

Sharon Standing Building Committee

Zoom Meeting Minutes

Tuesday, April 16, 2024

SSBC Members

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

SSBC Attendees and Others

Julie Rowe – SBC – HS	Jessica White – LLB -present
Meg Dussault - SBC	Kevin Nigro – PMA – HS -present
Emily Burke – Acting HS Principal, SBC	Chris Jankun – PMA
Peter OCain – Town Engineer	Chris Carroll – PMA
Tony Kopacz – SPS – HS -present	Eric Lowther – PMA
Timothy Chouinard – DPW & WTP Alt.	Chris Sharkey – Tappe – HS
Eric Hooper – Superintendent of DPW & WTP -present	Chris Blessen – Tappe – HS -present
Carolyn Weeks –LBC -present	Tim Ericson – Consigli – HS
Cheryl Weinstein – Lib	Chandler Rudert – Consigli –HS -present
LeeAnn Amend – Lib	Kyle Raposo – Consigli – HS
R. Drayton Fair – LLB – Lib -present	Mike Winters – Consigli – HS
Brian Valentine – LLB – Lib	Ryan O’Neil – Consigli
Ariana Pizzanelli LLB - Lib	Kristy Lyons – Consigli – HS
Mark Luzaitis CHA On-site rep CHA. - Lib -present	Jonathan Seibel – Consigli – HS -present
Casey Hochheimer -CHA – Lib -present	Allie Goldberg, Margaret McCarthy W&S -WTP -present
Joe Sullivan - CHA- Lib	Margaret McCarthy - W&S -WTP
Karl Walsh – MOCC – Lib	Alston Potts - Environmental Partners- WTP
Krystal Burrows – MOCC - Lib	Adam Kran - Environmental Partners- WTP
John Freer – MOCC - Lib	David Hurley, CHA, Project Manager -present
Chris Pimentel – Fin/Com LIB rep	Rob Terpstra – WTP – DPW Water Div. Sup. -present

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 6:34PM.

A. Administration

1. Minutes for review and approval from April 2, 2024 SSBC meeting. (Martin, Richards, Rowe were not present).

MOTION by Mr. Rice to approve the minutes of the April 2, 2024 SSBC meeting. Seconded by Tuck. Approved 7-0-1. Martin abstained.

Mr. Gladstone said proponents of individual projects should be on the record as voting on the minutes. Chair noted that project representatives have opportunity to comment and/or send edits to secretary. No other members had comments on the topic. If project representative vote is needed for quorum, they will be asked but not needed when majority or unanimous vote. There was unanimous acceptance of draft so no need to belabor approval.

B. DPW – Water Treatment Project

- Update on front-end contract documents review – front end documents supplied to Chair and Town Counsel. Subcommittee should be provided with bid documents and Ms. Goldberg will do so. Subcommittee meeting at 11 AM this Friday.

- Updated Project Bid Schedule

Contract Documents Available	Friday, April 19, 2024
Filed-Sub Bids Received	Tuesday, May 7, 2024
OAC Meeting	Friday, May 10, 2024
OAC Meeting	Friday, May 17, 2024
General Bids Received	Tuesday, May 21, 2024
OAC Meeting	Friday, May 24, 2024
SSBC subcommittee review & approval	Friday, May 28, 2024
Contract fully executed mid-late June	

- Updated Project Funding:

External funding sources, town appropriation, and construction project costs reviewed by Ms. Golberg. WTP and water main work both shown because of the way funding is set up. Water main estimated construction cost \$5.3M treatment plant \$24.6M. Engineering and design services at \$4.1M included in these design costs. TPC anticipated to be \$34,096,100 and original town appropriation was \$36,837,710. Emergency funds will fund any construction contingency for additional expenses as the project goes forward. Per Mr. Hooper, if there are any returned earnings left over, they offset any rate increases to fund payoff of the bond. Water mains will be bypass mains so contingency appropriate as is per Mr. Hooper.

Ms. Goldberg asked by chair to confirm no redundancies in partial or interim payments against contract values at OAC meeting on Friday. She will review with Mr. Hooper.

Ms. Goldberg will provide access to Project Dog for Mr. Rice and Mr. Thibault so they can view bid process live. EP will upload to SharePoint site as well.

Chair asked that traffic downloading documents be identified and reported to WTP subcommittee.

Ms. Goldberg will follow up with an email to prequalified bidders to notify them that it is live now.

Mr. Hooper will reach out to IT and make sure Town website includes WTP project.

C. High School 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	\$3,252,964	(CO 1-46) (2.41%)
g) Current GMP Amount	\$124,062,949	

2) Change Orders Not Approved

a) Tentatively Approved	\$0	(Recommended by SSBC Change Com.)
b) Submitted Changes	\$178,633	(Under review by the Team)
c) Potential Changes	\$127,802	(Not yet submitted)
d) Total Not Approved	\$306,435	(sum of b & c)
e) Total Potential Changes (incl. tent. approved)	\$306,435	(sum of a, b & c; 0.039% 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	\$1,706,555	
ii) Tentatively Approved	\$0	(Approved by the Team)
iii) Pending	\$346,015	(Potential & Submitted)
iv) Total Transfers	\$1,976,641	(75.3% of Starting Amount)
e) Current Anticipated Balance	\$419,213	(19.1% 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	\$837,187	
ii) Tentatively Approved	\$0	(Approved by the Team)
iii) Pending	\$10,988	(Potential & Submitted)
iv) Total Transfers	\$848,175	(43% of Starting Amount)
j) Current Anticipated Balance	\$2,765,271	(135% Remaining)

5) Requisitions (thru Pencil Req 46 for Feb/March 2024)

a) Total Completed to Date	\$119,276,564	(95.7%)
b) Retainage Withheld	\$270,000	(-)
c) Total Due to Date	\$120,170,095	
d) Total Paid to Date	\$118,558,553	
e) Total Current Payment Request	\$1,501,696	(Pencil Req #46)

6) Schedule

- a. RFP 046 WWTP Generator - Remaining wiring still needs to be pulled to generator.

- b. Wheelchair Lift –Awaiting final inspection from the state, waiting for date. Chair suggested may need to offer off-hours inspection. CC Did receive Certificate of Occupancy for the building per Mr. Rudert.
- c. April break
 - i. Stage Floor remediation ongoing currently
 - ii. Increase in Flow @ WWTP investigation starting with pipework.
 - iii. CCD 055 - Toilet Partition Installation

2. Punchlist

a. 26 Punch List Items

- i. Landscaper to be on site this week to compile a list of plantings that need to be replaced. CCC to forward this list and review the Landscape Architect. Looking for sustained 50-degree temperatures at night to do the work.

Chair asked about TLC for baseball fields, etc. Mr. Weber, DPW, Forestry and Grounds Div., said first fertilizer was applied as well as extra starter fertilizer for baseball and softball fields. Looking for 55 deg. soil temperature for green up to happen. Infields have been addressed. Mr. Weber said DPW will maintain the fields going forward.

Mr. Blessen needs to follow up on dark rooms with quality engineers. Chair wants to plan to do work during the summer season. Architect agreed.

- ii. Landscaper plans to mobilize at the end of the month pending approval of replacements.

7) Milestone Tracking

<u>MILESTONE</u>	<u>ORIGINAL DATE</u>	<u>ANTICIPATED/ACTUAL</u>	<u>CFB</u>	<u>CFP</u>
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

1. Consigli Change Orders and School Requests for review and approval:

- School Requests: PO SHS-051 dated March 27, 2024 Rock Werx Climbing (*Mr. Kopacz to address SSBC concerns stated at 4.02.2024 SSBC Meeting regarding \$1,200 for Training*).

PO SHS-051 dated 3.27.2024 (only a PO and not to be invoiced) totaling \$1,560.00 for this Rock Werx scope. If approved by the SSBC at the 4.16.2024, the PO will need to be executed by the SSBC Chair (signature & date) and it can then be sent to Rock Werx Climbing for order placement.

Training pricing included proper operation of harnesses and auto belays, changing of different handhelds with level of difficulty and general wall maintenance and inspection, trainer transportation and trainer compensation. The second estimate came in at over \$400 per person. They will be teaching five staff members. Mr. Kopacz aimed to complete training by the end of the school year. There are some half days coming up. Mr. Gladstone requested that training be videotaped.

MOTION by Mr. Gladstone to approve the PO SHS-051 dated 3.27.2024 totaling \$1,560.00 to Rock Werx Climbing for harnesses for the high school's rock wall and training by Rock Werx in the use of the harnesses. Seconded by Rice. Approved 8-0-0. It was clarified that Mr. Kopacz is not a voting member.

2. Invoices for review and approval are as follows:

- HS FF&E Invoices

- B&H Photo-Video invoice 222926791 dated 4.01.2024 APPROVED: \$3,132.82
- B&H Photo-Video invoice 223028357 dated 4.03.2024 APPROVED: \$839.70

All FF&E invoices have required approval notation and/or additional backup documentation.

Delivery was confirmed per Mr. Nigro.

MOTION by Mr. Gladstone to approve the HS Project FFE Invoices as listed above totaling \$3,972.52. Seconded by Rice. Approved 8-0-0.

Mr. Nigro said CC will compile all items that are open and needed to be priced. This effort was because some contractors were taking too long to get pricing, questioned whether they wanted work. After tracking all the existing outstanding items PMA and CC will meet to review and address.

Mr. Rudert said if CO is in potential or submitted on timberline log, they are included. But what they find with WTP is a potential cost that could be upcoming but cannot be forecast dollar cost to committee, still very theoretical.

D. Library Project

1. Project Schedule Update

Mr. Hochheimer shared photos of LIB project progress with committee.

- Progress since last meeting
 - Steel framing complete.
 - Exterior wall mockup - metal framing, DensGlass sheathing, vapor barrier.
 - 1st level slab on deck (SOD) sleeve installations.
 - Steel decking installed 1st and 2nd levels.
 - 1st level shear stud installations.
 - Steel inspection.
- Upcoming activities/milestones
 - Steel detailing (welding, pour stops).
 - Roof steel decking installations.
 - Steel inspections.
 - Exterior wall mockup – window, flashing, Hardiplank siding, PVC trim.
 - 2nd level SOD sleeve installations.
 - SOD and SOG pours.

2. Invoices for Review and Approval are as follows:

- **CHA Invoice #74660-12**
 - In the amount of \$35,000 for construction and closeout from 3/01/2024 - 3/31/2024.
- **LLB Invoice #31-1925**
 - In the amount of \$31,118.95 for items listed below from 3/01/2024 - 3/31/2024.
 - Construction Administration: \$18,317.59
 - Amendment 8- Additional CA: \$3,960.00
 - Amendment 10- Construction Testing Service: \$8,585.50 Chair knows there were some discussions with testing services about half day vs. full day. He asked Mr. Hochheimer how he felt about \$9k in testing with only \$40k in budget? Mr. Luzaitis said he thought at a 50% threshold but would follow up to confirm. For now, he thought they were tracking okay. Mr. Luzaitis said biggest thing out there would be the vibration monitoring which was estimated at about \$10k. Mr. Fair said almost \$12k was approved separately for vibration monitoring. Mr. Fair noted 56% of the Construction Budget spent at this time.
 - Expenses: \$255.86
 - CHA has reviewed this invoice, and we are recommending payment by the Town of Sharon.
- **MOCC Requisition #9**
 - In the amount of \$370,368.16 for items listed within their comparative matrix from 3/01/2024- 3/31/2024.
 - CHA has reviewed this invoice, and we are recommending payment by the Town of Sharon. *Please advise if you require any additional information related to this M.O'Connor Pencil Requisition #9. This invoice reflects contains PCCO #1, which includes an additional \$56,293.44 to M.O'Connor Contracting's negotiated, lump sum GC contract value.

Members wondered why it would be necessary to submit a requisition to SSBC without architect's signature. Mr. Hochheimer said he can give it signed going forward. Chair said to Mr. Hochheimer that when the SSBC is voting they are doing so with the understanding that CHA and LLB were recommending this for payment. Mr. Rice said members are not reviewing it, they are approving their hired professional's recommendation and historically the committee has not been presented with incomplete documents. Mr. Hochheimer said to avoid confusion the documents will be provided with signatures moving forward.

Ms. Schustek asked when she would have signed documents for submission to accounting for this evening's invoices because even when approved by SSBC tonight, they cannot be submitted to accounting without needed signatures. Mr. Hochheimer said he will work on getting signatures from CHA and LLB and get them to Ms. Schustek ASAP, tomorrow. Mr. Martin suggested using DocuSign. Mr. Fair said he can get it right over to Mr. Hochheimer now.

MOTION by Mr. Gladstone to approve Library Project Invoices as listed above in the total amount of \$436,487.11 subject to the architect's endorsement. Seconded by Mr. Rice. Unanimously approved 9-0-0.

3. Proposals for discussion and approval
 - Northeast Digital Integrators (NEDI) AV Materials and Labor

Members asked what assumptions were that lead to a \$60k budget and then what changed it to \$90K budget – 50% over budget? What equipment can be repurposed? Mr. Hochheimer needed to check in with those who participated in creating the budget. Mr. Fair said drop down projection screens were included in the original \$60K budget. Mr. Fair does not

typically specify a lot of A/V equipment because the technology changes so fast. At this point, library reps are working with A/V reps to outfit the space and have changed from drop down projection screens and overhead projectors to flat screen TVs with adjustments needed to electrical. Mr. Fair indicated a likely credit for drop down projection screens may not be reflected in \$90K. He added that the assisted listening devices that were needed to meet code in larger meeting rooms will be removed from the larger construction scope and brought back in with NEDI quote. Mr. Rice asked architect why assisted listening is in the construction budget currently but moving to FFE and architect seeking construction project credit? Architect explained that the library reps were working with a vendor they have used before, and they wanted to do it as a more integrated system with the overall A/V system. Mr. Fair believed vendor is a MA bid-list vendor, but it is someone the library reps brought on, not through LLB. He is not sure if the library already had a contract with this A/V vendor.

Chair told Mr. Hochheimer that as OPM it is up to CHA to make sure that vendors are MA compliant, and that the project followed all the bidding and pricing rules and regulations consistent with the state. Member added that the library board does not get to blow an FFE technology budget without explaining the differences; the Town will not get \$1 for \$1 for the assisted listening systems.

Mr. Martin asked if when all the credits are given are we 100% sure this will be over budget?

In December 2024 when project is further progressed money may be able to be reallocated out of contingency budget and back into FFE or Technology. Chair added that Ms. Amend and others have started meeting with some shelving vendors and their plan is to reuse a bunch of the existing shelving. At the last OAC meeting they were reminded that they have to use MA-approved vendors and proper procurement process. Chair asked Mr. Hochheimer to report back to the committee with projections on where the shelving will be, with additional items recently considered for reuse and also the technology budget.

Chair said at this time the library is leading the charge for shelving. Mr. Fair said they did original shelving floor layout and the space planning of the library, but they used a generic symbol for shelving. At this point it is up to the library and the shelving company to finalize where the exact collections are going to go – art books are bigger than children's books, etc. Architect will get involved again if there are custom canopy tops to the shelving ranges over end panels, more of the wood furniture type pieces that would get bolted to the shelving units.

Mr. Fair continued on to say as far as furniture, in a month or two LLB will get started with the library team to help select furnishings, upholstery, end panels, canopy tops to making sure the design of the furniture melds with the design of the building. LLB can assist in the procurement with the state contracts.

Chair concerned that there is a time constraint because some of the TVs required millwork coordination, wiring needs to be specified as overhead or wall mounted, etc., there are considerations about painting reused shelving, etc.

Chair requested that CHA provide projections, not just the current budget. Is there money to be harvested from other budgets to offset the A/V overrun and report back at the next meeting.

Mr. Gladstone asked for Cost Reports to include a date to know how relevant the information is. He noted that the \$1.357M contingency is now \$1.2M.

Mr. Rice noted a \$56,000 PCO that was approved. Mr. Gladstone asked if there was a credit change order that committee was waiting for regarding the water main. The owner's contingency was very tight to begin and dependent upon \$620,000

in equipment and furniture that was discussed earlier and now reduced by \$120,000. LIB team needs to be mindful of that contingency.

Mr. Rice's comments were to ensure a process is in place where the user's needs were paramount--but the committee's job is to be within budget. His concern is that a line item was 50% over budget without any strong advocate and also that the library reps were working with a shelf vendor. We do have a budget and cannot be expected to ratify somebody's wants list.

Mr. Hochheimer said they have rejected some change orders and potential change orders, and they were keeping SSBC's interest at the forefront of their decision making. He said CHA could provide more information on A/V scope materials and labor at the next meeting. Chair mentioned that \$130,000+ in additional pending change orders were upcoming and Mr. Hochheimer needed to be mindful of this. Rejected ones were not included in that total.

Mr. Gladstone would like to see a schedule that is part of the cost reports that agrees with the potential pending change orders listed individually. Mr. Hochheimer said he can do that. Mr. Gladstone mentioned having shared the cost report for the High School Project so that Mr. Hochheimer can review how to emphasize projected final cost and the paid to date is a control. Mr. Gladstone requested dates be included in this report.

Chair putting off vote to approve A/V equipment until requested follow up happens.

Mr. Gladstone asked Mr. Hochheimer to provide a spreadsheet with priorities for approval and lead time for A/V.

Chair noted that there were some smart boards and such that committee could push back on if SSBC wanted to.

Mr. Martin asked about running conduit, boxes and blank plates so if decision was made later there would not be too much impact on the roughs. Mr. Fair said a substantial change proposal with MOCC should be coming imminently, hopefully without a substantial cost change.

4. Project Budget Update
 - Budget remains on target

E. Topics the Chair would like to discuss not known 48 hours in advance

Chair announced that Ms. Winthrop will be retiring and moving on from Sharon. Chair expressed appreciation for Ms. Winthrop's commitment and service over the years. Ms. Winthrop thanked Ms. Tuck for suggesting Ms. Winthrop to the committee. She expressed that she does not think there is a better committee in this town or in any town, the townspeople should be proud. Ms. Winthrop suggested SSBC seek another female to take her place. She will serve until a replacement is found. The Standing Building Selection Committee will seek a new member.

F. Adjournment

MOTION: absent any objection the chair assumed unanimous consent to adjourn.
The meeting adjourned at 8:01 PM.

These minutes were reviewed and approved at the April 30, 2024 SSBC meeting.