

SCHOOL BUILDING COMMITTEE MEETING MINUTES
FOSTER ELEMENTARY SCHOOL PROJECT
August 31, 2022 7:00PM
Virtual Meeting via Zoom

ATTENDEES

Building Committee & School Department	<input type="checkbox"/> Linda Hill (LH) <input checked="" type="checkbox"/> Chris Mercer (CM) <input type="checkbox"/> Aisha Oppong (AO)	<input checked="" type="checkbox"/> Ray Estes (RE) <input checked="" type="checkbox"/> Jen Murphy (JM) <input checked="" type="checkbox"/> Margaret Adams (MA2)	<input checked="" type="checkbox"/> Kevin Lynch (KL) <input type="checkbox"/> Tim O'Neill (TO) <input checked="" type="checkbox"/> Matt Scheufele (MS)	<input checked="" type="checkbox"/> Michelle Ayer (MA) <input type="checkbox"/> Audrey Wilcox (AW) <input type="checkbox"/>
PMA (OPM)	<input type="checkbox"/> Chad Crittenden (CC) <input type="checkbox"/> Gary Jentzen (GJ)	<input type="checkbox"/> Sean Burke (SB)	<input checked="" type="checkbox"/> Chris Carroll (CC2)	<input checked="" type="checkbox"/> Sheamus O'Connor (SO)
RDA (Designer)	<input checked="" type="checkbox"/> Gene Raymond (GR) <input type="checkbox"/> Angela Cavanaugh (AC) <input type="checkbox"/> Nick Deveau (ND)	<input type="checkbox"/> George Berg (GB) <input type="checkbox"/> Christine Monaghan (CM)	<input checked="" type="checkbox"/> John Bartecchi (JB) <input type="checkbox"/> Steven Watchorn (SW)	<input type="checkbox"/> Steven Lamothe (SL) <input type="checkbox"/> Michael Bennett (MB) and
Consultants	<input type="checkbox"/>			
Guests	<input type="checkbox"/> Jo-Ann Heileman (JH)	<input type="checkbox"/> Katie Hartman	<input checked="" type="checkbox"/> Nes Correnti	<input type="checkbox"/> Greg Lamothe

GENERAL

Item	Action/ Due	Notes
02.01	All	General RE called the meeting to order at 7:03pm with 4 voting members present. This meeting was held in person, with no remote option. The meeting began with the PRS project portion of the agenda. The PRS portion ended around 7:42pm.
5.01	All	Approval of Minutes: Motion: MA made a motion to approve the 08.17.22 meeting minutes. KL seconded the motion. Discussion: Three corrections to be made on pages 2 and 3. Vote: 4-0-0. 08.17.22 meeting minutes approved.
01:01	ALL	Calendar Items / Scheduled Meetings The fourth Conservation Commission meeting is scheduled for 9.07.2022. The second planning board meeting is scheduled for 9.12.2022. The next regular SBC meeting is scheduled for 9.08.2022 to review the DD progress, review planning updates, and discuss the updated cost estimates. VE items will be discussed to bring the project back to budget.

Design & Construction

Item	Action/ Due	Notes
01:03	PMA	MSBA Process <u>Project Approval:</u> The MSBA Board Meeting was held this morning at 10:00am. The project was approved and will continue into DD and project funding. <u>DD Submission:</u> The DD was originally scheduled for 9.12.22. With the recent cost estimates and need for value management, the submission may be moved to 9.19.22. RDA will distribute a table of contents and identify items still in progress next week. Future design submissions are not reviewed by board members, so submission deadlines are not required. However, the goal is to incorporate any DD submission comments into the early site package work.
05.02	All	Designer Update: <u>Permitting Update:</u> GR reviewed the schedule of recent and upcoming planning & permitting meetings. The third Conservation Meeting was on Monday August 29, 2022. The fourth Conservation meeting is scheduled on September 08, 2022. The project aims to be approved by the Conservation Commission in early September.

		<p>The first Planning Board meeting was held on August 22, 2022, with the second meeting scheduled for September 12, 2022. The peer review engineers were present at the meeting and provided their feedback. RDA noted that the comments from the planning board were minor, and that Vertex is coordinating responses to all questions and comments. GR noted that one request by the planning board would conflict with information to the Conservation Commission. RDA will present the conflict to both Planning Board and Conservation staff to resolve the conflict.</p> <p>GR discussed the comments received from the Commission at the last meeting. The main concern from commissioners is how future storm runoff caused by climate change in the neighborhood watershed would impact the wetlands surrounding the school. RDA and Vertex noted that the issue with the neighborhood's watershed is not part of this project's scope or purview. The project is designed per the existing regulations and parameters. The superintendent's response to the location of the outdoor classroom was well received by the commission, and the comment on relocating it was presumably resolved.</p> <p>For permitting purposes, RDA will show the busses in the temporary lot off Downer Ave and cars in the loop road for the phase 3 circulation. MS noted that this setup is best based on discussions with Foster Staff. This diagram can be changed as needed before construction without impacting the project.</p> <p><u>DD Estimates:</u> RDA discussed the timeline for the DD submission. Due to the estimates and VM efforts required, the DD submission may need to be pushed to September 19, 2022. The DD submission requires that the estimated cost be VE'd back to budget.</p> <p>The DD estimates came in roughly 5% over budget. The estimate of record is ~\$5.5M over budget. The estimates were reconciled on Tuesday August 30, 2022, so the project team has not had time to create a full list of VE items. Both Ellana and PM&C note that their estimates reflect the current bidding environment, and that the bidding environment has gotten worse than initially expected in the SD estimates.</p> <p><u>Value Management Efforts:</u> RDA presented a list of potential VM items that could be considered to reduce the construction cost. RDA noted that there is limited opportunity to reduce the size of the school, as most spaces are sized per the approved space summary. Exterior work like the tennis courts and outdoor classroom can be pulled out as an add alternate. RDA and PMA will add to the VM list over the next few days and have the estimators assign values for each item for consideration.</p> <p><u>Relocating the Building:</u> Following the cost estimates, RDA studied the possibility of shifting the location of the new school to save cost. RDA believes that moving the school to the south by ~25ft could save the project up to ~\$1M. These savings are mostly from less soil exporting and less sitework on the hillside. RDA will investigate the pros and cons of relocating the building before next meeting. The main downsides with shifting the building's location are less play space, site circulation changes, and potential impacts to the local permitting efforts.</p>
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SCHEDULE & BUDGET

Item	Action/ Due	Notes
02.02	PMA	<p>Project Schedule: The wellfield consultant is delayed and needs to be rescheduled. Since the work is delayed until after school starts, fencing will be installed around the area once work begins. RDA has relocated the test well as far away as possible to avoid any conflicts.</p> <p>The additional geotechnical borings are complete on school grounds. All that remains are the hillside locations. This work can continue without disrupting school operations.</p>

		The early site package is still scheduled to bid in October. PMA is expected to receive front end documents from the District this week.
03:01	ALL	<p>Budget & Project Cost: <u>Total Project Budget:</u> SB reviewed the budget. The only change is RDA's August Invoice.</p> <p>Invoices: RDA invoice 013 August 2022: Motion: RE made a motion to approve RDA Invoice 013 totaling \$435,511.83, period 8.1.22 to 8.31.22. KL seconded the motion. Discussion: None Vote: 5-0-0. RDA Invoice 013 is approved.</p>

Other

Item	Action/ Due	Notes
04.02	All	Public Comment: No public comment.
04.03	All	Community Outreach: RDA brought an additional project posterboard for use at the orientation night event at Foster. MS will have a table set up at the orientation dedicated to the project. JM coordinated handouts and info flyers that will be handed out.
6.01	All	<p>Town Meeting Prep: The SBC and project team presented at both the Select Board and the Advisory Committee on August 23, 2022. No feedback has been received since the two meetings.</p> <p>The advisory committee is planning to finalize all materials for the Town Meeting by September 29, 2022. The goal is to have the project approved by both the Planning Board and the Conservation Commission before September 29th. RDA and PMA plan to meet with staff from both committees on Friday to review any potential changes from the VM effort and discuss impacts on the permitting process.</p>
12.01	All	48 Hour Items: No update.
5.03	All	<p>Adjournment: Motion: MA made a motion to adjourn meeting, made at 9:28pm. JM seconded. Discussion: none Vote: 5-0-0. The motion carries.</p>

PMA Consultants assumes, to the best of our knowledge, that the above content of these Meeting Minutes depicts all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors, or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

PREPARED BY: Sheamus O'Connor, PMA Consultants LLC

DATE: August 31, 2022