

**School Building c**  
**Tuesday, September 14, 2021**  
**7:00 p.m.**

**\*Virtual Meeting Pursuant to Governor Baker's March 12,2020 Order, as Extended on June 15, 2021,  
with the Governor's signing of S.2475, Suspending Certain Provisions of the Open Meeting Law**

<https://zoom.us/j/98800242598?pwd=NEVHZEHdWC83cGU1QIBxWUE1WkiDQT09>

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; Peter Sugar; Owen Beenhouwer, liaison, Council on Aging & Human Services; Andrew Glass, liaison, Historical Commission; Ed Lang, liaison, Green Energy Committee; Ian Spencer, liaison, Public Safety; Joel Seeley, SMMA; Jennifer Soucy, SMMA; Amanda Sawyer, CHA; Steve Banak, Consigli; Christopher Kavanaugh, Consigli; Jody Staruk, Consigli.

**Absent:** Michael Haines; Doug Adams, liaison, Historical Commission; Gary Taylor, liaison, Planning Board.

**Also Present:** Rob Ford, Technology Director, Lincoln Public Schools; Mary Ellen Normen, Administrator for Business and Finance, Lincoln Public Schools; Andy Payne, Finance Committee.

**Welcome and Opening Comments:** Chris Fasciano welcomed everyone and confirmed those present by roll call at 7:02pm. He noted that the School Building Committee (SBC) is meeting virtually as per Governor Baker's March 12, 2020 emergency order extended by legislation signed by Governor Baker on June 16, 2021. The meeting is being recorded and will be posted on the town's video website.

**Construction Update:** Chris Fasciano turned the meeting over to Amanda Sawyer, CHA, who shared a slide presentation. Chris Kavanaugh, Consigli, provided a construction update.

- Phase 1 is in use by students!
- Building A roof has been removed and the new roof is being installed; steel will be installed in Building A at the end of next week.
- Building B foundation excavation is underway to build the new Learning Commons.
- Hangers for supporting mechanical, plumbing, and electrical work are being installed.
- Building A corridor was demolished between classrooms and the Smith Gym.
- The middle school was turned over on August 10<sup>th</sup>; school started on September 1<sup>st</sup>. There are remaining punch list items in the middle school.
- In this phase, work moves from the south to the north beginning at the parking lot by the primary school and moving towards the new dining commons.
- Ms. Glass asked about the decision to do more demolition of exterior walls in the second phase of the project. What is the impact that decision on the flow of work? Mr. Kavanaugh said that eliminating the need to "parge" the exterior walls makes the work faster and easier.
- Mr. Kavanaugh noted that the soil under the demolished building is "unsuitable," meaning it includes a lot of organic matter such as tree roots and doesn't support the required structural load for new construction. The soil is being removed and replaced with structural fill.
- Kim Bodnar asked whether there has been anything unforeseen as they've begun the foundation work. Mr. Kavanaugh said that the foundation work has gone well. The issue has been the unsuitable soil at Building B.
- Craig Nicholson asked if any of the punch list items are contested and could lead to cost increases. Mr. Kavanaugh said there are some disputed items, but none of them have a big price tag.
- Peter Sugar asked if the current COVID spike is impacting the project. Mr. Kavanaugh said there have been 0 cases of on-site exposure and no impacts on the project thus far this fall.
- Buck Creel asked Mr. Kavanaugh when they anticipate closing in the building. They are aiming for late November, early December. All of the curtain walls are available, which will make this an easier process.

**OPM Update:** Ms. Sawyer reviewed the project budget:

- No big changes since last month.
- The playground funds that are coming from Community Preservation Act (CPA) funds are part of this month's change order (CO). The funds were approved at the May Annual Town Meeting and became available as of July 1, 2021.
  - Mr. Fasciano asked about the FF&E budget. Ms. Sawyer said that she and Mr. Creel are finalizing the budget for the primary school and then the chart will be updated next month.
  - Ms. Bodnar asked whether the FF&E appropriation from the May 2021 Town Meeting has been captured. Ms. Sawyer said that she will double-check the detail of the spreadsheets to see if it is fully captured in this report.
- Key Topics: 1) teachers and students are in the building; 2) Phase 1 punch list items and small scope additions will continue throughout September; 3) the project team is reflecting on Phase 1 and how to move forward with Phase 2; 4) COVID protocols continue to be important.
  - There were unknowns that came up in the first phase that shape how the project moved forward.
- This month there is requested a Change Order (CO #18) of \$192,449; of that, \$161,178 is for the playground equipment that was approved at town meeting. \$31,271 comes out of the Owner's Contingency. Ms. Sawyer noted that is a much lower amount than previous months.
  - Mr. Sugar asked whether any of the COs to date address phase 2. Ms. Sawyer said about \$200K of COs 1-17 apply to phase 2.
  - Projected COs: \$278K; Phase 2 unknowns, \$350K; Phase 2 allowances, \$350K.
  - New Phase 1 contingency additions include:
    - Temporary intercom system for the temporary office and for access control to the building.
    - Temporary line striping for phase 1 roadways and parking lots.
    - Power for to the existing-to-remain house curtain in the Auditorium.
    - Added exit signs in three hubs after the walkthrough by the Building Inspector.
      - Mr. Sugar asked if they have specific costs for these items. Mr. Kavanaugh said they do. Mr. Sugar wanted to know if the remaining contingency accounts for these items? It does. Mr. Sugar commented that it is difficult for him to tie all of this together in the current configuration of the report. Mr. Kavanaugh suggested that Ms. Sawyer include a bar chart for the next presentation. Mr. Sugar said he doesn't question the details or the presentation but finds it difficult to see the total picture.
      - Mr. Kavanaugh showed a pie chart of the Owner's Contingency and how it has been expended or encumbered. Mr. Sugar expressed his concern about the small amount of unencumbered contingency. Steve Banak, Consigli, noted that there is \$350K of unencumbered contingency for unforeseen work. He underscored that they built in the \$350K to acknowledge that there could be more work and they feel it is a good number. We are through the hardest phase of the project. Consigli understands it is tight and they must manage the funds well. Everyone on the team is very cognizant of that fact. Mr. Sugar thanked them.
      - Mr. Nicholson expressed concern about the phase 1 potential COs, which have gone up. When will that "bucket" be expended? We are currently at about 70-75% used in phase 1. Should we comfortable or concerned? Ms. Sawyer reminded the SBC that some of the CO's are for phase 2, and acknowledged Mr. Nicholson's concerns. The team feels that everything for phase 1 has been captured. Mr. Kavanaugh's goal is to close out the phase 1 orders before next month's meeting. He underscored that the owner's contingency is more in line with the completion rate of the project. Mr. Kavanaugh also commented that the change review process on this project is the most robust of any project he has worked on. He said he is an advocate for us.
      - Ms. Bodnar said she had asked Ms. Sawyer to include the phase 1 contingency additions but thinks now that they could be omitted. Mr. Banak noted that the "unknowns" for phase 1 have been brought to 0.

- Mr. Sugar said that he thought the details about the phase 1 additions were helpful in understanding how the contingency changes from month to month. Mr. Banak said they keep track of each item. He's not sure this meeting is the right format for this level of detail, but the team reviews them monthly at the CO review meetings. He suggested that there may be a way to capture the information in a better way for the SBC.
- Ms. Soucy reviewed CO #18: Major elements included the playground; revised door hardware for existing-to-remain doors; infilling the doorways from the corridor to the Smith Gym; added exit signs in the Auditorium.
  - MOVED: Mr. Creel moved to approve CO #18 as presented. The motion was seconded by Mr. Sugar and approved by roll call vote: Bodnar, aye; Christenfeld, aye; Creel, aye; Glass, aye; Haines, aye; Halsted, aye; Hobbs, aye; McFall, aye; Mitchell, aye; Nicholson, aye; Fasciano, aye. A. Glass, concur; Lang, concur; Spencer, concur.
- Mr. Kavanaugh shared some of the expenditures from the Construction Manager Contingency, including the \$145K spent on COVID. To date, \$1.24M has been spent out of their original \$1.67M contingency (about 74%).
  - Gina Halsted asked if any of the COVID-related costs could be covered by the Town's COVID funding. Mr. Creel said that he, Colleen Wilkins (Lincoln's Finance Director), Becky McFall, and Mary Ellen Normen have been discussing this. Mr. Creel said the answer is "maybe." Ms. Halsted asked what happens if the Construction Manager (CM) contingency is completely expended. Mr. Creel said that the town would reimburse Consigli for the COVID expenditures, as agreed. Mr. Kavanaugh said that he would have to look at the contract for more specific information.
  - Mr. Banak said that the GMP is a fixed number that only gets changed through a CO approval process.
  - Tim Christenfeld said that according to GMP, the town's exposure is limited to backfilling the CM contingency for COVID expenditures, the funds cannot be applied to anything else; nothing that enhances the project or the profit.
- Much less CM contingency will be used in phase 2 because there is more new construction.
  - Mr. Nicholson asked about expected use of "premium time?" For next month's meeting it might be helpful to understand how much we should anticipate. Mr. Kavanaugh said that for phase 1 there was a lot of premium time due to the parging (about 6 weeks of work) and to Eversource, both of which affected the job sequence. They worked to limit how much premium time they charged to the owner's contingency.

**Furniture, Fixtures, & Equipment (FF&E) Update:** Mr. Fasciano asked Mr. Creel to provide an update given that the FY23 town budget cycle is beginning.

- Phase 1 furniture has been installed, but not all has been invoiced and paid.
- There is about \$97K for furniture available for allocation in phase 2 and \$117K for instructional technology available. These funds remain "available" because they have not yet met with the primary school team to finalize the furniture buy.
- At this time, he is not prepared to go to the town for FF&E.
  - Ms. Halsted noted that the Capital Planning Committee is starting to meet in September. She said that if Mr. Creel has a sense that there will be a request, CapCom should be alerted, even if there is not yet a number available. Mr. Creel said that they are in the process of laying out their capital requests. Mr. Creel said that another unknown is whether or not there will be bidders for the trailers. Ms. Halsted suggested that it would be helpful to have a conversation with the Finance Committee and Capital Planning. Mr. Creel noted that they are in the middle of the procurement process for the trailers, and proposals can be received until October 12. At that time, they will have a better idea.

**Public Comment:** none

**Outreach Update:** Ms. Bodnar noted that Outreach is meeting at 2:30 on Friday. Ms. Bodnar thanked Andrew Glass for his blog post about how the school renovation reflects the modernist architectural history of the building.

**Donations Update:** Ms. Bodnar reported that the School Committee accepted an anonymous donation of \$10,000 for the Class of 2020 Tree Fund. Ms. Bodnar said that there are pledges for the remaining amount to complete the fund.

**OPR Working Group Update:** Ed Lang said that his primary focus has been to ensure the HVAC system works properly. He made a formal request for remote access to ensure the equipment is functioning properly. Becky McFall said that they will not take ownership of the equipment until the end of the project and are currently operating under COVID recommendations. Mr. Creel said they are not yet ready for that access. Mr. Lang said that at that time, he would like to have access. Dr. McFall noted that they are in transition and requested that Mr. Lang hold off until they are ready for that discussion.

**Approve Minutes from August 11<sup>th</sup> Meeting**

MOVED: Tara Mitchell moved to approve the August 11, 2021 minutes as presented. The motion was seconded by Mr. Nicholson and approved by roll call vote: Bodnar, aye; Christenfeld, aye; Creel, aye; Glass, aye; Halsted, aye; Hobbs, aye; McFall, aye; Mitchell, aye; Nicholson, aye; Sugar, aye; Fasciano, aye. A. Glass, concur; Lang, concur; Spencer, concur.

**Discussion of other Topics:** none

**Adjournment:** Mr. Sugar made a motion to adjourn which was seconded by Mr. Christenfeld and approved by a roll call vote: Bodnar, aye; Christenfeld, aye; Creel, aye; Glass, aye; Halsted, aye; Hobbs, aye; McFall, aye; Mitchell, aye; Nicholson, aye; Sugar, aye; Fasciano, aye. A. Glass, concur; Lang, concur; Spencer, concur.

The meeting adjourned at 8:45pm.

Minutes respectfully submitted by Jennifer Glass