

Arlington High School Building Committee Meeting
Tuesday, November 7, 2017
AHS-School Committee Room-Sixth Floor
6:00 pm

Present: Jeff Thielman, School Committee Representative, Chair
Kathleen Bodie, Superintendent, Co-vice chair
Adam Chapdelaine, Town Manager, Co-vice chair
Kirsi Allison-Ampe, School Committee Representative
Ruthy Bennett, Director of Facilities
Francis Callahan, Community Member Representative
John Cole, Chair, Permanent Town Building Committee
John Danizio, APS Chief Financial Officer
Tobey Jackson, Community Member Representative (Absent)
Matthew Janger, AHS Principal
Ryan Katofsky, Community Member Representative
Kate Loosian, Community Member Representative
William McCarthy, AHS Assistant Principal
Judson Pierce, Community Member Representative (Absent)
Sandy Pooler, Deputy Town Manager
Brian Rehrig, Capital Planning Committee Member
Daniel Ruiz, Community Member Representative
Amy Speare, Community Member Representative
Shannon Knuth, Teacher Representative
Kent Werst, Teacher Representative

Also present: Dale Caldwell, Chuck Adam, Jim Burrows, Victoria Clifford, Skanska Inc.
Lori Cowles, George Metzger, Arthur Duffy,
Melissa Greene, Chin Lin, David Stephen, HMFH Architects, Inc.

Call to order: 6:00 pm

Public Participation

None

Project Update

Chuck Adam of Skanska reported that negotiations with HMFH Architects have resulted with a contract ready to be approved and signed. After HMFH gives their presentation he will request that the committee award the contract with HMFH. Once the contract is signed and submitted to the MSBA, MSBA will schedule a kick-off meeting the AHS Building Committee, Skanska (OPM) and HMFH.

Designer Selection Update

- ◆ HMFH Architects
- George Metzger, Project Director introduced the HMFH team:
- ◆ Lori Cowles, AIA, CEEP, LEED, AP – Principal-in-Charge – Project

- ◆ Arthur Duffy AIA, Project Architect
- ◆ Melissa Greene, AIA, LEED AP – Project Architect
- ◆ Chin Lin, AIA, LEED AP BC+C – Sustainability
- ◆ David Stephen, RA, M.Ed. – Educational Planning

The HMFH Team presented and spoke to a PowerPoint similar to what was proposed at the MSBA interviews that highlighted HMFH expertise:

- ◆ Complex, phased projects
- ◆ Educational planning and design
- ◆ Successful community and MSBA Process
- ◆ Team Workload
- ◆ Previous phased in school projects that include, program and operational needs as well as summer work.
- ◆ Experience with contaminated sites
- ◆ Sustainable design
- ◆ Designing for education vision, agile classrooms, interdisciplinary learning, differentiated instruction.
- ◆ Community engagement
- ◆ A history of successful votes
- ◆ Evaluation matrix that compares the three scenarios required by MSBA.
 - Alt 1 Reno only
 - Alt 2 Reno/Add
 - Alt 3 New

The Committee had numerous questions regarding terms of the HMFH’s fee proposal including the adequacy amounts of allocations for subcontractors and the possibility of an update of McKibben enrollment numbers.

On a motion by Sandy Pooler seconded by Brian Rehrig it was unanimously:
Voted to approve the HMFH Architects, Inc. Designer Fee Proposal

Subcommittee Reports

◆ **Communication**

Amy Spear reported that the communications subcommittee has been updating the ahsbuilding.org website and has:

- ◆ Posted their first blog
- ◆ Sent out their first e-bulletin and encouraged committee to sign up to receive them
- ◆ Will be adding committee members bio’s
- ◆ Will be adding a carousel of photos highlighting conditions of the high school
- ◆ Skanska has joined the communications subcommittee.

◆ **Finance Subcommittee**

Town Manager Adam Chapdelaine reviewed the Invoice/Change Order Approval Protocol and requested approval of the document.

On a motion by Kathleen Bodie seconded by Kirsi Allison-Ampe it was unanimously:
Voted to approve the invoice/change approval protocol as described below

In order to process the payment of invoices and approval of change orders in an expeditious manner, the AHS Building Committee has created a Finance Sub-Committee. The current members of the sub-committee are John Cole, Brian Rehrig, John Danizio, and Adam Chapdelaine.

Proposed below are the thresholds by which we are recommending invoices and change orders be approved. All approvals, regardless of size, will be reported on a monthly basis to the full committee.

Up to \$25,000 – OPM (Skanska) Approval required with notification to the Finance Sub-Committee

\$25,001-\$75,000 – Finance Sub-Committee approval required

\$75,001 and up – Full AHS Building Committee Meeting approval required

Should separate change orders arise that cumulatively exceed the \$75,000 threshold, the Finance Sub-Committee may exercise its discretion to approve such change orders if waiting for a meeting of the full committee would either impact the project's schedule or materially increase the cost of the change order.

In addition to the thresholds proposed above, the Finance Sub-Committee recommends that pro-rata payments (generally speaking the OPM and Designer Fees) be able to be approved by the Town Manager.

Approval of Minutes

On a motion made by Brian Rehrig and seconded by Adam Chapdelaine it was unanimously:
Voted to approve the meeting minutes of October 3, 2017

New Business

Mr. Callahan requested that the committee receive documents prior to meetings in order to review and be prepared to vote if required.

On a motion made by Bill McCarthy and seconded by Matt Janger it was unanimously
Voted to adjourn at 7:35 pm.

Submitted by:
Karen Tassone
Recording Secretary