top.

Response – Vivian Varbedian answered Yes which includes the restoration to the exterior masonry, brick, and pre-cast. The scope has not changed since last visited and designed.

- **Question 8** – Attendee Maureen Foley asked if the public will be able to see the lighting, furniture, and shelving due to curiosity.

Response – Vivian Varbedian explained that the schools have gone through an extensive period of review with the school administration and Superintendent Galdston which in turn they have selected the furniture for the schools. Once the school is opened, the public will have an opportunity to see the schools. Chairman Mark Sideris chimed in that we can possibly bring slides for next meeting or some point in the future.

- **Question 9** – Attendee asked what is happening to the old FF&E and how much is going to a landfill.

Response – Heidi Perkins answered that the old FF&E that is not needed is first advertised out and donated to other school districts as well as families.

- **Comment A** – Superintendent Deanne Galdston made aware to the attendees, community, and School Building Committee members that due to the completion of the Cunniff and Hosmer Elementary schools early they are in the process of determining the swing space plan for the Lowell Elementary school. The plan is to swing the Lowell school into (2) locations which is the Phillips Administration building which is currently housing the preschool and what is now Cunniff West will become Lowell West. Through feedback from families and the community, they were able to maintain no transitions over the course of the year and half that the students will be in the swing spaces. Once students move out, they will stay until they either move onto the middle school or back into Lowell Elementary school. Nice to see the refresher for Lowell Elementary school.

Response - Vivian Varbedian added that due to the projects completing before originally projected, we are in direct communication with Superintendent Galdston with reviewing timing of the projects as well as a transition plan. The Lowell phasing that is presented is only a one phase plan. The plan is to have the contractor on site Feb 28, 2022. The contractor will take the project site on March 2022 thru June 2023. In July/August, FFE (Furniture Fixtures & Equipment) will be installed. The school will be moved in at the end of August ready for September 2023 school year.

6. Adjournment

Chairman Mark Sideris asked for a motion to adjourn. Vinnie Piccirilli made a motion to adjourn, seconded by Tom Tracy. All were in favor on a roll call vote. Meeting adjourned at