

Coakley Middle School Building Committee

Coakley Middle School Building Committee (MSBC) Meeting Hosted at the Savage Center and Via Zoom April 8, 2024 – 4:30 p.m.

Attendees: (A= attended meeting; P= attended partial meeting; V= Virtual Attendance)

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

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

Meeting is called to order at 4:30 PM

1. Opening Remarks

Mr. Slater welcomed everyone to the April 8, 2024, Middle School Building Committee Meeting. Today’s meeting is hybrid taking place at the Savage Center in room #219 and via Zoom.

2. Public Comments:

Mr. Slater opened the floor for public comments.

Mr. Morrison stated he saw there were changes for the concession stand up for vote today and he hopes the MSBC will approve the changes.

3. Approval of Past Minutes:

Mr. Slater requested approval of the minutes from the March 11, 2024, meeting.

MOTION: by Mr. Donnelly to approve the minutes from the March 11, 2024, meeting.

SECOND: by Mr. Riccardi

VOTE: Roll Call Vote is Unanimous, 9-0-0,

4. Vendor Invoice Package:

Mr. Slater noted the next item on the agenda is approval of the project invoices For March 2024.

Mr. Terrio stated this package includes the Vertex construction admin invoice including some construction testing. Ai3 has their invoice which also includes some consulting costs and the WT Rich

invoice #10 which includes some previously approved change orders. This brings us to about 28% construction progress.

MOTION: by Mr. Riccardi to approve vendor invoice package for March 2024.

SECOND: by Ms. Stewart.

VOTE: Roll Call vote is Unanimous, 9-0-0.

5. **Project Update:**

Mr. Terrio started the meeting slide show with aerial overview photos of the site to show progress to date. He noted the building envelope installation is on schedule and the photos show the progress. He noted the roof in area A is underway. He noted interior framing is under way as well as exterior AVB installation. He stated they are working towards the building being weathertight in May.

Mr. Slater asked about facilities meetings.

Mr. Terrio noted that they have coordinated with the facilities team and are doing monthly building walk throughs so they are aware of progress as well as locations of various building elements.

Mr. Slater stated May is not a good time for the MSBC site visit. He suggested having an on-site June meeting starting at 4pm for a building walk through and then the meeting to follow at 4:30pm. The committee confirmed.

Mr. Terrio he will coordinate hard hats and PPE for the team.

Mr. Terrio stated the Furniture, Fixtures, and Equipment consultant has a draft list used to set the budget, which is very close to what was in the original agreement. He stated the next steps are to get final lists reviewed and signed off by the school department by the end of this month so we can use that list to establish our proposal requests for bidding this summer. The intent is to have purchase orders in place next Fall. He then provided a brief overview of the budget spreadsheet.

Mr. Slater thanked Margo and her staff for all their work in putting together these lists and budgets.

Mr. Terrio provided some photos of the classroom furniture mockups and what was selected by the school staff.

Mr. Terrio stated they are also following a similar process for the Technology scope and they are developing the budget matrix with Joe Kidd and looking to finalize that budget by June with the idea of soliciting proposals this summer. He noted it is not quite as far along as the FF&E process.

Mr. Slater asked if Vertex is comfortable with the progress and timeframes.

Mr. Terrio stated they are and it has been an ongoing discussion. Currently nothing has an unusually long lead time.

Mr. Terrio provided a meeting summary for the past month as well as a lookahead meeting schedule. He noted the team has an upcoming meeting with Allcomm regarding the move toward having the school as a Regional Site for the Town and everything is on schedule. Mr. Terrio then provided an update on construction admin showing that submittal and RFI review is ongoing. He noted they received the MSBA bid amendment on April 1 and the project did receive the additional reimbursement rate which results in the total project reimbursement increasing by approximately \$6.5 million. He noted the MSBA does audit the reimbursement requests that are sent in monthly.

Mr. Slater stated that is the maximum amount, so if we are underbudget, as we are now, it may be less. But it's all positive for the project.

Mr. Terrio confirmed and stated the next steps is to circulate the bid amendment for formal sign off and execution. He noted there are not any open items with respect to construction administration.

Mr. Terrio provided a refresher on the logistics plan going into effect for Summer 2024. He noted this has been coordinated with Margo, the facilities department, and the recreation department. He stated the two major parking lots on either side of the school are being renovated over the summer. He stated this logistics plan will be in place from the end of this school this year until school starts again

in August. He stated summer parking is shown in blue and includes the temp parking that was created on the house lot as well as all the temp parking created in front of the school building. Ms. Fraczek stated the teachers come back to school a week or two early and she asked where they can park during that time?

Mr. Terrio stated we will coordinate to ensure the teachers have sufficient parking.

Mr. Slater asked about the property to the North that was purchased by the Town and if there were any plans for that lot?

Mr. Terrio stated that is not included in the project and he's unsure if the Town has a plan for that property.

Mr. Riccardi stated it's not suitable for parking and may be used by the pool project as a lay down area.

Mr. Adams stated the pool project will be ongoing during the summer and that lot will be used by the construction team as well as possibly the public for use of the trails and park.

Mr. Terrio stated they are aware they cannot use that pool lot over the summer.

Mr. Hiltz stated he noticed some of the trees came down by the little league field and he was wondering if that was part of the plan?

Mr. Riccardi stated one of the trees fell down due to the weather.

Mr. Terrio stated the team made a point to preserve those and it appears it was a natural issue from the storm.

Mr. Terrio stated we are up to change order #07 this month for approximately \$50,000. He stated he wants to share the overall project budget which is included in the Vendor Invoice Package sent to the committee monthly. He noted the budget shown does not officially reflect the Bid Amendment yet, it will be updated once that has been executed.

Mr. Terrio ran through the PCO's that are up for approval this evening including:

PCO #51R1 – Fire alarm control panel relocation

PCO #63 – ACM panel custom color selection

PCO #75 – RFI #283 Power study coordination

PCO #32R1 – Concession Stand relocation

PCO #48 – PR 25R1 Concession stand service counter/millwork modifications

PCO #69 – Concession stand FRP in restrooms

PCO #70 – Concession stand added power outs

PCO #72 – Concession stand new plumbing fixtures

The following are suggested as being funded out of the CM Contingency Buy Out hold:

PCO #31P – Auditorium fixed obstructions

PCO #24P – Motorized shades power

Mr. Slater stated the school superintendent Mr. Thomson has taken a leave of absence and he introduced Dr. JJ Munoz the acting superintendent as well as Matt Wells, the acting assistant superintendent.

Mr. Morrison asked if there is an exterior hose bibb for water?

Mr. Terrio confirmed there is one as part of the base bid.

MOTION: by Mr. Riccardi to approve change order #007 in the total amount of \$50,284.

SECOND: by Mr. Hiltz

VOTE: Role Call Vote Unanimous, 9-0-0;

6. Other Items not Reasonable Anticipated:

Mr. Slater asked for any further discussion or comments.

7. **Adjournment:**

MOTION: to adjourn made by Mr. Donnelly

SECOND: by Mr. Lane

VOTE: Unanimous 9-0-0

Respectfully submitted,

Anissa Ellis
Project Manager
Vertex

Attachments: Vertex Powerpoint Presentation
Vendor Invoice Package