

MEETING MINUTES

Project: Manchester Memorial Elementary School
 Subject: School Building Committee Meeting
 Location: Webex
 Distribution: Attendees, Project File

Project No: MP17-114
 Meeting Date: 04/14/2020
 Time: 7:00 PM
 Prepared By: R. Donner

Present	Name	Affiliation	Present	Name	Affiliation
✓	Caroline Weld *	SBC Co-Chair	✓	Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Alicia Caritano	JCJ
✓	Pam Beaudoin *	Superintendent		Lauren Braren	JCJ
✓	Avi Urbas *	Dir. of Fin. & Ops		Emily Czarnecki	JCJ
✓	Alva Ingaharro *	Essex		Dustin Lombardi	JCJ
	John Willis *	Principal MMES	✓	Mike Burton	DWMP
✓	Jason Waldron	Dir. of Facilities		Chip Heitkamp	DWMP
✓	Andy Oldeman *	Man. Fin. Comm.	✓	Christina Shefferman	DWMP
✓	Lisa O'Donnell *	Essex	✓	Rachel Donner	DWMP
✓	Remko Brueker *	Manchester	✓	Jon Rich	WT Rich
✓	Adam Zaiger *	Manchester		Alex Corbett	WT Rich
✓	Tyler Virden *	Essex	✓	Brian Paradee	WT Rich
✓	George Scharfe *	Manchester		Steve Kwiatek	Network Admin.
✓	Gordon Brewster *	Manchester			
✓	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
✓	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			

* SBC Voting
Member

Item No.	Description	Action
55.1	Call to Order: 7:18 pm meeting was called to order by SBC Co-Chair A. Cameron with 16 of 17 voting members in attendance.	Record
55.2	Previous Topics & Approval of March 24, 2020 Meeting Minutes: A motion to approve the 3/24/2020 meeting minutes as submitted made by A. Ingaharro and seconded by S. Creighton. Discussion: None. Abstentions: C. Hay. All in favor: Motion passes, minutes approved.	Record
55.3	<p>Construction Update:</p> <p>B. Paradee provides the SBC with a construction update.</p> <ul style="list-style-type: none"> ➤ Utilities – Utilities are the biggest challenge right now. WTR is currently working to try to get N. Grid electric and gas back to the site. Also, trying to get the permit for Verizon to perform manhole work. It has been difficult getting these companies to come back to the site and complete the work. This will affect work coming up. ➤ Second Floor – All classrooms and hallways are painted, doorframes installed, etc. Tile is also scheduled. ➤ First Floor – Taped and finished as well. ➤ Amanti is working in the mechanical room. The electrician is focusing on electrical rooms, fire alarm associated work, lighting controls, etc. They are prepping for the larger items coming up such as the elevator. ➤ Windows have started. The west stair and ramp will begin at the end of this month. Partitions are up. ➤ Abatement – Abatement in the crawl space is currently being worked on and will be complete ahead of demo work in the summer. ➤ Access Coordination plan has been submitted to the building inspector. Awaiting feedback. ➤ Submittals are in great shape. ➤ Now the team is focusing on shop drawings for Phase 2 since 98% are complete for Phase 1. ➤ Millwork is in fabrication ➤ WTR is focusing on securing long lead time items expected for Phase 1. <p>Discussion:</p> <ul style="list-style-type: none"> ➤ R. Brueker asks what is the date for final inspection? B. Paradee responds that substantial completion is August 7th and are expecting inspection and sign off in late July. The elevator and fire alarm inspection need to be done first. That work will continue into late July. ➤ R. Brueker asks if elevator inspectors are on time these days? B. Paradee comments it does take time to schedule the inspector. Once the elevator is on site in early May, it will take 4 – 6 weeks to complete work then the inspector will be called. We are on target for early/mid-July. We are unsure what will happen at that point. The inspectors may 	Record

	<p>be readily available, or they could be 4 weeks out. We plan to have those discussions with the elevator sub.</p>	
<p>55.4</p>	<p>Covid-19 Update:</p> <ul style="list-style-type: none"> ➤ COVID Subcommittee <p>J. Rich and B. Paradee provide the SBC with a Covid-19 update.</p> <ul style="list-style-type: none"> ➤ MMES is deemed an “essential” project based on the Governor’s guidelines. There are several safety guidelines and protocols in place. There are CDC, State guidelines and WTR’s own safety plan. The field team on this project have been doing a great job on site. The subs feel good about the environment and they feel confident we are doing a good job. Productivity is well maintained, and the job will keep moving along. ➤ Unions – The Carpenters and Painters/Glazers unions announce at the beginning of April they would stop working. We are trying to put pressure on the unions that have shut down. We also cannot anticipate when they will return. The carpenters sent a notice at the end of the day and we had to figure out how to secure the windows to make sure the building was tight and secure. They have not been back since April 6th. Following them, the international Union of Painters and Trades closed after. Our painter happens to be non-union so that did not affect him. In this situation, we are trying to figure out what their plan is on returning. We do not know if they will wait until the rest of the country opens. It is a fluid situation and we are unsure what may even happen with other unions. ➤ Safety – We made it so that all contractors are comfortable and safe so that they could be efficient in their environment. ➤ Potential Impacts <ul style="list-style-type: none"> ○ Material and Equipment Deliveries – Some products are noted as potential concerns, but we have not confirmed they are delayed. There are no specific issues to raise at this point. <ul style="list-style-type: none"> ▪ Bathroom Wall Tile from Italy – We are trying to track down material and get some shipping/tracking information. A quarter of the tile has already arrived, and we are expecting more tomorrow. We are hoping there will not be issues with other tiles. ▪ Electronics – Electronics could see potential delays. ▪ Hinges and locks may be delayed. ▪ We are working closely with JCJ and DWMP incase anything becomes a potential issue. We are researching potential substitutions. All sub-contractors are aware and doing their best to ensure this is not an issue and have been working on this for the past month. 	

- Manpower – We have a zero-tolerance policy for any symptomatic workers or workers who have come in to contact with someone who has tested positive for Covid-19. For example, a worker with a cough or sore throat cannot come to work. Every worker on the job site self certifies that they are fine and have not come in to contact with anyone infected with Covid-19. More workers are staying home because of these safety measures. It is a slight inconvenience rather than an impact. If symptoms come up during the day, a decision is made on site. The site will then shut down for a period of time and we notify the owner that the subs are shutting down. Then, we call in a cleaning crew to clean the site. The cleaning crew really sanitizes the site to make sure there are no issues. We have had 3 shutdowns to date. Cleaning companies come within an hour of being called. We have a great relationship with them. They wipe everything down and disinfect. The worker then cannot come back to the site for 14 days or they need to test negative for Covid-19.

- 3 subs have been affected. Maganaro, A&A, and H. Carr. We are pushing to get them back on site. We sent them all a notice stating they are still contractually obligated to complete their work no matter what the union says. They are on notice and need to respond with their plan moving forward.
- Maganaro met with the Business Agent on site and discussed the site and safety controls in place. The BA was happy with the way the job site looks.
- WTR hired a taper to come in and finish taping the walls so the walls can be finished
- If the unions do not plan to return, we will need to look at other options and come up with another plan on sequencing work.
- J. Rich shares he spoke with the director of contract relations today. They were vague and non-committal. The unions will be issuing something to the contractors in the next few days and it will be a path for them to return to work. We were in very good shape schedule wise overall and 1-2 weeks ahead inside the building, but the carpenters have been a direct hit to critical activities. If their absence is continued, it will be hard to meet schedule and the project team would need to come up with contingency plans.

- C. Shefferman shares the project team wanted to address the next steps moving forward. We reached out tot the MSBA and received some information from them. At this point, it is a fluid situation. They are

having a board meeting tomorrow and any information we receive we will provide. Our grant will not change. P. Beaudoin mentions we have tried to attack this from all angles. P. Beaudoin reached out to local reps to hopefully rally some troops if others happen to be in the same situation. Ultimately, this is a local issue, but we are continuing to raise the question and find the right person to contact to hopefully get some action. This will ultimately land with the department of labor.

- Schedule/Cost Impacts – We are doing our best to deal with the issue, and we cannot tell you cost or schedule impacts yet. We would like to form a COVID-19 Subcommittee so that we can meet on a weekly basis and in turn, they can report back to other SBC members.
- A motion was made by S. Creighton and seconded by R. Brueker for the approval of T. Virden, A. Cameron, G. Scharfe, A. Urbas, P. Beaudoin, C. Hay and C. Weld for a Covid-19 Subcommittee that will meet regularly and report out to the SBC. Discussion: None. All in favor, motion passes.

Discussion:

- A. Ingaharro asks are all schools in the same boat? J. Rich responds yes.
- B. Paradee shares that public-school projects are listed as critical infrastructure and essential. We are participating in weekly meetings to obtain guidance from the AGC and gain clarification from the Governor. Right now, the AGC is working with unions to update what the new standards are.
- R. Brueker says he has a job where they are staggering work forces. That is probably not possible here, correct? J. Rich mentions we are staggering the workforce to be able to promote productivity with indoor and outdoor work.
- S. Creighton asks are there any benefits if the school does not re-open until Fall? Can demo begin sooner? J. Rich responds demo can start but we may need those classroom wings in the fall if we have a delay or are unable to complete Phase 1 this summer.
- A. Cameron asks if you work with non-union tapers, is that an additional cost or does the original company forfeit the work? J. Rich shares there will be a back charge to the original company, and we do not expect any additional cost at this time. It can be complicated, but it is our job to manage that.
- J. Foster asks besides the Covid-19 subcommittee giving updates to the SBC, what else will they be doing? C. Shefferman responds they will be helpful as they are in the industry and have insight with projects and what we are currently going through. Also, it is an asset to us with who they are communicating with and we can review information and give updates. A. Urbas comments we are working with the project team as this unfolds. We want to use members of the subcommittee in a working group model to guide decisions. If a substantial decision needs to be made, we will bring it back to the SBC. T. Virden mentions we will

	<p>just strategize with people in the industry. WTR is doing a great job with health and safety substitutions etc. Also, we heard late today that the Carpenters union is expected to send a letter tomorrow. They are anxious to get back to work. Hopefully, a timeline will be rolled out on how they will return and when. This will allow WTR to define their manpower. There has already been an impact but now they can strategize around schedule recovery.</p> <ul style="list-style-type: none"> ➤ S. Creighton asks if C. Hay is seeing similar issues? C. Hay shares yes, all school projects are dealing with this. Right now, the big issue is Carpenters and GWB framing and then finishes. ➤ J. Foster asks given the likelihood that there will be a delay of some sort, we would be remiss not to plan for some delay for having the building ready for the start of the school year. What should we be doing to plan for that just in case? J. Rich responds we have started brainstorming initial scenarios. Do we use modular, do we delay demolition, etc. We are in the early stages of brainstorming. A. Urbas comments WTR has been working quickly. It would be great to also have C. Hay on the subcommittee as well. C. Hay responds he will be happy to help. ➤ A. Cameron asks J. Rich what is your gut telling you? J. Rich mentions this is a tight schedule so I will say if we get the carpenters back in a week or 2, we are optimistic holding the August 7th date or a week from that. That would be manageable. There will be challenges on recovery, but we are not looking at huge costs. There is a period where we could still make the date but again, we would have to add costs for second shift and Saturday/Sunday work. If unions do not return in 2 months, we will not be ready. ➤ A. Cameron comments she is relieved and feels a little bit better. ➤ J. Foster asks at what point might we revisit VE because of cost issues? A. Cameron responds we will discuss that during our budget discussion to see where we might have some room if anticipated. 	
55.5.1	<p>Invoices and Commitments for Approval: A motion was made by A. Ingaharro and seconded by C. Weld for the approval of DWMP Invoice No. 35 in the amount of \$62,327.60. Discussion: DWMP invoice has some added service for JTC who performs owners testing. All in favor, motion passes.</p>	Record
55.5.2	<p>Invoices and Commitments for Approval: A motion was made by A. Ingaharro and seconded by C. Weld for the approval of JCJ Invoice No. 32 in the amount of \$53,059.19 Discussion: A. Urbas comments there is an additional services amount on JCJ invoice all within their contract amendment but, due to time delays we need to get the invoice approved. This invoice is approved based on subject to final review of DWMP. All in favor, motion passes.</p>	Record
55.5.3	<p>Invoices and Commitments for Approval: A motion was made by A. Ingaharro and seconded by C. Weld for the approval of WT Rich Requisition No. 10 in the amount of \$2,342,755.00. Discussion: None. All in favor, motion passes</p>	Record

55.6	<p>Budget Update: C. Shefferman provides the SBC with a budget update. C. Shefferman shares nothing has changed since the last meeting. This shows the current FF&E and Technology. Also, we identified in November that we had \$200K for swing space modular we originally thought we would need. Ultimately, we were able to eliminate that need until this evolving Covid-19 situation. We are trying to figure out the next steps. We have some work to do getting answers and coming up with schedule and cost impacts for the next SBC meeting. The bottom of the slide shows current contingency buckets and other typical project costs. A. Urbas mentions there is a lot of uncertainty that we are working through. We are thankful for where we are with these numbers.</p> <p>Discussion:</p> <ul style="list-style-type: none"> ➤ J. Foster asks at what point do we revisit design choices? J. Rich explains in phase 1 there are no choices left to be made. We are looking at Phase 2 and site finishes. In Phase 2 we do not want to change the building footprint, but other decisions will need to be made in 2-3 months. We may have some time to look at some finishes savings, but we have already done several rounds of VE. ➤ A. Ingaharro asks will we be provided a list of possible items to be cut? How do we make that decision? J. Rich shares in the next month or so, the team may want to start looking at those things. We do not even know at this point the costs we are trying to cover. Everything is unknown. The project team can start looking at these options collectively. C. Hay comments it is difficult to think of what could address the significant delay costs. There is still a reasonable amount of contingency left. This is more about controlling the budget. It is too early to be alarmed. It is not the owners fault the unions walked off the job. No delay claims should be transferred to the committee. J. Rich explains we are putting pressure on subs and we now have a global health crisis. This is beyond their control. We were hoping the AG would weigh in on this matter, but they will not at this time. ➤ C. Hay asks assuming the building will be available, the district might need to use existing furnishings to start the year if new furniture is delayed in delivery.... (another thing that is being delayed). C. Shefferman explains E. Czarnecki has reached out to our vendors and currently they are not anticipating any delays. They were more concerned about us changing our delivery and installation date. 	Record
55.7	<p>New Legal Representation:</p> <ul style="list-style-type: none"> ➤ Legal Counsel Subcommittee <ul style="list-style-type: none"> ○ A motion was made by C. Weld and seconded by C. Hay for the approval of A. Zaiger, A. Urbas, P. Beaudoin for the Legal Counsel Subcommittee. Discussion: None. All in favor, motion passes. 	Record

	<ul style="list-style-type: none"> ○ C. Shefferman explains besides appointing A. Zaiger, A. Urbas wants to move forward asap approving the legal counsel based on recommendation. A. Urbas shares we have heard about 2 firms. First is Jim Pelican from Cavanaugh in Boston as well as Chris Petrini. Both options have experience in school construction. If any SBC members know of other people, we should take a look at please let us know. It would be great to get this going this week. 	
55.8	<p>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</p> <ul style="list-style-type: none"> ➤ J. LaPosta introduces Alicia Caritano as the new project manager for JJC. J. LaPosta explains that unfortunately D. McDonald is no longer with JJC but A. Caritano brings significant MSBA experience. A. Caritano has been working with E. Czarnecki, D. Lombardi, and L. Braren to get up to speed. We are proposing her as the new project manager. ➤ A. Caritano shares she is really excited to be on working on this project. She is anxious to get to the site and has worked with WTR before on a school project in Cambridge. J. LaPosta comments A. Caritano is based in Boston. ➤ C. Shefferman shares we received her resume, new organization chart and references for review. We will review them with the district and come to the next SBC with a recommendation for approval. ➤ S. Creighton comments she would like to look at the information submitted. On the last project we had 5 different project managers and we should have been more careful with our selection. C. Shefferman will provide the link to the SBC with all of the information submitted. ➤ S. Creighton asks how long have you been with the firm? A. Caritano responds almost a year. The last MSBA project I worked on was Lowell High School where I worked on the feasibility and schematic. I also worked on the MLK School in Cambridge where I worked from feasibility through the grand opening. 	Record
55.9	Public Comments: None.	Record
55.10	<p>Next SBC Meeting:</p> <ul style="list-style-type: none"> ➤ 4/28/20 @ 6:00pm ➤ 5/12/20 @ 7:00pm 	Record
55.11	Adjourn: 9:00 A motion was made by T. Virden and seconded by A. Oldeman to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.	Record

Sincerely,
DORE + WHITTIER
 Rachel Donner
 Assistant Project Manager
 Cc: Attendees, File

Project: Manchester Memorial Elementary School
Meeting: School Building Committee
Meeting No. 55 - 04/14/2020
Page: 9

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.