

BELMONT MIDDLE and HIGH SCHOOL BUILDING COMMITTEE

**Final Meeting Minutes
Thursday, December 8, 2022
Virtual Zoom Meeting
8:00 AM**

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: January 18, 2023
TIME: 3:09 PM

Meeting #152

Committee Members Virtually Attending:

Chair Lovallo; Members, Emma Thurston, John Phalen, Pat Bruschi, Diane Miller, David Blazon, Tom Caputo, Bob McLaughlin, Joel Mooney, Kate Bowen, Mike McAllister, Chris Messer (arrived at 8:30), Joe DeStefano

Absent Members: Patrice Garvin, Jamie Shea

(Committee members who left the meeting early: Miller and DeStefano)

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

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

From Skanska: Mike Morrison

Others in attendance: Karla Koza (School Department Director of Reconfiguration Transition)

I. Call to Order

The meeting was called to order at 8:00 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 resident comment time by pressing #9 or by “raising” the hand icon.

Chair Lovallo took attendance via roll call, reviewed the agenda, and turned to the first item on the agenda. Chair Lovallo noted that at some point in 2023, the BMHSBC meetings will likely return to “in person”.

II. Next Building Committee Meetings

Thursday	Jan. 12, 2023	at 8:00 AM	Virtual	[153]
Thursday	Feb. 9, 2023	at 8:00 AM	Virtual	[154]

III. Minutes of Previous Meetings: Review and Approve

Mr. McLaughlin moved: To approve the Minutes of 11/17/2022.

The motion passed via a roll call vote of 9-0-3. (Yes: Thurston, Phelan, Bruschi, Blazon,

FINAL

Caputo, Mooney, McLaughlin, DeStefano, Lovallo; Abstain: Miller, Bowen, McAllister)

IV. OPM, Designer and Construction Manager Updates

Mr. DelGreco provided the OPM updates, e.g., locker room work, PV work, sidewalk placement, ceiling grid installation and painting.

Mr. Spangler provided the Perkins and Will updates, e.g., the focus has been on the installation of middle school interior finishes and the design team is spending time doing the “above ceiling” punch list.

Mr. Morrison provided the Skanska updates, e.g., PV related work and planning out the next phase of work (e.g., manpower and materials) including work that is being planned for throughout the summer.

V. Update on Project Cost Events

Mr. White provided a brief project cost update of costs submitted through November 30. He noted the paid to date ProPay submissions. Chair Lovallo added that the MSBA is a little behind in their pay-outs to the town. Mr. White next discussed the Delta (budgeted amount versus projected amount). Chair Lovallo provided some clarifying details on the cost summary document.

Mr. White then reviewed the Contingency Expenditure Log, the Allowance and Contingency Summary, the Owner’s Cost Contingency Utilization, and the Construction Contingency documents. He summarized the Total Project Budget numbers: original/current/projected values. He also reviewed allowances and contingencies. He discussed the anticipated and potential costs to the GMP. Chair Lovallo provided additional details on the GMP projection. Mr. White reviewed a document entitled “Total Project Contingency History”.

Committee members asked clarifying questions.

Next, Mr. White summarized Skanska’s pay application #47. Chair Lovallo added some additional details on the numbers. He noted that the project is about 8 months away from construction completion.

VI. Discussion of Pending Changes

Mr. Spangler reviewed the Pending Document Revisions Log. He noted that this log is updated frequently. In answer to a question, Mr. McAllister provided information on the installation of team banners in the field house. Chair Lovallo discussed the budget details and what is involved with the security signage package.

VII. Review of Pending Change Orders

Mr. DelGreco provided information on the following PCOs:

- PCO 800 video production studio changes
- PCO 806 ceiling grid constructability conflict at marker-boards
- PCO 809 masonry and ceiling wall work (waterproofing, etc.)

FINAL

VIII. Prime Contract Change Order Discussion and Approval #44

Chair Lovallo noted that PCCO #44 is for \$166,093.00.

Mr. Albuquerque reviewed some of the larger items on this PCCO, e.g., roof tie-offs, grating for access to roof units, electrical costs for power shut off switches, orchestra pit handrails, and exposed beams.

Committee members asked clarifying questions.

Chair Lovallo encouraged both Committee and community members to watch the building project video segments that are being filmed with the Belmont Media Center.

Ms. Bowen moved: To approve PCCO #44, in the amount of \$166,093.00, as noted above.
The motion passed unanimously via a roll call vote of 11-0-0. (Yes: Thurston, Phelan, Brusch, Miller, Blazon, Caputo, Mooney, Bowen, McLaughlin, McAllister, Lovallo)

IX. Approval of FF&E Vendor Purchase Order Change

Ms. Mulligan explained that the shipping and installation fees had not been included in the original package; the \$1,595.00 will cover those costs. She discussed several other FF&E packages. She noted that the contingency is \$37,147.64.

Mr. McLaughlin moved: To approve the FF&E [COP] in the amount of \$1,595.00, as noted above.
The motion passed unanimously via a roll call vote of 11-0-0. (Yes: Thurston, Phelan, Brusch, Blazon, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Lovallo)

X. Approval of Designer Additional Services

Mr. White provided some explanation on this expense which deals with necessary engineering services in order to connect the irrigation system to the municipal water system which was previously approved by the Committee as a cost reduction effort.

Mr. McLaughlin moved: To approve Perkins and Will Add Service, in the amount of \$8,195.00, as noted above.
The motion passed unanimously via a roll call vote of 11-0-0. (Yes: Thurston, Phelan, Brusch, Blazon, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Lovallo)

XI. Treasurer's Report/Update

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

First Grouping: Design Professionals

- **CHA (monthly draw)** **\$132,000.00**
- **CHA (MacPhail and BBH)** **\$10,808.90** (as amended by an additional 30 cents))

FINAL

- **Perkins and Will (*monthly draw*) \$108,812.75**

Mr. McLaughlin moved: To approve the above three *Design Professional* Invoices.
The motion passed unanimously via a roll call vote of 11-0-0. (Yes: Thurston, Phelan, Brusch, Blazon, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Lovallo)

Second Grouping: Vendor Services

- | | | |
|------------------------------|-------------------|--------------------------|
| • LocallQ New England | \$256.08 | (PV) |
| • NEC | \$310.00 | (blue phone connection) |
| • Sterling Corp | \$7,380.92 | (recent moving services) |
| • UTS | \$7,592.50 | (Nov. testing services) |

Mr. McLaughlin moved: To approve the above four *Vendor Service* Invoices.
The motion passed unanimously via a roll call vote of 11-0-0. (Yes: Thurston, Phelan, Brusch, Blazon, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Lovallo)

Third Grouping: Contractor Invoice

- **Skanska (*Pay Application #47*) \$3,364,787.00**

Mr. McLaughlin moved: To approve the above Invoice, Skanska Pay Application #47.
The motion passed unanimously via a roll call vote of 11-0-0. (Yes: Thurston, Phelan, Brusch, Blazon, Caputo, Mooney, Bowen, McLaughlin, Messer, McAllister, Lovallo)

XII. Construction Update

Mr. Morrison provided a brief construction update for work completed in November. He discussed details of both exterior and interior work, e.g., flooring and case work installation, sidewalk construction, grading/drainage athletic fields, dugout foundations, drywall activities in F building, pipe and duct installation, and wall tile installation.

He showed several progress photos from the site and discussed the work that was being done.

XIII. Project Schedule Update

Mr. Morrison presented a project schedule update noting that the focus is on the April completion date. He noted items that will be executed in the coming months, e.g., flooring, casework, and inspections. Mr. Gatzunis discussed the coordination of the transfer of several classrooms during April vacation. Chair Lovallo thanked all those involved in the April milestone. Mr. Gatzunis also discussed the winter break work that will occur throughout the building(s).

Superintendent Phelan thanked all those involved, also.

XIV. New Business/Other

FINAL

Chair Lovallo suggested that he arrange for another site tour (after the holidays) for Committee members to experience the project's progress; he will come up with a date.

Also, on Monday, Dec. 19, Chair Lovallo and Mr. Caputo will meet with the Select Board to update them on what is happening with the building project.

XV. Comments from Belmont Residents

Mr. Iler offered a suggestion concerning the parking areas. He also requested inclusion of the PV schedule and PV updates in the progress section of the meeting. He asked for additional classification (in the form of an added column) on the MSBA document. Chair Lovallo providing some clarifying details.

XVI. Related Meeting Documents

1. Total Project Cost Summary
2. OPM, Designer, CM Updates
3. Perkins & Will: Pending Document Revisions Log
4. Skanska PCO documents #800, 806, 809
5. Prime Contract Change Order #44
6. Purchase Order Packages by FF&E Manufacturer
7. Designer Add Service Proposal
8. Middle and High School Project Construction Update
9. Project Schedule Update

XVII. Adjournment

The Chair ended the meeting at 9:57 a.m., following a motion made by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:

Chris Messer, Secretary

Date

FINAL