

**School Building Committee**  
**Wednesday, December 14, 2022; 7:00 p.m.**

<https://zoom.us/j/98800242598?pwd=NEVHZEHdWc83cGU1QIBxWUE1WkiDQT09>

Meeting ID: 988 0024 2598; Password: SBC

**Present:** Chris Fasciano, Chair; Kim Bodnar, Vice Chair; Buck Creel; Jennifer Glass; Gina Halsted; Becky McFall; Tara Mitchell; Craig Nicholson; Peter Sugar; Ed Lang, liaison, Green Energy Committee; Joel Seeley, SMMA; Jennifer Soucy, SMMA; Steve Banak, Consigli; Calvin Cho, Consigli; Aditya Modi, CHA; Amanda Sawyer, CHA; Sean Sweeney, Consigli.

**Absent:** Tim Christenfeld; Sharon Hobbs; Brandon Kelly; Doug Adams, liaison, Historical Commission; Owen Beenhouwer, liaison, Council on Aging; Andrew Glass, liaison, Historical Commission; Ian Spencer, liaison, Public Safety; Gary Taylor, liaison, Planning Board.

**Also Present:** Rob Ford, Director of Educational Operations and Technology; Mary Ellen Normen, Administrator for Business & Finance.

**Welcome and Opening Comments:** Chris Fasciano, Chair, opened the meeting at 7:01 pm and noted that pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, as further extended on July 16, 2022 by the Governor's signing of the Acts of 2022, this meeting of the Lincoln School Building Committee will be conducted via remote participation to the greatest extent possible.

**Construction Update:** Amanda Sawyer shared a presentation and Steve Bannon provided an update.

- Completing punch list items and going through the close-out process. There are 41 open items; 15 are waiting for materials.
  - Items include audiovisual components and finish doors and hardware.
  - This is not a traditional punch list because the team is discussing ongoing issues and adding items as necessary.
- It was noted that the Parks & Recreation Department and the Water Department provided reimbursements to the project for relevant upgrades.
- Once the contingency fund is depleted, there will be line item transfers to cover additional change orders.
- HVAC start up and commissioning: Had a call today with Mitsubishi because there have been some issues. Brandon Kelly met with Consigli to problem-solve and correct the issues. Mitsubishi is now connected into the Building Management System to troubleshoot.
  - Craig Nicholson asked if the problems are with Phase 1 or Phase 2 equipment. Mr. Banak said that there have been some issues with equipment installed in both phases.
  - Kim Bodnar asked what the official handoff looks like. Is there a final meeting? Ms. Sawyer said that they are in the transitional phase. Mr. Kelly has taken over some systems. Mr. Banak said that some of the items (AV equipment) will not arrive until June or July. Financial issues should be resolved in the next couple of months. There will be a final closeout, but the building will remain under warranty for 12 months. At about 10 months out, Consigli will hold a walk through before the warranties expire.
    - Ms. Bodnar asked whether Consigli will still be around through the HVAC issues. Mr. Banak said that they will have a full-time presence on site because of the solar installation. They will not do a final turn over until there is confidence in the HVAC units.

- Buck Creel noted that we are currently operating under a temporary Certificate of Occupancy until all the items are complete, including some site work. SMMA continues to participate in the resolution of HVAC issues.
- Flooring: There were a few spots with issues, and there was an on site meeting to address them.
- Solar Project: Mr. Creel reported that the panels are mostly installed on the North parking lot; they are now installing the gutter system. There are panels on the Smith Gym roof and they are moving on to the Kindergarten roof.
  - Installing the pads for the transformers and the battery pack. The installation should occur on December 27<sup>th</sup>. There has been a further delay on the main switch gear until March. Consigli's PV construction team is managing that work.

### **Owner's Project Manager Update**

- Project is 97% complete.
- \$100K transferred from other line items to contingency.
- Additional potential budget transfers of up to \$423.9K may be needed to cover remaining items (including a couple of "wish list" items).
  - Mr. Nicholson asked if it is possible to add a line to the budget to show the transfer amounts. Ms. Sawyer said they could add that information to track the dollars.
  - Mr. Creel noted that this month the \$100K was taken from "Misc. Project Costs" related to moving costs.

*Change Order #33:* Jennifer Soucy, SMMA, provided details about the major components of the request for \$122,303:

- Mezzanine revisions - \$69.7K (structure and materials) and \$36.8K (premium time)

**MOVED:** Mr. Creel moved to approve Change Order #33 for \$122,303 as presented. The motion was seconded by Tara Mitchell, and approved by roll call vote: Bodnar, aye; Creel, aye; Glass, aye; Halsted, aye; McFall, aye; Mitchell, aye; Nicholson, aye; Fasciano, aye; Sugar, aye; Lang, concur.

- Mr. Nicholson asked if the expenditure graph could be extended out for several months. Ms. Sawyer said it could. He asked if some "retainage" has been held. Mr. Creel said that we have more than 2% of funds held.

**Public Participation:** none

**Outreach Update:** Ms. Bodnar said that Outreach will meet on Zoom at 8:00am tomorrow. She confirmed that the time capsules will be displayed in the Town Library after the new year.

**OPR Working Group Update:** Mr. Creel said that because we have not yet reached a steady state with the HVAC system, commissioning cannot yet be completed. Also, the one year energy use monitoring program with Eversource will be delayed until the HVAC issues are resolved.

**Approve Minutes from November 16, 2022, Meeting:** **MOVED:** Mr. Nicholson moved to approve the minutes of November 16<sup>th</sup> as amended. Mr. Sugar seconded the motion, which was approved by roll call vote: Bodnar, aye; Creel, aye; Glass, aye; Halsted, aye; McFall, aye; Mitchell, abstain; Mitchell, abstain; Nicholson, aye; Sugar, aye; Fasciano, aye; A. Glass, abstain; Lang, concur; Spencer, concur.

**Other Topics:**

- Joel is retiring in January, and he thanked the SBC for its work and commitment to the project. Ms. Soucy will close out the project, and Alex Pitkin will be more present to support her and to make sure all the resources of SMMA are brought to bear as needed.
  - Mr. Creel expressed that we have learned a lot from Mr. Seeley and that we will miss the interactions. Dr. McFall said he has been a voice of reason at key moments in the project.

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

The meeting adjourned at approximately 7:44pm.

Minutes respectfully submitted by Jennifer Glass