

Sharon Standing Building Committee

Zoom Meeting Minutes

Tuesday, November 22, 2022

SSBC Members

Gordon Gladstone, Chair - present	Marty Richards - present	Colleen Tuck
Deb Benjamin, Vice Chair	Richard Slater - present	Sara Winthrop
Matt Grosshandler - present	Steve Smith - present	
Rick Rice - present	Roger Thibault - present	

SBC Attendees and Others

Julie Rowe – SBC – HS - present	Kevin Nigro – PMA – HS
Avi Shemtov – SBC – HS	Matt Gulino – PMA – HS - present
Meg Dussault - SBC	Chris Jankun – PMA
Joseph Scozzaro – HS Principal	Chris Carroll – PMA
Tony Kopacz – SPS – HS -present	Eric Lowther – PMA
Timothy Chouinard – DPW -present	Chris Sharkey – Tappe – HS
Emily Burke – SHS, SBC -present	Chris Blessen – Tappe – HS - present
Peter Botelho -- Superintendent	Tim Ericson – Consigli – HS
Carolyn Weeks –LBC	Chandler Rudert – Consigli –HS - present
Cheryl Weinstein – Library	Kyle Raposo – Consigli – HS
LeeAnn Amend – Library	Mike Winters – Consigli – HS- present
Jim Devellis – devellisrein - Library	Ryan O'Neil – Consigli - present
Jeff Porter – LLB – Library	Kristy Lyons – Consigli – HS
Drayton Fair – LLB – Library	
Eric Hooper - DPW	
Ryan Trahan – DPW Consultant	

Open the meeting

The Chair read from the script from Town Administrators Office regarding the remote meeting. The meeting opened at 6:30 PM.

A. ADMINISTRATION

1. Minutes

Minutes for review and approval included November 8, 2022, SSBC meeting.

MOTION: Rick Slater moved to approve the minutes of November 8, 2022, SSBC meeting. Seconded by Richards.
Unanimously Approved 8-0-0

2. Invoices

Sharon HS project

Invoices for review and approval at the 11.22.2022 SSBC meeting for the Sharon HS project were as follows:

- **Tappe Architects, Inc. 221010 totaling \$182,708.33 dated 11.02.2022 for October 2022.** This invoice includes the following:
 - \$167,708.33 for the period of October 2022: Construction Administration Fee billed in compliance with Tappe's 12.02.2019 DD through Close Out Fee Draw Down Schedule and covered by Tappe's Contract Amendment No. 002 dated 11.19.2019.
 - \$ 15,000.00 for cameras purchased directly by Tappe through Amazon to accommodate required delivery.

PMA has reviewed this invoice and we are recommending payment by the Town of Sharon.

- **PMA invoice 04200.00-54 totaling \$96,033.00 dated 11.10.2022 for the period of October 2022.** This invoice includes the following:
 - LS fee of \$94,603.00 for Construction Administration Phase reflected in PMA Contract Amendment No. 002 dated 12.02.2019. This LS billing includes the following backup:
 - PMA actual hours Billing Backup.
 - Lump Sum v. Actuals Matrix.
 - Reimbursables totaling \$1,430.00:
 - Intertek (Architectural Testing Inc) Inv. 357521 dated 10.14.2022: \$880.00 : Building Envelope Testing through October 2022.
 - UTS of Massachusetts Inv. 102214-1 dated 10.14.2022: \$550.00 : Required 3rd party construction testing certification provided in October 2022.
 - **NOT BEING BILLED** (Provided FYI only): Portland Pottery Supply Inv. 398412: \$84.76 : Splash Pan Replacement (cost absorbed by PMA).

Please advise if you require any additional information related to this PMA October 2022 invoice.

PMA is cumulatively \$54k prepaid currently per chair.

FF&E and IT Invoices:

- **FF&E:** *(please see additional information if/as applicable reflected in the markups on these attached invoices)*
 - **WB Mason invoice 230915090 dated 7.01.2022 BALANCE APPROVED: \$4,708.65**
 - **WB Mason invoice 233005619 dated 9.26.2022 APPROVED VALUE: \$578,387.81**
 - **WB Mason invoice 233005816 dated 9.26.2022 APPROVED VALUE: \$8,757.00**
 - **Singer Kittredge invoice 393237 8.09.2022 BALANCE APPROVED: \$1,197.18**
 - **Singer Kittredge invoice 323256 dated 8.09.2022 BALANCE APPROVED: \$128.77**
 - **Singer Kittredge invoice 393364 dated 8.10.2022 BALANCE APPROVED: \$11.93**
 - **Singer Kittredge invoice 394837 dated 8.24.2022 BALANCE APPROVED: \$45.92**
 - **Singer Kittredge invoice 397682 dated 9.21.2022 BALANCE APPROVED: \$2,226.40**
 - **Singer Kittredge invoice 398964 dated 10.05.2022 APPROVED: \$382.96**
 - **Creative Office Resources invoice 197855R dated 8.23.2022 BALANCE APPROVED: \$73,360.95**
 - **Wenger Corporation invoice 833373 dated 9.02.2022 BALANCE APPROVED: \$11,595.34**
 - **Garaventa Lift invoice 1742244 dated 11.04.2022 APPROVED: \$5,875.00**
- **IT:**
 - **HUBTech invoice 22-14734-a dated 8.30.2022 APPROVED: \$329.09**
 - **Pro AV Systems, Inc. invoice 40052 dated 10.14.2022 APPROVED: \$9,470.00**
 - **Partners Technology, LLC invoice 83485 dated 10.24.2022 APPROVED: \$1,353.80**

All FF&E and IT invoices have the required Approval Cover Memos from the design team, as required.

MOTION: Omnibus motion by Chair to approve invoices as listed above for a total of \$976,572.13. Moved by Rich

Slater. Seconded by Steve Smith. Approved Unanimously 8-0-0.

B. HIGH SCHOOL PROJECT

Project Updates:

1) GMP Summary

a) Preconstruction Amount	\$431,885	
b) GMP Amendment #1 Amount	\$5,759,799	
c) GMP Amendment #2 Amount	\$16,835,409	
d) GMP Amendment #3 Amount (Pending)	\$98,517,546	
e) Total GMP Amount	\$121,544,639	
f) Approved Change Orders	\$1,843,420	(CO 1-24) (1.52%)
g) Current GMP Amount	\$123,388,059	

2) Change Orders Not Approved

a) Tentatively Approved	\$56,186	(Recommended by SSBC Change Com.)
b) Submitted Changes	\$332,826	(Under review by the Team)
c) Potential Changes	\$166,329	(Not yet submitted)
d) Total Not Approved	\$499,155	(sum of b & c)
e) Total Potential Changes (incl. tent. approved)	\$555,341	(sum of a, b & c; 0.63% of GMP)

3) CM Contingency

a) Beginning Amount	\$2,099,210	
b) Amount from Savings from Buyout	\$524,800	(Max. Per Contract)
c) Current Amount	\$2,624,010	
d) Requests Against Contingency		
i) Approved	\$1,096,642	
ii) Tentatively Approved	\$0	(Approved by the Team)
iii) Pending	\$258,304	(Potential & Submitted)
iv) Total Transfers	\$1,354,946	(65% of Starting Amount)
e) Current Anticipated Balance	\$1,269,064	(60% Remaining)

4) Allowances

f) Beginning Amount	\$2,040,000	
g) Amount from Savings from Buyout	\$1,573,446	(Note \$204,112 to Temp Gen Allowance)
h) Current Amount	\$3,613,446	
i) Requests Against Allowances		
i) Approved	\$562,214	
ii) Tentatively Approved	\$35,295	(Approved by the Team)
iii) Pending	\$245,214	(Potential & Submitted)
iv) Total Transfers	\$842,723	(41% of Starting Amount)
j) Current Anticipated Balance	\$2,770,723	(136% Remaining)

5) Requisitions (thru Req #32 for September 2022)

a) Total Completed to Date	\$103,282,495	(83.89%)
b) Retainage Withheld	\$4,785,967	(-)
c) Total Due to Date	\$98,496,528	
d) Total Paid to Date	\$98,496,528	

6) Schedule

1. Exterior/Sitework:
 - a. Site pole assembly ongoing – parking lot lights complete.
 - b. Metal Panel nearing completion – expected to be complete with last remaining areas by the beginning of next week.
 - c. Roof Edge work is nearing completion, following behind metal panel to finish last few areas.
2. Demolition/Abatement
 - a. Building Demolition Complete – auditorium was taken down early this morning.
 - b. Abatement currently working on below slab plumbing – expect completion in 2 weeks
 - c. Foundation and slab on grade removal ongoing
3. Auditorium
 - a. Temp Yamaha IO device installed for the show and needs to be returned. Permanent IO device still pending delivery.
4. WWTP
 - a. Clear water test and pre-startup scheduled for Wednesday 11/30.
5. Punchlist
 - a. Started second shift on 11/7 with 667 items on punchlist. There are 168 remaining with work to be complete, of which we expect 121 completed by EOD 11/23. The remaining 47 have material lead times and will coordinated with the school for access when material is available to complete scope

7) Milestone Tracking

MILESTONE	ORIGINAL DATE	ANTICIPATED/ACTUAL	CFB	CFP
Complete Foundations	4/20/2021	4/30/2021	-10	0
Structural Steel Complete	7/20/2021	7/21/2021	-1	0
Building Weathertight	11/1/2021	11/19/2021	-18	0
Substantial Completion (Building)	6/29/2022	8/25/2022	-53	0
Substantial Completion (phase 3)	8/1/2023	8/1/2023	0	0

8) Items to Review**Change Orders**

- a. Change Order 025 and Transfer Change Order 025T are up for review and approval by the full SSBC. These changes were approved by the Change Order Subcommittee on 11/08/22.

MOTION: by chair to approve Change Order 025 dated November 16, 2022, in the amount of \$56,186. Moved by Steve Smith. Seconded by Rich Slater. Approved Unanimously 8-0-0.

MOTION: by chair to approve Transfer Change Order 025T dated November 16, 2022, in the amount of \$0. Moved by Steve Smith. Seconded by Matt Grosshandler. Approved Unanimously 8-0-0.

1. FF&E and Technology Update

The project team continues to review the latest FF&E and guiding changes requests from the school administration. The team will present cost information on these new requests for SSBC consideration.

Mr. Rudert reviewed combined list of requests from Mr. Kopacz, Ms. Burke, and the superintendent noting priorities. Chemical storage room ventilation a top priority. Balancer will be taking more readings next week to identify scope of increasing airflow.

Mr. Rudert requested knowing what are high priorities? Will design scope be handled as CCD or RFP?

Member asked what about venting to the outside of an acid cabinet? Ms. Burke explained two holes in acid venting cabinet are currently capped but need to be vented to the outside of the building. Old school had passive venting used.

No vent hoods in chemical storage room. They are between prep room and classroom. The chemical storage room is separate and a central storage space. Fume hood didn't end up in space but venting in room should be adequate -- it does not seem to be at the moment. RPM on the dedicated exhaust fan in the Chemical Storage Fan has been ramped up. May have solved the issue but need to verify this.

Not a lot of space to add fume hood in the chemical storage room. Teachers currently remove capped chemicals from the room to a fume hood.

MOTION: by chair to direct the Design Team to prepare a Construction Change Directive to address three high priority items identified by the school department: ventilation of acid storage cabinets in the chemical storage room, increase ventilation in chemical storage room to mitigate odors, and provide electrical connection to science room icemaker. Moved by Steve Smith. Seconded by Matt Grosshandler. Approved 7 yea, 1 abstention.

Lighting and privacy issues are the number one priority. Locker room lights needing motion sensors as a safety issue. For code, should have occupancy sensors. Could they be on all day and not by the switch? Member suggested to simply program lights in room to be on during school hours. May have one sensor to turn lights off.

Adding twelve 360-degree motion detectors throughout building must be implemented with the security system. OAC meeting discussion the necessity of having a sit-down meeting between all the people involved in the security system -- the architect, the OPM, the architect's security consultant, the contractor, the school administration, all the people who should have input into the entire security system. The design, operation, how the system is going to be utilized in order to provide the maximum security while realizing that the school needs to be able to accommodate the things a school does during the school day and the after school day, are all part of a larger discussion needed.

Chair suggested small committee review priority one list for the next meeting -- Mr. Kopacz, Ms. Burke, the architect, contractor, etc., with Mr. Rice, Mr. Grosshandler, Mr. Thibault. Mr. Blessen will arrange the meeting.

C. LIBRARY PROJECT

Chair circulated an email to committee by way of information from the attorney in library case. Email was regarding opposition to our Motion for Summary Judgment.

ADJOURNMENT: Through unanimous consent the meeting ended at 7:36 PM.

These minutes were approved at the 12/06/22 SSBC meeting.