

Coakley Middle School Building Committee

Coakley Middle School Building Committee (MSBC) Meeting Hosted at the Savage Center July 10, 2023 – 5:00 p.m.

Attendees: (A= attended meeting; P= attended partial meeting)

	MSBC Voting members		Vertex (VTX)		WT Rich Construction (WTR)
A	Mr. Slater – Chair	A	Tim Bonfatti – Principal		Jon Rich
A	Mr. Matt Lane - Selectman	A	Chase Terrio – Senior Project Manager	A	Bethany King
A	Mr. Paul Riccardi– Director of Town-wide Facilities		Diane Guenther – Project Coordinator		Tim Farrell
A	Mr. Jason Adams - Procurement		Anissa Ellis – Project Manager		Steve Koutalakis
A	Mr. Bob Donnelly - Selectman				Johnny Rich
	Dr. David Thomson - Superintendent			A	Alex Corbett
A	Ms. Teresa Stewart – School Committee member			A	Harvey Eskenas
A	Mr. Tony Mazzucco – Town Manager		Ai3 Architects (Ai3)		Public Attendees:
	Mr. David Hiltz – School Committee Member		James Jordan - Principal		Dana Brown – Interim Project Administrator
	Ms. Diane Ferreira – Principal of Balch Elementary School		Justin Thibeault – Sr. Associate		Norwood Community Media
	Dr. Ms. Fraczek – Principal of Coakley Middle School		Kristen Kendall - Architect		Charisse Taylor – Norwood Public Schools
A	Mr. Gary Pelletier – Building Inspector	A	Darren Sawyer - Principal		Jason Adams, - Norwood Finance
				A	Rick Morrison

Distribution: MSBC members and other Attendees (A or P);

Meeting is called to order at 5:00 PM

1. Opening Remarks

Mr. Slater welcomed everyone to the July 10, 2023, Middle School Building Committee Meeting. Today’s meeting is taking place at the Savage Center in room #219. He noted there is a quorum present and welcomed newest member Jason Adams from the Town Procurement office.

2. Approval of Minutes from June 12, 2023:

Mr. Slater asked for a motion to approve the minutes from the June 12, 2023, meeting.

MOTION: by Mr. Donnelly to approve the previous minutes from the June 12, 2023, meeting.

SECOND: by Mr. Lane.

VOTE: Unanimous vote, 7-0-0 Mr. Adams abstains.

3. Approval of Vendor Invoice Package

Mr. Slater requested approval of the Vendor Invoice Package for June 2023.

Mr. Terrio noted the invoice package includes invoices from Vertex, Ai3, and the first invoice from WT Rich which includes mostly front-end items including bonds and insurance.

MOTION: by Mr. Donnelly to approve the Vendor Invoice Package.

SECOND: by Mr. Riccardi

VOTE: Unanimous vote to approve. 8-0-0

4. Project Update: Overview of Project Schedule Milestones:

Mr. Slater turned the floor over to Mr. Terrio to review project status.

Mr. Terrio stated there was a successful groundbreaking held after the MSBC Meeting, earthwork is moving full steam ahead, and there were a couple of information sessions with light attendance. The phase 2 logistics plan has been implemented.

Ms. King stated the relocation of soils on site is well underway, the goal is for the Rammed Aggregate Piers (RAP's) to start on Monday 7/17 in zone C. Then foundations will start in August. The building flow will go from zone C to B to A throughout the project. The team has removed the asbestos transite pipe. The sports lighting removal and relocation and refeeding is underway as well. The utility feed rerouting is complete and had minimal impact on the building.

Mr. Slater asked about the status of tree removal.

Ms. King stated there are still a line of trees between the neighbors on Washington Street and the goal is to remove those summer. The remaining phase 1 tree removal has been completed and the team is still analyzing reworking the grading around the little league fields to save those trees. She also noted the construction trailers are on site and being occupied.

Mr. Terrio stated Ai3 provided some alternate sketches for the trees along the little league field and the WT Rich team is working on providing pricing for those changes. He noted this is not a critical path activity, so we have time to review.

Mr. Donnelly asked when will the next community forum be held?

Ms. King stated it is scheduled for July 21, 2023.

Ms. Stewart asked if they are still only in person meetings?

Mr. Terrio confirmed and stated the MSBC meeting can be used for public comment as well.

Mr. Bonfatti stated the meetings are not being attended and the team was thinking about making the MSBC meeting a hybrid meeting. The purpose of the Friday meetings is to hear any issues the project may be causing so they can be addressed, and he suggests discontinuing the Friday meeting and having the start of the MSBC meeting be for public comment instead as it is a more convenient time. This is up for discussion by the MSBC.

Mr. Riccardi likes the idea but would suggest starting the MSBC meeting at 4pm.

Mr. Slater asked the committee if they are open to have public comment allowed at the start of the MSBC meeting.

Ms. Stewart stated that makes sense and noted the school committee does that at their meetings.

Mr. Slater summarized and stated we will discontinue the Friday meetings and hold public comment at the start of the MSBC meetings. He will make sure this is publicized as well.

Mr. Bonfatti noted that the next Friday meeting is already scheduled so the team will continue with that meeting as the last one.

Mr. Slater asked for a motion.

MOTION: by Ms. Stewart to make the MSBC meetings hybrid and discontinue the community forums on Fridays.

SECOND: by Mr. Donnelly

VOTE: Unanimous vote to approve. 8-0-0

Mr. Slater stated he still expects the MSBC members to attend in person unless necessary to call in.

Mr. Riccardi again stated he would like to adjust the time of the meetings to 4pm going forward.

Mr. Slater asked if anyone else has thoughts on adjusting the meeting time.

Mr. Mazzucco likes the 4pm start time.

Ms. Stewart stated 4pm might be hard for her and some members who are not present this evening. She would like to hold off on a vote until next month.

Mr. Slater stated they will discuss next month.

5. Budget Update:

Mr. Terrio stated that now that construction started, we will provide a budget update to the group monthly. He noted there is one key item that has evolved over the last month and that is inclusion of two loadings dock which were not in the original documents. Right now, we have an order of magnitude quote for approximately \$700,000. He noted there is some scope that impacts the start of foundations which is upcoming in the next couple of weeks, mainly the RAPs which is scheduled to start next week. Mr. Terrio asked if the committee is willing to move forward with the loading docks and if they are willing to approve the RAP work worth \$11,760 to support the loading dock scope and keep the schedule.

Mr. Slater asked what needs to be approved today?

Mr. Terrio stated only the RAP work worth \$11,760 is required for approval today.

Mr. Slater stated he understands the WT Rich team is still working on getting pricing and reviewing scopes, so a final number is not ready yet. However, it will be a significant number.

Mr. Terrio confirmed.

Mr. Bonfatti stated the team is also reviewing to make sure there aren't items included in the design that are not required. He stated the only reason it is being discussed today is get approval on the helical piles which is starting next week and it's a small amount of money. We are not ready to come to the MSBC on full scope or price at this time.

Mr. Slater asked Mr. Riccardi why the building needs these locking docks.

Mr. Riccardi stated the facilities team can't properly function without the loading docks. The compactors go to the top of the loading dock so they material can be dropped in instead of lifted in. Also, most trucks show up without automatic tailgates, so it makes shipping and receiving much easier for everyone. Materials are received daily, he noted the food services dock will be busier than the other, but having a dock on the opposite end of the building will help custodians by allowing trash removal at both ends of the building. He also noted the High School and Middle Schools have docks and the facilities department does most of the deliveries to the elementary schools.

Mr. Slater stated we are looking for approval for only the RAP work today.

Mr. Donnelly asked if this was just missed in design?

Mr. Riccardi started he is not sure, but he just assumed there was a loading dock. It just got missed.

Mr. Slater asked for a motion to install the additional RAPs for the loading dock in zone C for \$11,760.

MOTION: to approve the install the additional RAPs for the loading dock in zone C for \$11,760 made by Mr. Lane

SECOND: by Mr. Riccardi

Ms. Stewart asked if there was a savings of approximately \$3.9 million last month so will reduce that savings, correct?

Mr. Terrio confirmed.

Mr. Slater stated this would come from contingency so it would not come from the \$3.9 million.

Mr. Terrio confirmed.

VOTE: Unanimous vote to approve. 8-0-0

6. Vote Approval of authorization of change even thresholds:

Mr. Hiltz Terrio stated that on a real time basis there may be relatively small items that come up and require an immediate decision from a schedule standpoint. So, we like to establish authorization thresholds so when needed and appropriate there are people who can make real time decisions. Based on the review with the OAC team we propose the thresholds presented on screen.

Mr. Donnelly asked what T&M and NTE means.

Mr. Terrio stated T&M is Time and Material, and NTE is Not To Exceed. He stated in some scenarios where work needs to proceed immediately, we can authorize WT Rich to proceed on a tracked time and material basis which means it is tracked daily for verification of costs. Not to Exceed is similar, it gets quantified and verified when the team is comfortable the cost won't exceed a specified amount.

Mr. Bonfatti noted that the team will report back to the MSBC on these costs every month. He also noted we prefer to get items in front of the committee.

Mr. Lane asked if Alan has the authority to approve something it will still be reviewed by the MSBC the next month, correct?

Mr. Terrio confirmed.

Mr. Riccardi asked if we are saying Alan has the authorization for \$400,000 or \$60,000?

Mr. Terrio stated \$60,000 for a single item.

Mr. Riccardi asked for clarification on the difference between the authorizations on the top and the ones noted as GMP contingency?

Mr. Terrio stated they are different pots of money within the budget.

Mr. Slater asked for a motion to authorize approval of Change Orders and Contingency use to the above indicated parties up to their corresponding threshold limits indicated.

MOTION: by Mr. Lane to authorize approval of Change Orders and Contingency use to the above indicated parties up to their corresponding threshold limits indicated.

SECOND: by Mr. Riccardi

VOTE: Unanimous 8-0-0

7. New Business:

Mr. Donnelly stated Mr. Morrison is here today and he has been involved in the field location and concession stand discussions, he asked if he has any public comments.

Mr. Morrison stated there was discussion early on about temporary lighting in the lower baseball field. He asked if that is still in the mix and if feeds can be run while the Coakley crew refeeds some of the existing lighting. He stated that since they are losing some fields the lower fields will get more use so the idea is to add some lighting to the lower fields so they can spread out the field use. He noted the light department needs to be involved as well.

Mr. Slater asked what is needed to accommodate the lower field lighting?

Ms. King stated additional conduit.

Mr. Eskenas stated it may require modifications to the transformer. He also noted that this work could be done next summer as well.

Ms. King noted that the conduit work is happening this coming week so the decision would need to be made quickly.

Mr. Slater stated it sounds like the next inquiry needs to be with the Light Department about installation of poles and impacts to the boxes and that discussion needs to happen quickly.

Mr. Morrison asked at what point is the concession stand a definite go?

Mr. Slater stated it's a go, the committee approved it at a previous meeting.

Mr. Morrison asked when the utilities go in for the concession stand?

Mr. King stated it will likely be the Fall of 2025, the duct bank might be in prior but it will likely be Fall 2025 when the parking lot is turned over.

Mr. Slater stated the concession stand may not be available in August 2025, but it will be sometime in Fall of 2025.

Mr. Morrison asked which way the concession stand is facing, the serving windows specifically. Is there a visual that can be provided on what the finished stand will look like?

Mr. Terrio stated we can take a look at the plans after the meeting and send something additional if needed.

8. Adjourn:

Mr. Slater asked for a motion to adjourn.

MOTION: by Mr. Donnelly to adjourn.

SECOND: by Mr. Lane.

VOTE: Unanimous 8-0-0

Respectfully submitted,

Anissa Ellis
Project Manager
Compass Project Management

Attachments: Vertex Powerpoint Presentation
Vendor Invoice Package