Sharon Standing Building Committee
Zoom Meeting Minutes
Tuesday, December 20, 2022

SSBC Members

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

SBC Attendees and Others

Julie Rowe – SBC – HS - Present	Kevin Nigro – PMA – HS - Present
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 - Present	Tim Ericson – Consigli – HS
Carolyn Weeks –LBC	Chandler Rudert – Consigli –HS - Present
Cheryl Weinstein – Library	Kyle Raposo – Consigli – HS- Present
LeeAnn Amend – Library	Mike Winters – Consigli – HS
Jim Devellis – develliszrein - Library	Ryan ONeil – Consigli
Jeff Porter – LLB – Library	Kristy Lyons – Consigli – HS
Drayton Fair – LLB – Library	
Eric Hooper - DPW	Maureen Magnan - World Languages Coordinator - Present
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 December 6, 2022, SSBC meeting.

MOTION: Chair moved to approve the minutes of December 6, 2022, SSBC meeting. Seconded by Winthrop. Approved 9-0-1. Benjamin abstained.

2. Invoices

Invoices for review and approval at the 12.20.2022 SSBC meeting for the Sharon HS project are as follows:

- **Consigli Construction Co., Inc. Requisition No. 033 totaling $2,299,291.14 dated 12.06.2022 for the period of October 2022**:

This requisition has been reviewed by both Tappe and PMA. **Both Tappe and PMA are recommending payment of this requisition by the Town of Sharon**. Per MGL payment for this Consigli CMR requisition for October 2022 is due fifteen days from today, 12.14.2022, the required submission date to the Town of Sharon for inclusion on the 12.20.2022 SSBC Meeting Agenda. Thus, payment of this Consigli Req. 033 for October 2022 is due Wednesday, December 28, 2022.

- **Tappe Architects, Inc. invoice 221107 totaling $217,708.33 for November 2022. This invoice includes the following:**
    - $167,708.33 for 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.
    - $ 50,000.00 for equipment for the wireless mic system as procured directly through Tappe to ensure equipment was received and installed in time for the Sharon HS musical on 11.18.2022.

Chair appreciates Mr. Blessen's effort to acquire loaner equipment in absence of shipping of actual wireless mic system.

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

- **PMA invoice 04200.00-55 totaling $94,603.00 dated 12.05.2022 for November 2022.** This invoice includes the following backup:
    - PMA actual hours Billing Backup.
    - Lump Sum v. Actuals Matrix.

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

- **PMA invoice 04200.00-55-1 totaling $185,212.35 dated 12.05.2022 for previously unbilled actual fee for the months of August, October and December 2020.** This invoice includes the following backup:
    - PMA Memorandum outlining the fee included with this invoice.
    - Billing Matrix supporting the submission of this invoice.
    - Previously submitted invoices from August, October and December 2020 reflecting that PMA did not bill the following fees for the three referenced months:
        - August 2020: $40,933.43 incurred during the Construction Documents/Bid Phase.
        - October 2020: $66,854.16 incurred during the Construction Documents/Bid Phase.
        - December 2020:
            - $42,152.69 incurred during the Construction Documents/Bid Phase.
            - $35,272.07 incurred during the Construction Administration Phase.

Should you have any questions regarding this PMA invoice 04200.00-55-1 please contact PMA's Executive Director Christopher Carroll.

Misc. Invoice:

- **Sharon Civil Defense invoice 22-1207 dated 12.07.2022 totaling $1,600.00.** This is for 12-month rental for a stand-by generator for the high school's Wastewater Treatment Plant (WWTP). Required as the WWTP was previously connected to the old high school. Gas had to be disconnected at the old high school prior to commencement of demolition. The SSBC Chair was able to secure use of this generator. **PMA is recommending payment of this invoices by the Town of Sharon**.

Chair appreciated loan from Civil Defense and noted their request was much less than the open market rate.

MOTION: Omnibus motion by Chair to approve invoices as listed above for a total of $2,798,414.82. Seconded by Tuck. Unanimously approved 10-0-0.

SANS Language Lab Systems purchase requested by Superintendent Botelho for the language arts program. Item is

critical infrastructure for language lab and a one-time purchase to make mobile language labs function as a virtual lab. It is software, not physical.

Member pointed out that interactive TVs and whiteboards also need something loaded onto them to make them work, this is similar in nature.

Mr. Blessen noted language lab in old HS had its own space. MSBA's program doesn't include language lab, so building structured with ability to do mobile language lab, or in a classroom of the staff's choosing. Mr. Blessen said this language lab was for foreign language and ELL instruction.

Dr. Maureen Magnan, World Language Coordinator, shared that SANS is one of many different companies that provide a mobile virtual technology to let these lessons be done in a building. Department has equipment, but they are missing the link to use the equipment.

Member expressed that we still own providing the language lab, need to give them the bridge with the equipment we own and the technology they need. Chair agreed, it will not function properly if they don't have it.

Dr. Magnan received training on SANS program last spring. World Language Department staff did a lot of research reaching out to other schools. Technology team also was on the training with staff to know which technology would work best and Andy Farrar and Kyle Hanson identified the SANS technology as the best for department needs. An effort was made to determine whether there were other more acceptable systems out there besides the SANS. SANS chosen because it does not need yearly software updates.

Mr. Nigro said this alternative is more reimbursable than if a physical language lab been included.

Ms. Benjamin is on board with what school needs, but thinks we need to bring everything up as soon as need is evident.

MOVED: Ms. Tuck moved to approve purchase of SANS Live on demand Language Lab for $22,950 and two extra classrooms at a cost of $11,000 each. Ms. Winthrop seconded. Approved 8-0-2 (Slater abstained, Rowe stepped away prior to vote).

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	$1,945,268	*(CO 1-26) (1.60%)*
g)	Current GMP Amount	$123,489,907	

2) Change Orders Not Approved

a)	Tentatively Approved	$17,278	*(Recommended by SSBC Change Com.)*
b)	Submitted Changes	$392,511	*(Under review by the Team)*
c)	Potential Changes	$163,267	*(Not yet submitted)*
d)	Total Not Approved	$555,778	*(sum of b & c)*
e)	Total Potential Changes *(incl. tent. approved)*	$573,056	*(sum of a, b & c; 0.47% 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	$1,134,983	
	ii) Tentatively Approved	$8,531	*(Approved by the Team)*
	iii) Pending	$220,738	*(Potential & Submitted)*
	iv) Total Transfers	$1,364,252	*(65% of Starting Amount)*
e)	Current Anticipated Balance	$1,259,758	*(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	$651,964	
	ii) Tentatively Approved	$23,100	*(Approved by the Team)*
	iii) Pending	$133,996	*(Potential & Submitted)*
	iv) Total Transfers	$809,060	*(41% of Starting Amount)*
j)	Current Anticipated Balance	$2,804,386	*(136% Remaining)*

5) Requisitions *(thru Pencil Req #34 for November 2022)*

a)	Total Completed to Date	$106,667,285	*(86.38%)*
b)	Retainage Withheld	$4,751,069	*(-)*
c)	Total Due to Date	$101,916,215	
d)	Total Paid to Date	$98,496,528	
e)	Total Current Payment Request	$3,419,687	*(Req #33 & Pencil #34)*

6) Schedule

1. Exterior/Sitework:
    a. Dozer is onsite and following demo crew. Trucking of import materials has stopped pending final removal of foundations and survey/review by Geotech.
    b. Sitework to start Monday prepping at Softball Field & Tennis courts.

2. Demolition/Abatement
    a. Foundation Demolition scheduled to complete this week, haul out of materials scheduled to wrap up next week.
    b. Abatement has completed, non-traditional foundation removal is all that remains

3. WWTP
    a. DEP signed off on startup today 12/20/2022. Plant is operational and pumping has ceased.

4. Punchlist

a. Approximately 75 items still open. Targeting completion of 50-60 of these items over the Winter Holiday break.

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	

Ms. Rowe re-joined meeting.

Punchlist Progress Update

Vast majority of items lean towards architectural items – caulking, tile, etc. Challenge is more on MEP or other trades. The last 15-25 are related to things like doors that need temporary thresholds changed out later in project or IO device in auditorium whose delivery date is not yet certain. Longest lead times on outstanding items are dates in February, and then need to coordinate time with school to do the work if it takes multiple days. Much planned for this Dec. break and next big break in February. Items have been added to the punch list and subcontractors are taking responsibility so far. Consigli is tracking the items and working with the school

Mr. Kopacz said students love the new building. Ms. Burke is receiving fewer complaints as the weeks go on. Mr. Kopacz said project team very responsive. Teachers have positive feedback too. Chair and Mr. Kopacz impressed with response by project teams.

A leak at the skylight concerned Ms. Rowe. She received photos on Thursday when snow on top of skylight was melting onto the stairs. Not clear which skylight and whether condensation or a leak. Ms. Rowe will forward photos to Mr. Rudert. He is not aware of any issues currently.

Change Orders

Change Order 027 and Transfer Change Order 027T were up for review and approval by the full SSBC. These changes were approved by the Change Order Subcommittee on 12/13/2022.

MOTION: by chair to approve Change Order 027 dated December 15, 2022, in the amount of $17,278.00. Seconded Rice. Unanimously approved 10-0-0.

MOTION: by chair to approve Transfer Change Order 027T dated December 15, 2022, in the amount of $0. Seconded Rice. Unanimously approved 10-0-0.

Retirement/Vacancy

Mr. Smith's last meeting and chair thanks him on behalf of himself and the team. SSBC looking to fill a vacancy on the committee. Interested parties can send an email to SSBC@townofsharon.org

Feasibility Study

School Committee proposal coming regarding replacing modulars at East Elementary school. They are planning how to present at Town Meeting May 1 and a lot needs to be done by January. Chair distributed the guidelines for a feasibility study as established in 1998 to SSBC members. Chair requested people review and comment with any changes -- or if they have no comments, respond "No Comments." Chair will then send it to the school department, Ellen Whitmore and Tony Kopacz are working on professional estimates. Chair also would like a conference call with Ms. Whitmore and

requested that Rick Rice and any other interested members participate in the call.

SSBC involvement triggered because it is approximately $7M for either purchase or for stick build modular units.

ADJOURNMENT: Through unanimous consent the meeting ended at 7:56 pm.

These minutes were approved at the January 3, 2023 SSBC meeting.