

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**  
**May 21, 2020**

A meeting of the John F. Kennedy Middle School Building Committee held via a virtual meeting, on May 21, 2020.

**1. CALL TO ORDER** The meeting was called to order at 6:35 pm by Randy Daigle

**2. ROLL CALL**

**MEMBERS PRESENT**

Randy Daigle, Rose Bouchard, Gina Cekala, David Costa, Amy Dennis, Katelyn Dunn, Scott Kaupin, Walter Kruzel, Michael Monteforte, Joe Muller, Jeff Okun, Greg Strich, Stacy Thurston

**ALSO PRESENT**

Chris Cykley, Bruce Kellogg, Amar Shamas, Andrew Berrios

**MEMBERS ABSENT**

Chris Clare, Kevin Margolfo

**3. APPROVAL OF MINUTES**

Motion made by Greg Strich to Accept the Regular Meeting Minutes of April 23, 2020

Seconded by Scott Kaupin

Motion passes

**4. EXECUTIVE SESSION**

Motion made by Greg Strich to Enter into Executive Session for Issues Related to Contract Negotiations at 6:42 PM

Seconded by Scott Kaupin

Motion passes at a show of hands

Motion made by Greg Strich to Return to Regular Session at 7:49 PM

Seconded by Katelynn Dunn

Motion passes by a show of hands

**5. COMMITTEE GUESTS**

None

**6. ARCHITECTS UPDATE**

Bruce states from a design perspective we are having furniture, fixtures and equipment (FF&E) and technology meetings with Andrew and others to finalize those packages. The target is to complete FF&E for review with the State in July and technology equipment review in August. There are a series of requirements for the State and they will approve the package along with the budget for your reimbursement to either go out to bid or purchase off the State list. Much of the FF&E and the tech equipment is on the State list. It is equivalent to you bidding it and you can select specific items off the list. The purchases can be set up so that you only have to take delivery on the components that you need for each phase as they open. We are in a construction phase. We don't disappear during that and we have responsibilities. Each of the trades has to submit documents supporting the products that will be put in the building based on bid documents for final review and acceptance. Throughout the process we will be attending construction administration site visits. Sometimes it's referred to as owner/ architect/contractor site visit, where the team will get together in the trailer to review construction progress, identify any issues and to walk the building to be sure everything is falling in place appropriately. Obviously, if there is something and there is something that needs addressing quickly to ensure that you stay on schedule we will do a site visit. From a design and architect standpoint that is our effort with the engineering team, moving forward throughout the process until August, 2022 when you have everyone moved back in and the project is substantially complete.

Randy states their team has been working with Mr. Berrios and the staff. They've had several meetings.

Andrew states it has been great, they have provided samples and advises what works in other schools. Staff has voted on some items such as chairs.

## **7. CMR REPORT**

Amar states since our last meeting we have received bids. The bid coverage was great. We had about 30 bid packages. There was some significant savings we were able to achieve. After the bids we contacted the low bidders, we had a series of meetings with them. CSG and the design team was involved in the scope review. The scope review is to validate their bid and to ensure there is a clear understanding in terms of scope alignment, so there are no surprises. A couple of them missed items and they requested to be withdrawn which is expected on a project of this size and bid coverage of that magnitude. Each package takes about 2 to 2 ½ hours of zoom meetings. We did have a deadline of assembling all the packages into the GMP (guaranteed maximum price). The GMP booklet is about a 100 page document that gathers all of the bids, gathers all the dollars of all the low bidders. There is also all of the bond cost, insurances, the alternates, and the actual drawings that the GMP is based on. Starting construction on June 1<sup>st</sup> and completion August, 2022. The GMP went through multiple reviews and was submitted to the Town for review and approval. I am happy to say the GMP was approved earlier today, which is a great milestone. Starting tomorrow the entire team will be back at work starting to issue contracts to those bidders that were included in the GMP. We will be busy doing that for the next couple of weeks. We are going to concentrate on the priority packages, site, steel, concrete and MEP contracts. Our trailer has been mobilized and we are on site. You will see Gilbane presence in the upcoming weeks. There will be contractor/owner/architect meetings that will be taking place at the trailer on a weekly/bi-weekly basis. Our high priority item is the swing space that we will be constructing. In the upcoming weeks we will be sharing photos and schedules with the committee. It's an exciting time.

Randy states there are trailers on the site. There will be a significant amount of trailers coming in. They will be fencing in the area. They will be starting some demolition. They are aware that lunches are still being served. They have a plan where they won't be interfering with that. They scheduled a kick-off meeting with the subs. The important part right now is the swing space (temporary classroom space). They will provide us with multiple reports. We are hoping that on June 1<sup>st</sup> we will have crews on site.

## **8. OWNERS REP REPORT**

Chris states bids came in favorable. The owner contingency is about \$9 million dollars, that means nine million dollars under budget. We have several allowances that are accounted for that is in that budget. Nine million is a true contingency number. I will be working with Gilbane regarding a cash flow. I am talking to the Town now. Need to know what they need to bond. It will be several million every month now when Gilbane submits their requisitions. One of the requirements now from the State Office of School Construction Grants is that the demo and hazardous material abatement now has to be done off the DAS pre-qualified State Contract which is all unit priced driven and those prices have already been negotiated, selected and approved by DAS. Their work is now tracked on daily time tickets. Today I talked to the Director of Finance to issue a \$2 million dollar purchase order to the demo and abatement contractor for phase 1 and 2. Then we will have a \$300,000 to \$400,000 purchase order for the monitoring. That will be a separate consultant on State contract. There will be another State contract purchase order for materials testing on special inspections. Those are the three purchase orders we will execute so we will have invoices you will see in the coming months. We are anticipating a June 1 start that is mobilizing aside from Gilbane's trailer. Speaking with the Principal the students and staff will be out by June 1<sup>st</sup>. If they are not, we can make special accommodations to have items brought out to the students. We are hoping that staff can come in next week to start packing.

Randy states we are in a very favorable position right now, approximately \$9 million dollars under budget. It's a great way to start a project. We will use it wisely, there are areas that we feel we could use it. Some areas we didn't design to the fullest knowing what the budget was. Some areas material-wise we went with lesser costly materials. In some areas we will be doing change orders. The Town share was about \$27 million. Depending on how much of the contingency is spent, it could be down to as low as \$21.5 million.

## **9. BUDGET SUBCOMMITTEE REPORT**

Randy states the Budget Subcommittee reviewed and approved the following invoices.

Motion made by Greg Strich to Approve JCJ Invoice Number 13, dated April 30, 2020, in the amount of \$97,386.63

Seconded by Scott Kaupin

Motion passes by a show of hands

Motion made by Greg Strich to Approve Gilbane Invoice Number J08621.7, dated May 21, 2020, in the amount of \$45,750.00

Seconded by Jeff Okun

Motion passes by a show of hands

Motion made by Greg Strich to Add to CSG Scope of Work: Code Review Services to be Executed by Perez Associates

Seconded by Scott Kaupin

Randy: The State requires a third party reviewer to review the drawings from the architect for code compliance and constructability. This has to be an independent firm that is hired by the owner, which in this case, the owners rep.

Motion passes by a show of hands

Motion made by Greg Strich to Approve CSG Invoice Number 5, dated May 19, 2020, in the amount of \$36,535.71, which includes the SCG Code Review work done by Perez Associates for the amount of \$16,500.00

Seconded by Scott Kaupin

Motion passes by a show of hands

## **10. OLD BUSINESS**

None

## **11. NEW BUSINESS**

Greg states during the high school project we had a motion that authorized the Chairman of the Building Committee to have the power to approve change orders under an expedited mode. These were change orders that would need to be executed immediately and could not be brought forth to the committee in a timely manner.

Motion made by Greg Strich to Authorize the Chairman of the Building Committee to Have the Power of \$50,000.00 that goes without Approval of the Committee and the Change Order would be Brought Forth to the Committee for Approval As Soon As Possible.

Seconded by Scott Kaupin

Randy states during construction if they come across something unforeseen, and they need to get a crew there immediately, I will have the authority to authorize them to proceed with the work. The change order will still be brought to the committee for approval. It is so they don't have to wait for us to meet to authorize for the work to continue. It is a precaution to keep the job running smoothly. We don't want a delay. It is a safety net and standard through construction.

Motion Passes by a Show of Hands

## **12. COMMUNICATIONS SUBCOMMITTEE REPORT**

Randy states I know there was discussion about ground breaking. We would like to do a presentation at some point.

Mike states no updates. We can put the E-TV video on our Facebook page and bring some update from tonight's meeting.

**13. SCHEDULE NEXT MEETING**

Randy states our next meeting is scheduled for June 4<sup>th</sup>.

**14. COMMITTEE COMMENTS**

**a. Liaison Comments**

Joe states thank you.

Walter states great job on the bids. Keep it up.

Stacy states you are doing a phenomenal job.

**b. Committee Member Comments**

Randy states every committee member is here because they can provide a professional opinion on this project. They spend exhausted amounts of time, they are volunteering for the Town. The Town has been incredible during this situation. Everyone is working above and beyond for this project.

**c. Good to the Order**

**d. Any Happy News**

**15. ADJOURNMENT**

Motion to Adjourn by Greg Strich

Seconded by Jeff Okun

Motion passes by a show of hands

Adjourned: 8:37 PM