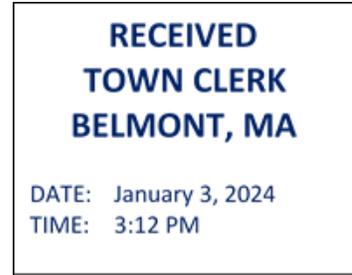


**BELMONT MIDDLE and HIGH SCHOOL BUILDING COMMITTEE**

**Final Meeting Minutes  
Thursday, November 16, 2023  
Virtual Zoom Meeting  
8:00 AM**



**Meeting #168**

*Committee Members Virtually Attending:*

Chair Lovallo; Members Emma Thurston, Patrice Garvin, Pat Bruschi, Diane Miller, Dave Blazon, Joel Mooney, Bob McLaughlin, Chris Messer (arrived 8:15), Mike McAllister, Amy Zuccarello

*Absent Members:* Tom Caputo, Jamie Shea, Joe DeStefano,

*Member who left the meeting early:* Patrice Garvin

*From CHA:* Tom Gatzunis, Don White, Sandra Saccone, Justin Ferdenzi, Tony DelGreco

*From Perkins+Will:* Vital Albuquerque, Brian Spangler, Christina Mulligan

*From Skanska:* Adrian Majewski, James Chung

**I. Call to Order**

The meeting was called to order at 8:04 a.m. by Chair Lovallo. He thanked Matt and the Belmont Media Center for their technical support. He explained the remote meeting protocol, e.g., votes will be taken via roll call, state your name before speaking, mute computers, etc. Meeting materials were sent out this week and those materials will be posted on the BMHSBC website, shortly after the meeting. He also advised residents that they can click into the meeting during public comment time by pressing #9 or by “raising” the hand icon.

Chair Lovallo took attendance via roll call and reviewed the agenda. He turned to the first item on the agenda.

**II. Next Building Committee Meetings**

Thursday	Dec., 7, 2023	at 8:00 AM	Virtual	[169]
This meeting will begin in Open Session and then move into Executive Session.				
Thursday	Dec., 21, 2023	at 8:00 AM	Virtual	[170]
Thursday	Jan., 18, 2024	at 8:00 AM	Virtual	[171]

Chair Lovallo noted that he expects monthly business meetings to continue through Spring 2024.

**III. Minutes of Previous Meetings: Review and Approve**

*Mr. McLaughlin moved:* To approve the Minutes of 10/31/2023.

The motion passed via a roll call vote of 8-0-2. (Yes: Thurston, Garvin, Bruschi, Blazon,

FINAL

McLaughlin, McAllister, Zuccarello, Lovallo; Abstain: Miller, Mooney)

#### **IV. Project Closeout Schedule Update**

Mr. White summarized the items that need to be completed to bring the project to closeout. He reviewed that the following project activities will be worked on (in the field): PV installation, commissioning and energizing, White Field House (WFH), pond path renovations, and dugouts.

Chair Lovallo thanked several town departments, e.g., DPW, Facilities, Belmont Light, Belmont IT, et al, for their cooperation in taking down the WFH. He also thanked the Conservation Commission (ConCom) for their work with the Committee on the pond path renovations.

Mr. White stated that the contract related punch-list items will be worked on through January 2024. The punch-list is being reconciled and categorized to determine if items will be worked on or if monetized value will be accepted. He next discussed the Skanska contract close out items: as built/manuals, attic stock turnover, finalized PCOs and final billing (from the contractor) in February. He then reviewed the Regulatory Closeout items, e.g., Planning Board, ConCom, and final certificate of occupancy. He discussed the LEED documentation process (submittals to/from USGBC) as well as the MSBA closeout process, which includes classifying costs regarding what's reimbursable. The final audit will go through 2025, with final MSBA funding coming through in mid-2025. Chair Lovallo added that the MSBA Board of Directors only meets six times a year which may impact when their final payment is issued – because this board must approve final payment.

#### **V. Contractor Work to Complete Summary**

Mr. White reviewed the punch-list summary document (by trade contractor). He noted that the contractors are requesting “release of retainage”, which aligns with their contracts. He explained the ongoing process for the monetized punch-list that the owner and contractors are managing – this pertains to holding aside the monetary value in the contract. Mr. White next discussed retainage. Chair Lovallo provided some clarifying details concerning the retainage holdings.

#### **VI. Update on Project Cost Events**

Mr. White provided the monthly project cost report update, focusing on the current projected final cost value completion. He reviewed budget numbers, funding sources available, and projected final costs.

Chair Lovallo discussed the Project Contingency History as well as the “bucket list” items. He also noted that the project is just over 99 percent complete. He reviewed the taxpayer spent to date amount (after reimbursement), MSBA's commitment, and what has been spent to date, overall. He noted that the borrowing (of the project costs) was more favorable than anticipated, which eased the taxpayer contribution.

Mr. White reviewed the PCCOs impact to date. He noted that PCCO 60 (work items, less PV) and 61 (PV) will be approved today. He discussed the pending PCCOs that are currently under review. He summarized the additional anticipated and potential costs to the GMP as well as the current-payment-due amount and the balance-to-finish amount.

#### **VII. Prime Contract Change Order Approval**

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Mr. Spangler reviewed several of the items on this PCCO: amended power irrigation meter, relocation of several plumbing vents, adding fire alarm and smoke detector devices, ceiling height adjustments, toilet partition revisions, recess pulls in art/photography rooms, and the parking lot loam cap for the temporary lot. In answer to Mr. McLaughlin's question, Mr. Spangler explained the toilet stall modification that was required by the state.

*Mr. McLaughlin moved:* To approve PCCO #60, in the amount of a \$85,694.00, as noted above.

The motion passed unanimously via a roll call vote of 10-0-0. (Yes: Thurston, Bruschi, Miller, Blazon, Mooney, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

Mr. White explained that PCCO #61 pertains to PV related work (conduit routing and relay labor for panel installation).

*Mr. McLaughlin moved:* To approve PCCO #61, in the amount of a \$76,599.00, as noted above.

The motion passed unanimously via a roll call vote of 10-0-0. (Yes: Thurston, Bruschi, Miller, Blazon, Mooney, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

### **VIII. Approval of Vendor Purchase Order Changes**

Ms. Saccone explained that this (change order) is for Smart Board relocation, installation, programming, and wall plates.

*Mr. McLaughlin moved:* To approve CCS CO#2, in the amount of a \$3,469.00, as noted above. The motion passed unanimously via a roll call vote of 10-0-0. (Yes: Thurston, Bruschi, Miller, Blazon, Mooney, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

### **IX. Treasurer's Report/Update**

Mr. McAllister informed the Committee that the following Invoices are ready for their approval:

*First Grouping: Vendor Services*

- |                   |                    |                                 |
|-------------------|--------------------|---------------------------------|
| • <b>AET Labs</b> | <b>\$699.00</b>    | (Phase 2 Equipment)             |
| • <b>ReStream</b> | <b>\$2,085.86</b>  | (Moving Supplies)               |
| • <b>UTS</b>      | <b>\$852.50</b>    | (PV anchor pull testing)        |
| • <b>WB Mason</b> | <b>\$33,737.46</b> | (Phase 1 and Phase 2 Furniture) |
| • <b>WB Mason</b> | <b>\$1,105.00</b>  | (Phase 1 and Phase 2 Furniture) |
| • <b>WB Mason</b> | <b>\$4,032.18</b>  | (Phase 1 and Phase 2 Furniture) |
| • <b>WB Mason</b> | <b>\$50,180.64</b> | (Phase 1 and Phase 2 Furniture) |
| • <b>WB Mason</b> | <b>\$28,436.01</b> | (Phase 1 and Phase 2 Furniture) |
| • <b>WB Mason</b> | <b>\$44,720.50</b> | (Phase 1 and Phase 2 Furniture) |
| • <b>WB Mason</b> | <b>\$11,218.42</b> | (Phase 1 and Phase 2 Furniture) |

*Mr. McLaughlin moved:* To approve the above ten *Vendor Service* Invoices.

FINAL

The motion passed unanimously via a roll call vote of 10-0-0. (Yes: Thurston, Bruschi, Miller, Blazon, Mooney, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

*Second Grouping: Consultants*

- **CHA** **\$85,000.00** (OPM monthly draw)
- **CHA** **\$2,835.00** (McPhail water testing)
- **Lisa Gibalerio** **\$1,225.00** (Minutes Recording)
- **Perkins and Will** **\$164,625.00** (design team close out effort and monthly draw)

*Mr. McLaughlin moved:* To approve the above four *Consultant* Invoices.

The motion passed unanimously via a roll call vote of 10-0-0. (Yes: Thurston, Bruschi, Miller, Blazon, Mooney, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

*Third Grouping: Contractor Invoices*

- **Skanska (Pay Application #64)** **\$2,742,291.00** (monthly construction costs, excluding PV)
- **Skanska (Pay Application #65)** **\$346,542.00** (monthly PV)

*Mr. McLaughlin moved:* To approve Skanska's Pay Applications #64 and #65, as noted above.

The motion passed unanimously via a roll call vote of 10-0-0 (Yes: Thurston, Bruschi, Miller, Blazon, Mooney, McLaughlin, Messer, McAllister, Zuccarello, Lovallo)

**X. Comments from Belmont Residents**

Mr. Brian Iler, School Street, asked several questions pertaining to PV, the project contingency retainage amount, the vent relocation – was it a design issue? And finally, will litigation be involved in this project? Chair Lovallo provided answers and Mr. Albuquerque also added details on the vent relocation issue.

**XI. New Business/Other**

The next meeting is Thursday, Dec. 7 at 8:00 AM. Again, the meeting will begin in Open Session and then will move into Executive Session.

**XII. Related Meeting Documents**

1. Update Closeout List of Activities (CHA)
2. Combined Punchlist Update
3. Total Project Cost Summary and related documents
4. Prime Contract Change Order #60 and #61
5. CCS Change Order #2

**XIII. End**

FINAL

The Chair ended the meeting at 9:32 a.m., following a motion made by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:   
Chris Messer, Secretary

1/3/2024  
Date