

School Building Committee
Wednesday, January 13, 2021, 7:00 p.m.
***Virtual Meeting Pursuant to Governor Baker's March 12, 2020**
Order Suspending Certain Provisions of the Open Meeting Law
Meeting ID: 988 0024 2598; Password: SBC

Present: Chris Fasciano, Chair; Kim Bodnar, Vice Chair; Tim Christenfeld; Buck Creel; Jennifer Glass; Gina Halsted; Sharon Hobbs; Becky McFall; Tara Mitchell; Craig Nicholson; Steven Perlmutter; Peter Sugar; Owen Beenhouwer, liaison, Community Center Committee; Andrew Glass, liaison, Historical Commission; Ian Spencer, liaison, Public Safety; Joel Seeley, SMMA; Jennifer Soucy, SMMA; Richard Marks, Daedalus; Amanda Sawyer, Daedalus; Steve Banak, Consigli; Matt Guimond, Consigli.

Absent: Doug Adams, liaison, Historical Commission; Michael Haines; Ed Lang, liaison, Green Energy Committee; Dan Pereira, liaison, Parks and Recreation; Gary Taylor, liaison, Planning Board.

Also Present: Jim Cunningham; Rob Ford

Welcome and Opening Comments: Chris Fasciano welcomed everyone and confirmed those present by rollcall at 7:02pm. He noted that the School Building Committee (SBC) is meeting virtually as per Governor Baker's March 12, 2020 order. The meeting is being recorded and broadcast.

Construction Update: Mr. Fasciano turned the presentation over to the construction team. Amanda Sawyer, Daedalus, shared the slide presentation.

- Steve Banak, Consigli, walked through construction progress, first showing a Building D classroom which is being finished and painted.
- Exterior brick is being installed on D building (Dining Commons).
- E Building classrooms are being sheet-rocked and taped. Painting and the installation of ceiling panels will follow.
 - The operable partition tracks are being installed.
- In F Building, steel framing is being added to shore up the existing structure around the auditorium. The MEP (mechanical, electrical, and plumbing) trades will follow.
- In G Building, new steel framing is being added to shore up structure in order to support roof-top mechanical units.
- The H Building roof system is being installed.
- Matt Guimond, Consigli, noted that the project remains on schedule.
 - Building H completion is critical to the schedule.
 - The weather has been cooperative the past few weeks but is always a factor during the winter.
 - The roof work is moving from building D through to building H; they are on building E right now.
 - COVID, winter weather, and the Eversource permanent power installation schedule all have the potential to impact the construction schedule.

OPM Update

- Richard Marks, Daedalus, said that he and Ms. Sawyer continue to work with Consigli to keep the budget in line.
 - Ms. Sawyer noted that the Codman Trust funding and other private donations for the bike paths have not yet been added to the report, but she is working with Buck Creel to add those items.
- Owner's Contingency: The design contingency is at the same level as last month; no new expenditures. \$44.5K has been expended to date.
- Owner's Contingency: \$873.9K has been expended; \$3.1M remains.
- Tonight, the SBC will consider proposed Change Order #10 for \$186,589. This would bring the expended contingency to \$1,060,558. Mr. Marks believes this is in an acceptable range and assured the SBC that they continue to monitor expenditures closely.
 - At this point there is no need for the SBC to do a value engineering process.
 - There are possible future change orders totaling about \$572K. They are looking at possible solutions to reduce that number.

- Questions:
 - Mr. Fasciano asked what time frame the \$572K would cover? Through the end of Phase 1? Ms. Sawyer said that the bulk of changes are at this stage and then should taper off. We're getting past the "unknowns" part of this phase.
 - Steven Perlmutter asked why the Tree Fund is not listed on the fundraising page. Mr. Marks said that it is because that line item has not yet been accepted or fully funded. It will be added when the amount raised is finalized and ready to be added to the project.
 - Mr. Perlmutter suggested that the line on p. 15 of the OPM Report for the Owner's Project Manager should be edited, so that it shows that the OPM has completed 43% of its budget, not 56%. Mr. Fasciano observed that the same type of error applies to the line for Architecture and Design on p. 15 of the OPM Report. The "% Comp" should be 75%, not 25%. Mr Marks will correct both errors.
 - Mr. Perlmutter suggested that the two footnotes to the Contingency (Owner's Construction) line on p. 13 of the OPM Report be deleted because they are not tied to anything in the report and are confusing. Ms. Sawyer said she would take a look at this.
 - Mr. Perlmutter asked about the impact of COVID on the Construction Manager's Contingency. Should we be concerned? Mr. Marks said that personnel have been affected by COVID, which could have an impact on the schedule. Mr. Banak said that the number of positive cases has gone down. The impact is more on schedule than cost.
 - Mr. Perlmutter asked about CM Holds and allowances. Mr. Banak said that holds are funds they think they will have to spend in the future, and that the number goes down as actual costs come in. CM Holds relate to how the budget is being spent over time.
- Change Order #10: Jennifer Soucy, SMMA, reviewed the main components that cost more than \$10K:
 - Additional work in areas that are on the dividing line between Phase 1 and Phase 2 to ensure HVAC and electrical connections work.
 - Revisions to Auditorium and stage ductwork in order to make adjustments to equipment and airflow.
 - Additional blocking and clips on the south sloped roofs of building D. She noted that they are working to minimize this issue in Phase 2.
 - Some existing drywall that was to be kept now needs to be replaced. Ms. Soucy noted that as the work moves into the next buildings, the walls are mainly masonry.
 - Additional fire protection is needed underneath the stage as it is supported by wood framing.
 - Building E framing adjustments to allow for a continuous vapor barrier on the exterior.
 - Additional steel to support the roof blocking at the edge.
 - Mr. Perlmutter asked whether the drywall issue will be an issue in Phase 2. Ms. Soucy said that it may be an issue in the Kindergarten rooms, but most of the other classrooms have masonry walls. Mr. Banak noted that a significant portion of Phase 2 is new construction.
 - Tim Christenfeld wondered if there would be any savings in Phase 2 because we are moving some electrical items in Phase 1. Ms. Soucy said the additional work now would not recoup any significant cost in Phase 2.
- MOTION: Mr. Creel moved to approve Change Order #10 for \$186,589 as presented. Mr. Christenfeld seconded the motion which was approved unanimously by roll call vote: Bodnar, aye; Christenfeld, aye; J. Glass, aye; Halsted, aye; Hobbs, aye; McFall, aye; Mitchell, aye; Nicholson, aye; Perlmutter, aye; Sugar, aye; Fasciano, aye; Adams, concur; Beenhouwer, concur; A. Glass, concur; Spencer, concur.
- Kim Bodnar asked whether having 40% of the contingency spent is a problem. Is there a logical point at which we would need to consider a value engineering process? Mr. Marks suggested that we look at where we are in March or April. He's hopeful we don't have to go through a VE process.
 - Mr. Creel underscored that any future changes would have a negative impact on the value of the project.
- Mr. Perlmutter urged the team to do whatever they can to minimize the need for a VE exercise.

FF&E Discussion: Becky McFall thanked Gina Halsted for raising the topic at the last SBC meeting. Since the last meeting, the principals, Rob Ford, Maureen Onigman, Mr. Creel, and Michael Haines have worked with Ms. Soucy to finalize the FF&E (furniture, fixtures, and equipment) items that are currently in the budget.

- Their next step was to figure out what it would look like to go back to the town for more FF&E funds: How much is needed? Would it be one request? One request this year and one next year? What is the appetite of the Town to approve more funds?
- This team created an “ask budget” that is prioritized and divided into 3 tiers.
- Mr. Ford presented the information:
 - There are 13 items on the list, which do not represent the full scope of what was cut out of the original budget. The total amount presented is \$762K.
 - Tier 1: Audio visual equipment for the small instruction rooms; Grade 3 classroom storage; chairs and tables for grades 5-8; storage for preK-8
 - Tier 2: Furniture for offices and related-services providers; furniture for teachers; additional wireless access points; virtual server infrastructure.
 - Tier 3: Network and server infrastructure technology; security cameras and installation; mobile projectors for gyms.
- Mr. Christenfeld asked whether there is a case to be made that it is less expensive to install the technology now versus post construction. Mr. Ford said that the infrastructure will be in place, so it doesn’t make a significant difference to add these other pieces later.
- Dr. McFall said that while they can continue to use existing furniture, it doesn’t offer the flexibility needed to optimize our new flexible learning spaces. She noted that the AV for small rooms and the 3rd grade storage are items that don’t currently exist. She also said that there is a question of educational equity when thinking about the AV equipment for the breakout rooms. It is important that all learners have equal access to technology and educational tools.
- Mr. Ford noted that we will need to replace the furniture in the relatively near future; Mr. Creel reminded the Committee that the school has waited many years to replace furniture in anticipation of a project. The furniture in the middle school was not replaced in the 1994 building project.
- Mr. Christenfeld thanked the team for all the work needed to put this list together.
- Mr. Perlmutter asked if the FF&E is based on current enrollment numbers or on the 660 for which the school is built. Mr. Ford said that the technology is based on current enrollment. Dr. McFall said that the furniture is based on class size policy and the number of classrooms.
- Ms. Bodnar asked whether the Tier 1 items are essential for the start of the next school year. Dr. McFall said that these items are necessary within 3 years.
- Craig Nicholson asked if these numbers are based on current prices and if there is any contingency built in. Should we also build in a contingency to cover what we don’t yet know we need? Dr. McFall said that we have a lot of experience from purchasing furniture for the Hanscom schools. Mr. Creel said that Ms. Onigman has been working closely with the vendors. The vendors are generally on the state bid list which gives us some price stability. The quotes include freight and installation. However, there would be additional cost to move old furniture into the building and to then do a second move to take it out and replace it with new furniture.
- Ms. Halsted asked about lead time for ordering and wondered if we would have enough time. Dr. McFall acknowledged that we might need to start with the old furniture and then replace it. Even a March town meeting is late for items we need in August.
- Mr. Fasciano said that it is helpful to hear about the furnitures timing. If we want items in tiers 2 or 3, when must it be installed?
 - Dr. McFall said that items 9 and 10 are needed in the 3-year time frame.
 - The urgency of the camera system is probably a community discussion.
 - Dr. McFall noted that they did make sure that new furniture would be in public-facing areas; Principal offices are in the second tier.
 - Tier 1 and tier 2 will need to be requested form the town within the next 3-5 years.
 - Dr. McFall said that there is a piece around teacher professionalism and equity; we don’t want “haves and have-nots” within the building.
- Andy Payne, Finance Committee, suggested that when presenting this information outside the committee, it will be important to explain what is already in the budget.
- Mr. Perlmutter wondered whether it would be helpful to have a conversation with FinCom first before developing an “ask.” Mr. Fasciano noted that FinCom is well into their FY22 budgeting already and we need to give them as much detail as possible as quickly as possible.

- Mr. Payne said that the FinCom's second budget workshop is on February 23rd. They need to finalize budget then.
- There was a discussion about how to structure an ask: Perhaps one bucket needed to open the school, one bucket that would save money, and a third bucket that would realize the full value of the school renovation.
- Mr. Christenfeld offered the opinion that phase 2, tier 3 could probably wait a year, but the rest seems like it should be part of an ask this year. That would total \$596K.
- Tara Mitchell asked what kind of funding might be used for this request; Mr. Fasciano said we will not know until we go to FinCom and find out which type(s) of funding might be available. The options are Free Cash, which requires a simple majority vote, the Stabilization Fund, which needs a 2/3 majority vote; or a debt exclusion which requires both a 2/3 majority at Town Meeting and a majority vote at the ballot.
- Ms. Bodnar suggested we go to FinCom with priorities and proposed items 1 through 4, plus the items in tier 2, phase 1.
- After discussion, the Committee agreed to propose the first 6 priorities for both phases.
- **MOVED:** Mr. Christenfeld moved that the SBC recommend to the School Committee that they approach FinCom with a Town Meeting ask of \$516,128 for items 1-8. Ms. Mitchell seconded the motion which was approved unanimously by roll call vote: Bodnar, aye; Christenfeld, aye; J. Glass, aye; Halsted, aye; Hobbs, aye; McFall, aye; Mitchell, aye; Nicholson, aye; Perlmutter, aye; Sugar, aye; Fasciano, aye; Adams, concur; Beenhouwer, concur; A. Glass, concur; Spencer, concur.
- Mr. Payne thanked everyone for the careful work to figure this out. The budget must be finalized by the end of February. He indicated that FinCom may ask for this to also be presented to CapCom. It will be important to talk about why the SBC believes it is necessary to do this now.
 - Mr. Fasciano and Ms. Mitchell will talk to Audry Kalmus, Chair, Capital Planning Committee.

Public Participation – None

Donations Update: Ms. Bodnar reported that the Garden Club made a \$1000 donation to the Tree Fund. This is being tripled by a private matching grant. So far, \$36,500 has been donated to the Fund.

Outreach Update: Outreach will meet tomorrow at 9:30am via Zoom.

OPR Working Group Update: None

- **Approve Minutes from December 16th Meeting:** MOTION: Mr. Christenfeld moved to approve the minutes of December 16th as presented. Mr. Perlmutter seconded the motion which was approved unanimously by roll call vote: Bodnar, aye; Christenfeld, aye; J. Glass, aye; Halsted, aye; Hobbs, aye; McFall, aye; Mitchell, aye; Nicholson, aye; Perlmutter, aye; Sugar, aye; Fasciano, aye; Adams, concur; Beenhouwer, concur; A. Glass, concur; Spencer, concur.

Discussion of other Topics: None

Adjournment: MOTION: Ms. Mitchell made a motion to adjourn which was seconded by Mr. Perlmutter. The motion was approved unanimously by roll call vote: Bodnar, aye; Christenfeld, aye; J. Glass, aye; Halsted, aye; Hobbs, aye; McFall, aye; Mitchell, aye; Nicholson, aye; Perlmutter, aye; Sugar, aye; Fasciano, aye; Adams, concur; Beenhouwer, concur; A. Glass, concur; Spencer, concur. The meeting adjourned at 9:15pm.

Minutes respectfully submitted by Jennifer Glass