

Lunenburg School Building Committee Meeting



Project Management
An NV5 Company

Date:	12/09/15
Location:	Thomas C. Passios, Room 13
Time:	6:30 PM
Next Meeting:	01/13/2015 6:30:00 PM Thomas C. Passios Room 13

Name	Affiliation
✓ Loxi Jo Calmes	Lunenburg Superintendent of Schools, LSBC (LSBC)
✓ Michael Mackin	Lunenburg School Committee, Chair (LSBC)
✓ Colleen Shapiro	Lunenburg School Committee, LSBC Member (LSBC)
✓ Tom Alonzo	BOS Representative, LSBC Member (LSBC)
✓ Greg Bittner	Planning Board, LSBC Member (LSBC)
x Mark Erickson	Finance Committee, LSBC Vice Chair (LSBC)
✓ Mike Barney	Citizen, LSBC Member (LSBC)
x Brian Frank	Citizen, LSBC Member (LSBC)
✓ Greg S. Roy	Citizen, LSBC Member (LSBC)
✓ Kerry Lafleur	Town Manager, LSBC (non-voting member) (LSBC)
✓ John Londa	Director of Facilities, LSBC (non-voting member) (LSBC)
✓ Brian Spadafino	LHS Principal, LSBC (non-voting member) (LSBC)
✓ Tim Santry	Lunenburg Public Schools (LSBC)
✓ Charles Hay	Principal-in-Charge, Tappé Architects (Tappé)
✓ Jen Littlefield	Tappe Architects (Tappé)
x Damian Liddiard	Project Architect, Tappé Architects (Tappé)
✓ Stuart Lesser	Joslin, Lesser / NV5 (JLA-NV5)
✓ Jeffery Luxenberg	Joslin, Lesser / NV5 (JLA-NV5)
✓ Inga Knox	Joslin, Lesser / NV5 (JLA-NV5)
x Robert Alger	Joslin, Lesser / NV5 (JLA-NV5)
✓ Michael Kearns	Shawmut Design & Construction (SDC)
✓ Jonathan Hirst	Shawmut Design & Construction (SDC)
x Philip Conroy	Shawmut Design & Construction (SDC)
✓ David Eichenthal	Uni Bank Financial Advisory
✓ Carl Luck	Resident
✓ Phyllis M. Luck	Board of Selectmen, Lunenburg (BOS)

Discussion

1 Call to Order

The meeting was called to order at 6:35 PM by Mr. Mackin, Chairperson of the Lunenburg School Building Committee.

2 Business

- Next meeting will be held on January 13, 2016 at 6:30pm

Discussion

3 Approval of School Building Committee Minutes

The Lunenburg School Building Committee reviewed minutes from the following meetings:

- November 12, 2015 LSBC Meeting

It was noted that the School Building Committee Meeting Minutes content incorporate discussion details.

Motion: The Lunenburg School Building Committee voted to approve the meeting minutes from November 12, 2015. The motion was unanimously approved.

4 Monthly Invoices

Joslin Lesser (JLA-NV5) presented monthly progress invoices for work completed through November , 2015 for Joslin Lesser - NV5 (OPM), Tappe Architects (Designer), Shawmut Design & Construction (Payment Requisition No.16), UTS Testing Services (October 2015).

Motion: The Lunenburg School Building Committee voted to approve the October, 2015 invoices as presented by Joslin, Lesser (JLA-NV5). The motion was unanimously approved.

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Discussion

5 Financial Update

Jeffery Luxenberg (JLA-NV5) presented Contingency Projections Based on Local Share Assumptions. Updated project budget and an executed PFA Amendment was also included in the package.

The Contingency Projection Study was created in as a tool to understand how much funds can be spent on Contingency Scope Adds without having to increase local share as presented to the taxpayers in year 2013. The study also showed an estimated projection of what can be spent in Contingency should the local share increase but not exceed the total project budget.

JLA/NV5 provided a hard copy and a digital "life" excel work document in order to be able to add or remove contingency items. A few discrepancies were fixed during review in the projected excel work doc. Edited projection study is attached. Note that the projection is an estimate as there are unknown factors, such as MSBA's review and appointing of changes as reimbursable or not as well as unforeseen conditions to the construction. The projection was made based on a worst case scenario where all changes to work are assumed not to be reimbursable by the MSBA (this is not going to be the case) as well as projected unforeseen change orders to be at 2% of the GMP (likely to be considerably lower based on the current progress, about 70% completion with change order value equal to less then 0.3%.

The Committee reviewed presented projection. There was no decision made as to what local share option should the project follow. There was a concern about increasing town share from what was presented in 2013, especially knowing that the project can be built without having do so. However, conversations did take place around the opportunity to improve or add a number of contingency items which can be of a long term benefit to the school at a lower cost during this project construction. Each contingency item was discussed. (details listed in the "Contingency Scope Adds" sections of this document).

To address concerns of transparency and community outreach there will be a number of televised and/or recorded meetings. It has been decided that January and February 2016 meetings will be televised or recorded for later broadcast. The Local Share of the project and contingency expenditure related to scope adds beneficial to the school will be further reviewed at those meetings.

Discussion

6A Contingency Scope Adds

Each Contingency Scope Add item listed as Discretionary Scope Add in the package was presented and reviewed by the Committee. Estimated costs were provided for all items. Final costs were not available for all but some items. The construction team was looking for Authorization to proceed on selected scope. Additionally selected items such as Added Cooling for the building could not be priced before design of the scope is available. The design team was looking for Authorization to proceed on design work. The Following decisions and votes have been made:

Outdoor Study Area (Classroom): This space was included in the GMP as an allowance. Final design came in at a higher cost. However the site contractor, Powell, is looking to donate all construction except for electrical scope. Powell asked for naming rights. This is being reviewed by the Town.

In the attempt to proceed with the schedule sequence and eliminate future cost of remobilizing construction in the area, the Construction Team is looking for Authorization to proceed with the Electrical work associated with this work.

Motion: The Lunenburg School Building Committee voted on Authorization to proceed with the electrical installations as presented by Joslin, Lesser (JLA-NV5). The motion was unanimously approved.

Relocation of Existing Murals & a Digital Mural Reproduction: This work was reviewed. Except one mural, all existing murals in the high school building which will be demolished, can not be relocated. The murals have a historical and sentimental value to the alumni and community. This proposal is to digitally reproduce murals to a wallcovering for application in the new building. One mural is proposed to be relocated because it is safe to do so.

Shawmut is in process of pricing this item. This item was decided to review at the following meeting in January, 2016.

Maintenance Garage: Existing maintenance garage used by the school is to be demolished as part of new site plan. The school will require a new garage to store maintenance and snow removal equipment. Construction of new maintenance building was considered at design stage of the school project, however it was value engineered. It was questioned whether this is a necessity or discretionary add. This space is vital for storage as there is no other place to store snow removal, landscaping and maintenance items.

Shawmut is in process of pricing this item. This item was decided to review at the following meeting in January, 2016.

Discussion

Touch Screen Monitor for Athletic Archives: A discussion took place to understand the need for such a space in the building. It was discussed whether this item is a luxury or a benefit to the community. A monitor built in with in millwork with a specific software would allow alumni to search for all Athletic records, photos and images of trophies not displayed at the display area, a sentimental benefit which could help fund raising effort in the future. New building simply does not have enough space to accommodate all the physical display memory items for the Athletics program. A sub committee was formed to review and make proposals for future location for the athletic achievement history items.

In order to stay with the sequence of construction schedule and avoid cost associated with redesign and remobilization, Construction Team is looking for Authorization to Proceed on the Electrical and Millwork scope of work only.

Concerns were voiced about high cost for the software and monitor for this design. These will be reviewed at a later date, when other, potentially less costly options are investigated by both, Committee members and the Design Team.

Motion: The Lunenburg School Building Committee voted for Authorization to Proceed with Millwork and Electrical Scope of work as presented by Joslin Lesser (JLA-NV5). Greg Bittner opposed to proceeding with the millwork portion of this item.

Site Digital Sign: This items and its need for the school were discussed by the Committee. It is beneficial to have a place to display announcements, game times, whether alerts etc. The cost for the sign was a concern, it was noted that color sign is probably not what the Town is looking for. A simpler monochrome sign would be a better options.

In order to stay with the sequence of construction schedule and avoid cost associated with redesign and remobilization, the Construction Team is looking for Authorization to Proceed on the Electrical scope of work only.

Motion: The Lunenburg School Building Committee voted for Authorization to Proceed Electrical Scope of work as presented by Joslin Lesser (JLA-NV5). The motion was unanimously approved.

Discussion

Added Cooling to the Building: This item was value engineered prior to the start of construction. The building is equipped with capability to add cooling systems at any time. Adding the system at the time of construction is a cost saving. In order to better understand what the cost is the Design Team needs to provide sketches for this add, which will cost somewhere between \$5,000 and \$10,000. The design can be used at a later date should the Committee vote not to proceed with this cost during school construction.

Motion: The Lunenburg School Building Committee voted for Authorization to Proceed on design work for added cooling in order to understand actual cost for this system. The motion was unanimously approved.

Change sod to artificial turf at the new athletic field & replace artificial turf at the existing field: A discussion was held on pros & cons of artificial turf vs. sod fields. Final decision was not made. Artificial turf is less immediate maintenance, however it has to be replaced every fifteen to twenty years which adds a significant lump sum cost. Turf does allow for games to take place during rainy seasons. While sod rarely needs to be replaced but has to be maintained on a regular basis.

Existing turf field is due for replacement, however it is likely not part of the scope voted for this construction project therefore its replacement will have to be presented and voted on separately by the Town.

These items will be further reviewed at upcoming meetings.

Demolition of Thomas C Passios and Passios Parking Lot Reconfiguration: A discussion was held to review these items. Demolition of Passios building will be reviewed further with the Reuse Committee and presented to the Town.

These items will be further reviewed at upcoming meetings.

Install Flashing Signal Lights for School Zone at adjacent streets due to increased student volume and traffic: A discussion was held to review the need to address community concerns about increasing concentrated pedestrian traffic volume and warning of the drivers to slow down. This item is important to address because safety of students is at stake.

The Chairman requested that the Town Manager have bond Counsel review all potential scope items to ensure the items are within the authority of the Warrant passed by voters. Town Manager will report by the next meeting.

All above mentioned items will be further reviewed at upcoming meetings.

Discussion

7A Monthly Approvals - BRR for UTS Testing Services

Joslin Lesser (JLA-NV5) reviewed a Budget Revision Request proposal to transfer \$25,000 from Owner's Contingency to Testing Services ProPay Line item in the budget in order to cover future Testing Expenses for end of Phase 1 and entire Phase 2 of the project.

JLA/NV5 presented a projected recommendation & estimate of Testing Services to be performed. The project is an estimate pending any unforeseen conditions. However, the testing done according to specifications and for the benefit of the owner for optimal quality assurance.

Motion: The Lunenburg School Building Committee voted to approve a BRR of \$25,000 for Testing Services as presented by Joslin Lesser (JLA-NV5). The motion was unanimously approved.

7B Monthly Approvals - Change Order No.6

Joslin Lesser (JLA-NV5), Tappe Architects and Shawmut Design & Construction presented Change Order #6 Package as well as a log with pending potential change orders. Description of items included in Change Order No. 6 is attached. All items have been previously incorporated in the PCI log which was distributed to the Committee.

Motion: The Lunenburg School Building Committee voted to approve Change Order #6 as presented by Shawmut, Tappe Architects and Joslin Lesser (JLA-NV5). The motion was unanimously approved.

7C Monthly Approvals - Art Room Modifications

Joslin Lesser (JLA-NV5), Tappe Architects and Shawmut Design & Construction presented CR-68C, a change request which for modifications of the Art Room storage and Kiln. These modifications originated from a faculty walkthrough during FF&E (Fixture, Furniture & Equipment Review). The modifications work best for the faculty and for functionality of the art programs.

If approved this change will be included in the next change order, however, the Construction Team was looking for Authorization to Proceed with the work in order to stay consistent with the schedule and sequencing of construction.

Motion: The Lunenburg School Building Committee voted to grant Authorization to Proceed with this work pending final approval of total cost which will be included in the next Change Order Package in January, 2016. The motion was unanimously approved.

Discussion

8 Construction Activity Update

A construction update page with photos and milestones achieved was distributed in the hand out package.

Note: Weekly Construction Meetings are on Wednesdays at 10:00am in the Shawmut trailer. Everyone is welcome to attend and walk the site. Rob Alger is available to set up time for site visit.

9 Public Comment

It was noted that it is a benefit to Community to spend as less contingency funds as possible for the new building to be built to specifications. Tax increase no matter how small is not favorable to the Community of limited funds.

A concern was voiced about transparency of the school construction. The paper updated and website updates did not note contingency scope adds discussed in this meeting, which was concerning. It was noted that the website was missing information, however this has happened due to temporary technical difficulties which are at present being dealt with. The website will be operational shortly. It was asked to increase communication with the stakeholders by televising, reporting and recording of meetings.

10 Adjournment

The meeting was adjourned at approximately 9:40 pm.

These meeting minutes were prepared by Joslin, Lesser (JLA-NV5). Please notify Joslin, Lesser (JLA-NV5) within 48 hours of receipt of this document regarding any required corrections or clarifications.