

Sharon Standing Building Committee

Zoom Meeting Minutes

Tuesday, August 22, 2023

SSBC Members

Gordon Gladstone, Chair -present	Mike B. Martin present	Rick Rice present
Matt Grosshandler, Vice Chair present	Marty Richards present	Colleen Tuck present
Matt Baldassari present	Roger Thibault present	Sara Winthrop present
Deb Benjamin present		

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
Emily Burke – Acting HS Principal, SBC present	Chris Carroll – PMA
Tony Kopacz – SPS – HS present	Eric Lowther – PMA
Timothy Chouinard - DPW present	Chris Sharkey – Tappe – HS
Peter Botelho -- Superintendent	Chris Blessen – Tappe – HS present
Carolyn Weeks –LBC	Tim Ericson – Consigli – HS
Cheryl Weinstein – Library present	Chandler Rudert – Consigli –HS present
LeeAnn Amend – Library	Kyle Raposo – Consigli – HS
R. Drayton Fair – LLB – Library present	Mike Winters – Consigli – HS
Brian Valentine – LLB – Library present	Ryan ONeil – Consigli
Ariana Pizzanelli LLB - Library	Kristy Lyons – Consigli – HS
Mark Luzaitis CHA On-site rep. - Lib present	Jonathan Seibel – Consigli – HS present
Casey Hochheimer -CHA – Lib	Karl Walsh – MOCC – Lib present
Joe Sullivan - CHA- Lib	

Open the meeting

The Chair noted that the meeting was being held remotely consistent with MA laws. There will be no public comment this evening. The meeting opened at 6:35 PM.

A. Administration

1. Minutes - review and approval include August 8, 2023, SSBC meeting(s).

MOTION by Chair to approve the minutes from August 8, 2023, SSBC meeting. Seconded by Rice. Approved 10-0-2 (Aye Weinstein, Rowe and Winthrop abstained).

2. Invoices - HS Project Invoices and Library Project Invoices for review and approval

Hold HS invoices for when HS project is covered later in meeting.

Invoices for review and approval at the 8.22.2023 SSBC meeting for the Sharon Library project are as follows:

Library Invoice Classified Ad placed by Peter OCain on behalf of the library.

- Gatehouse Media invoice #5445224 in the amount of \$684.45 dated April 20, 2023.

MOTION by Chair to approve Gatehouse Media invoice #5445224 in the amount of \$684.45 dated April 20, 2023. Seconded by Benjamin. Unanimously approved 11-0-0.

B. Library Project

Casey Hochheimer, Assistant Project Manager, CHA, updated the committee on progress with utility shut off, tree removal on site, and discussion surrounding site set up. The Select Board agenda tonight included consideration of closing school street to traffic but leaving pedestrian access. Mark Luzaitis, CHA On-site project manager, and Casey will be on site and can answer abutters' questions. Also, an informational board will be posted at the job site to inform neighbors of progress. It will be updated every two weeks or so.

Joe Sullivan, CHA, is at the Select Board meeting to discuss proposed traffic pattern on school street tonight. He told Chair he ordered glass enclosed bulleting board so it can be mounted on fence to post notices.

Regarding utilities, the last known status for Tim Chounard, DPW, is that Verizon is not communicating. Karl Walsh, MCOO, said it did seem Verizon disconnect happened this afternoon, so demo can start tomorrow. Per Mr. Chounard, a local electrician was asked to disconnect electricity and invoices will be submitted to the project.

Mr. Walsh praised the help he has received from DPW and Public Safety employees.

Ms. Weinstein noted that SSBC members will receive an email about food for the Groundbreaking Reception. Two tents have been secured for the event in case of rain. The date is Friday, September 22 at 11AM followed by a reception at the existing library. The MBLC commissioner, George Comeau, will be speaking.

Ms. Schustek alerted committee members to resident Phil.King's comment in the meeting chat that the agenda specified public comments being limited to two minutes. Ms. Schustek clarified that she had included that language, meaning that if there were public comments, they would be limited to two minutes. Ms. Schustek added that public comment was not on the agenda for this meeting.

C. High School Project

3. Invoices - HS Project Invoices and Library Project Invoices for review and approval

Invoices for review and approval at the 8.22.2023 SSBC meeting for the Sharon HS project are as follows:

- Tappe Architects, Inc. Invoice 230708 totaling \$115,000.00 dated 7.31.2023 for July 2023. This invoice includes the following:
 - \$115,000.00 for Close Out Phase Fee billed per Tappe's Contract Amendment No. 002 dated 11.19.2019 and the 2.27.2023 revised DD through Close Out Fee Draw Down Schedule.
- PMA has reviewed this invoice and we are recommending payment by the Town of Sharon.
- PMA Consultants, LLC invoice 04200.00-63 totaling \$88,491.99 dated 8.11.2023 for July 2023. This invoice includes the following backup:
 - Reimbursables totaling \$32,241.99:

- Infra-Red Building and Power Service, Inc. Inv. 06L16 dated 7.16.2023: \$18,523.89 Additional Power Monitoring and Analysis as requested by the Town of Sharon. Contract through PMA versus Consigli.
- UTS of Massachusetts Inv. 105898 dated 5.26.2023: \$3,383.05: Required 3rd party construction testing May 2023.
- UTS of Massachusetts Inv. 106368 dated 6.23.2023: \$3,577.20: Required 3rd party construction testing end of May 2023 through mid-June 2023.
- UTS of Massachusetts Inv. 106801 dated 7.21.2023: \$6,757.85: Required 3rd party construction testing mid-June 2023 through mid-July 2023.
- PMA fee of \$56,250.00 for Project Close Out 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.

Chair asked Mr. Gulino to discuss why Project Close Out Phase fee amount that PMA is designated will be completely paid with this billing, when there is considerable close out still to be done. Mr. Gulino thought that there was some reallocation from when they assumed closeout phase would start. Actually, PMA started billing close out when they should've been in contract administration. This billing would leave about \$63K to be billed for the balance of the contract.

MOTION: Chair made omnibus motion to approve Tappe Architects, Inc. invoice 230708 totaling \$115,000.00 dated 7.31.2023 for July 2023 and PMA Consultants, LLC invoice 04200.00-63 totaling \$88,491.99 dated 8.11.2023 for July 2023. Seconded by Winthrop. Unanimously approved 11-0-0.

Ms. Benjamin asked for clarification on the discussion between Mr. Gladstone and Mr. Gulino. The chair said it had to do with allocation of PMA's total contract. Ms. Benjamin confirmed understanding that there is about \$63K of contract left overall.

Miscellaneous: Resubmitting for approval. Not approved at 8.08.2023 SSBC Meeting

- S&P Security Systems invoice 18228 dated 4.18.2023 totaling \$488.00 PMA confirms this security tie-in work has been completed. PMA recommends payment by the Town of Sharon.
- S&P Security Systems invoice 18410 dated 5.14.2023 totaling \$4,000.00 PMA confirms this security tie-in work has been completed. PMA recommends payment by the Town of Sharon.
- S&P Security Systems invoice 18411 dated 5.14.2023 totaling \$11,970.00 PMA confirms this security tie-in work has been completed. PMA recommends payment by the Town of Sharon.
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This is for work dealing with the security system to tie in various aspects of the system and see that it is working. This work is verified by PMA and in excess of the original contract agreed to S&P. S&P completed all contract work and additional project work.

- Creative Office Solutions invoice dated 3/2/23 for \$6,830.20. PMA verified receipt of the armchairs with Emily Burke, and all were received in good condition.

MOTION: Chair made omnibus motion by to approve S&P Security Systems invoice 18228 dated 4.18.2023 totaling \$488.00; S&P Security Systems invoice 18410 dated 5.14.2023 totaling \$4,000.00; S&P Security Systems invoice 18411 dated 5.14.2023 totaling \$11,970.00; Creative Office Solutions invoice dated 3/2/23 for \$6,830.20. Seconded by Winthrop. Unanimously approved 11-0-0.

Mr. Gulino clarified 360-degree motion detectors, not 360 motion detectors.

1. CM Report

- a. Project team to discuss latest CM Report including procurement update, latest change orders and overall GMP status.

- b. CCC to review punchlist update as a part of the CM report.

2. Schedule

- a. Consigli to review latest schedule, logistics plan and pictures.

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	\$2,701,621	(CO 1-39) (2.22%)
g) Current GMP Amount	\$124,084,820	

2) **Change Orders Not Approved**

a) Tentatively Approved	\$31,730	(Recommended by SSBC Change Com.)
b) Submitted Changes	\$61,970	(Under review by the Team)
c) Potential Changes	\$216,341	(Not yet submitted)
d) Total Not Approved	\$278,311	(sum of b & c)
e) Total Potential Changes (incl. tent. approved)	\$310,041	(sum of a, b & c; 0.03% 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	\$1,471,086	
ii) Tentatively Approved	\$89,404	(Approved by the Team)
iii) Pending	\$307,478	(Potential & Submitted)
iv) Total Transfers	\$1,867,968	(75% of Starting Amount)
e) Current Anticipated Balance	\$845,446	(32% 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	\$816,105	
ii) Tentatively Approved	\$2,931	(Approved by the Team)
iii) Pending	\$52,885	(Potential & Submitted)
iv) Total Transfers	\$871,921	(43% of Starting Amount)
j) Current Anticipated Balance	\$2,744,456	(135% Remaining)

5) **Requisitions (thru Pencil Req #41 for July 2023)**

a) Total Completed to Date	\$115,520,648	(92.01%)
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b) Retainage Withheld	\$1,489,035 (-)
c) Total Due to Date	\$114,031,613
d) Total Paid to Date	\$112,158,201
e) Total Current Payment Request	\$1,873,411 (<i>Pencil Req #041</i>)

6) Schedule

1. Exterior/Sitework:
 - i. All contractors continue to push forward towards milestone dates for the north plaza. Small box outs for lights not currently installed.
 - ii. Baseball field
 1. Loam trucking has been completed. SOD deliveries commence this week. Loam needs to sit 72 hours before the sod can go down. Rain delayed and may delay sod if it rains Friday. Holding grass planting until the first week of September.
 - iii. All areas have been final paved as of 8/19. Parking lot remains closed until entrance/bus loop has cured.
 - iv. Van turnaround drainage work and binder coat has been completed. Landscaper to mobilize in this area to complete their scope.
 - v. North Entry doors remain closed. Plan to open these areas starting 8/28.
2. Interior
 - a. CCC has begun scheduling all approved change work and will continue to send out updates to keep all SHS occupants in the loop for where workers will be. Remedial work on concrete floor and re-do of stair treads at subcontractor's expense ongoing. Loose ends inside building being completed.
3. WWTP
 - a. There has been a blower failure at the WWTP. Weston and Sampson has been released to purchase the replacement blower and install. WWTP is out of CC scope and being handled directly by Weston and Sampson, but CC continues to check in with them regarding that work. This item can come off the agenda.
4. Punchlist
 - a. Interior: 1 Item open – Pipe Support for RTU drain
 - b. Exterior: 91 Items open – Team continues to back punch areas as they are completed.

Looking to getting substantial completion Friday or early next week per Mr. Rudert.

The building inspector raised a concern about a walkway, but Mr. Rudert said that is not in final condition currently. The Building Inspector provided code criteria. Code allows for 30-inch drop 36-inches away from the pavement and 18-inch drop 36-inches away was anticipated in the area being discussed. If still a concern when completed, temporary rail possible until permanent solution available. Comment was made on unfinished work, final topsoil not applied. Otherwise, the Building Inspector had no other issues.

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	8/25/2023	0	0

8) Items to Review

- a) Change Orders and Transfer Change Orders --Review Change Order 040 and Transfer Change Order 039T. These changes were reviewed and approved by the change order subcommittee on 08/08/2023.

MOTION by chair to approve Change Order 040 in the amount of \$25,803. Seconded by Winthrop. Unanimously approved 11-0-0.

MOTION by chair to approve Transfer Change Order 039T in the amount of \$0. Seconded by Winthrop. Unanimously approved 11-0-0.

- b) Additional School Requests Priced from an RFP (Request for Pricing)

Resident noted at the Change Order subcommittee meeting that the RFPs were not on the CO agenda. As a result, rather than pass through change order subcommittee will have to review them in their entirety with the full committee.

- CR337_-_RFP_048_Flag_Pole_Lighting = \$13,814

\$5,400 cost of light fixture and \$4k for installation of conduit, wiring, and additional \$3K for Vinagro for excavation and back fill from scoreboard to flagpole at the athletic field. To be flown at night, the flag is required to be lit or taken down at the end of each day. This work has not been completed.

MOTION by Chair to approve CR337_Flag_Pole_Lighting in the amount of \$13,814. Seconded by Rice. Unanimously approved 11-0-0.

- CR302_-_RFP_056_Light_Switch_for_Corridor_1286 = \$3,335

Low-voltage switch for control of the corridor between band/chorus classrooms and the stage. The door from the stage leads to that hallway and if a performer needs to leave the stage, the light can bleed into the stage and auditorium. This gives the theater crew the ability to turn the lighting off and leave it off and turn off the motion sensors, however it will turn on during a fire emergency life saving event per Mr. Rudert.

The chair asked if this would be considered an omission. Mr. Rudert didn't think so. The chair agreed probably not. PMA reviewed these and approved per Matt Gulino.

MOTION by Chair to approve CR302 Light Switch for Corridor 1286 in the amount of \$3,335. Seconded by Tuck. Unanimously approved 11-0-0.

- CR296 – RFP 054 – Change Switch at 2255A

Request is to remove low-voltage switch from a closet near the dark room. As part of the energy code, closet lights have motion detectors. The teacher requested a high frequency toggle switch because this was affecting things they were doing in the dark room.

MOTION by Chair to approve CR296 Change Switch at 2255A in the amount of \$799. Seconded by Tuck. Unanimously approved 11-0-0.

- CR282 - RFP 043 - Added Motor @ Storage 1112

The expensive part of change was getting circuitry over to the motor. Also, per prevailing wage rates, an electrician is significantly more costly. This was All back of house spaces.

MOTION by Chair to approve CR282 Added Motor @ Storage 1112 in the amount of \$11,469. Seconded by Rice. Unanimously approved 11-0-0.

Mr. Gladstone informed all that the latest cost report showed the project was around \$15M under budget.

9) Marvin Window Warranty

Took a lot of time and different techniques to the installed windows to a point where they did not leak. As a result, the SSBC requested an extended warranty for 10 years instead of 2 years. Six months of negotiation resulted in J & B Stash and Marvin windows agreeing to extend their warranty from 2 years to 10 years. And Chandler Architectural, which didn't have any warranty issue provided a proposed schedule of visual inspections which they would make. Based on those inspections, if work had to be done it would be done by J and B, or Marvin Windows, or even Chandler Architectural at no expense to the town.

This would have been in three separate documents, so the chair requested town counsel draft a memorandum of understanding which has subsequently been accepted by all three parties – Marvin Windows, J&B Stach, Chandler Architectural -- and included all the separate warranties and testing schedule. The final document has been distributed to the committee. The date of completion will be added four different times to the memorandum, but otherwise has been accepted by all three parties. SSBC was to authorize the chair to sign each of these documents where necessary so SSBC can accept this and be as comfortable as we can be with a 10-year warranty on the windows that have previously been the subject of failures.

Mr. Rudert found the explanation comprehensive and had no further comments.

No discussion needed.

MOTION by the chair to authorize the chair or vice chair to sign the Memorandum of Understanding with respect to Marvin Windows on behalf of the town. Seconded by Tuck. Unanimously approved 11-0-0.

10) Ribbon Cutting

- a) Friday, August 25, 2023, at 2PM at SHS main entrance.

Anticipating rain, the event will likely be in the auditorium. Ms. Dussault and Ms. Burke offered to lead individuals on tours of the building. Principal Keenan planned to have some student council students available to do tours as well.

D. Adjournment

MOTION to adjourn. The meeting adjourned at 7:42 PM.