

**Town of Watertown  
School Building Committee  
Three Elementary School Projects & High School Project  
Wednesday, May 19, 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, 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)

**Absent** – Heidi Perkins

1. **Call to Order:** Chairman Mark Sideris called the meeting to order at 6:01 p.m.
  
2. **Approval of Meeting Minutes –April 21, 2021**  
Vincent Piccirilli made a motion to approve April 21, 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 Monthly Invoices**  
Vivian Varbedian presented the Elementary School’s project invoices totaling \$4,770,586.02 and High School invoices totaling \$20,951.98.

**The Elementary invoices read as follows:**

- *Hill International - \$93,910.00*
- *Ai3 Architects - \$167,820.98, \$3,561.91 (Extra Services) and \$7,747.47 (Reimbursable Expenses)*
- *Brait Builders - \$4,490,146.21*
- *UTS (Testing Agency) – \$50.00*
- *Colliers International - \$7,349.45*

Vincent Piccirilli made a motion to approve the Elementary School projects monthly invoices of \$4,770,586.02. Tom Tracy seconded; all were in favor on a roll call vote.

**The High School invoices read as follows:**

- *Compass Project Management - \$18,766.00*
- *Ai3 Architects - \$2,185.98*

Vincent Piccirilli made a motion to approve the High School projects monthly invoices of \$20,951.98. Tom Tracy seconded; all were in favor on a roll call vote.

**4. Executive Summary**

Vivian Varbedian reviewed and presented May 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 floorings on all floors. Progress continues with finish mechanical, electrical, plumbing and fire protection on the first floor. Also, installation of the play equipment on east side of site as well as installation of PV panels on roof.

Hosmer Elementary school projected major task this month in continuing work with metal trim at roof edge and miscellaneous Sarnafil detail work. Progress continues with exterior finishes, store fronts and curtain wall. Also, continued work with interior sheetrock/taping in Zone (1) and (2) with rough plumbing, electrical, HVAC and fire protection in Zone 2.

Vivian Varbedian commented on the recent visit to Hosmer Elementary school hoping that all enjoyed the progress of Hosmer site visit.

**5. FF&E Procurement Update**

Vivian Varbedian discussed the procurement update for Furniture, Fixtures & Equipment. The slide presented showed the proposed timeline for procurement of FF&E for Cunniff, Hosmer and Lowell Elementary schools. Hill International is seeking approval from the School Building Committee to proceed with Phases 1/2 FF&E bid amount and Phases 1/2 Tech Budget amount for both Cunniff and Hosmer Elementary school. Obtaining these approvals are imperative for the execution of PO's for the releasing of furniture in an effort to make delivery date in September 2021 for Cunniff.

Vincent Piccirilli made a motion to approve the FF&E Bid purchase of \$1,870,539.26. Tom Tracy seconded; all were in favor on a roll call vote.

Vincent Piccirilli made a motion to approve the Tech Budget purchase of \$1,207,000.00. Tom Tracy seconded; all were in favor on a roll call vote.

**Elementary Schools Questions / Comments**

- **Question 1** – Steve Magoon asked what the budget amount is as opposed to the bid amount.
- **Response** – Vivian Varbedian explained the FF&E bid amount for both Cunniff and Hosmer came in around 1.8M. In review of the Project Dashboard budget with FF&E line item includes furniture, fixtures, technology portion as well as a revised phone services for all Three Elementary schools. The FF&E line item has \$4.3M which has a remaining amount of \$1.3M for Lowell Elementary school project.

- **Question 2** – Leo Patterson asked are there any changes to the FF&E package anticipated to be needed.
- **Response** – Vivian Varbedian stated that the project team has been working very closely with Superintendent Deanne Galdston as well as both principals from each of the schools. They have walked the schools and know the exact furniture/locations. If any changes arise, there is an opportunity to capture with the Lowell project.

## **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 8:15pm.