

Arlington High School Building Committee  
Finance Subcommittee Meeting  
Thursday, April 30, 2020  
Conducted by Remote Participation  
4:00 pm – 5:00 pm

Meeting Minutes

Attendance:

Sandy Pooler, Mike Mason, John Cole, Brian Rehrig, Kate Loosian, Frank Callahan  
Jim Burrows, Victoria Clifford, Sy Nguyen, Skanska USA Building, Inc.  
John LaMarre, Consigli Construction Company

Call to order: 4:00 pm

Sandy Pooler, Deputy Town Manager, opened the meeting conducted by remote participation as outlined in Governor Baker's order suspending specific provisions of the open meeting law on March 12, 2020, and explained how votes would be taken.

**HMFH Additional Services – Geothermal well change**

- Skanska reviewed HMFH's proposal for Additional Services: Change to Mechanical System Design
  - o Cost of the mechanical and structural redesign as a result of the deletion of geothermal wells – \$56,500.
  - o Skanska recommended approval.
  - o Sandy Pooler expressed frustration that these costs could have been avoided if the test wells were completed sooner.
    - Skanska explained that the test well schedule was a result of the design process – the wells needed to be designed before the test well program.
  - o Sandy Pooler asked how much the test wells changed from Design Development to 60% Construction Documents.
    - Skanska to ask HMFH for details on this.
  - o Brian Rehrig seconded Sandy Pooler's frustration. Brian asked why contamination risk wasn't evaluated.
    - Skanska answered that the contamination was always a risk factor. Still, the type of contamination found and where it was found, was unknown based on the historical testing and the project testing.
  - o Brian Rehrig suggested pulling the meeting minutes to review what was told to the committee about the geothermal well design process and the unknowns.
  - o John Cole agreed that he would have liked a better understanding of the steps of the process.
  - o Mike Mason agreed with the group's frustration.
  - o Skanska recommended looping in HMFH to discuss the process.
- **Kate Loosian moved to postpone further discussion on the HMFH Additional Services Proposal for Changes to Mechanical System Design until HMFH could be brought into the discussion. Mike Mason seconded the motion.**
  - o **Sandy Pooler called a roll call vote:**
    - **John Cole: Yes**

- **Brian Rehrig: Yes**
- **Kate Loosian: Yes**
- **Mike Mason: Yes**
- Skanska to schedule a follow-up meeting with HMFH.

### **HMFH Additional Services – Study and Design of Support for PV over RTUs**

- Skanska reviewed HMFH’s proposal for Additional Services: Study and Design of Support for PV over RTUs.
  - \$5,500 for the design study – on the table for approval.
  - \$27,500 for the design if moved forward.
- **Motion by John Cole to approve the design study of support for PV over RTUs for \$5,500. Motion seconded by Brian Rehrig.**
  - **Sandy Pooler called a roll call vote:**
    - **John Cole: Yes**
    - **Brian Rehrig: Yes**
    - **Kate Loosian: Yes**
    - **Mike Mason: Yes**

### **Moving Services – Menotomy Pre-school Move**

- Skanska presented the Sterling Corporation Moving Proposal for the Menotomy pre-school move.
  - \$9,998.00 if completed in one day (material and labor)
- Kate Loosian asked if Skanska advertised for proposals and if Sterling Corporation was the low bidder.
  - Skanska answered that moving companies are pre-qualified by the state – there was no need to advertise.
  - Skanska choose to engage Sterling due to their quality of work on previous projects
- Kate Loosian expressed having a positive experience with Sterling Corporation on a Harvard project.
- **Kate Loosian moved to approve the Sterling Corporation Menotomy Pre-School Moving Proposal for \$9,998.00 (not to exceed). Mike Mason seconded the motion.**
  - **Sandy Pooler called a roll call vote:**
    - **John Cole: Yes**
    - **Brian Rehrig: Yes**
    - **Kate Loosian: Yes**
    - **Mike Mason: Yes**

### **EBP#3 Review**

- Consigli gave an overview of the to the EBP3 budget – total cost \$907,329.

### **Change Order / Requisition Review**

- Skanska presented a reoccurring monthly meeting for requisition review and approval.
  - Skanska explained that if a change order is greater than \$100,000, it would require School Building Committee approval. If less than \$100,000, the Finance Subcommittee could approve.
  - Skanska explained that requisitions need to be approved between the 8<sup>th</sup> and the 13<sup>th</sup> of every month for the payment schedule and the MSBA monthly report.
  - Kate Loosian asked if HMFH would review requisitions as well as Skanska?
    - Skanska answered that HMFH would be reviewing as well.

- John Cole added that the Arlington Permanent Town Building Committee reviews all requisitions.
- Sandy Pooler asked if there was an approval process we could put in place that wouldn't slow down the process.
  - Skanska to follow up on schedule scenarios.
- John Cole suggested reviewing requisitions via email with the option to request a meeting to discuss.
- Skanska presented a change order tracking log to serve as a tracking document for the committee and to be submitted to the MSBA.
  - The finance subcommittee requested that the contingency table labeling is made more evident.

### **Approval of Minutes**

- **Kate Loosian moved to approve the 4/9/20 Finance Subcommittee Meeting Minutes. Brian Rehrig seconded the motion.**
  - **Sandy Pooler called a roll call vote:**
    - **John Cole: Yes**
    - **Brian Rehrig: Yes**
    - **Kate Loosian: Yes**
    - **Mike Mason: Yes**
  - **Motion unanimously approved.**

### **New Business**

- Brian Rehrig requested that the town and the project website is updated with all finance subcommittee meeting minutes to date.

**Brian Rehrig moved to adjourn. Kate Loosian seconded.**

- **Sandy Pooler called a roll call vote:**
  - **John Cole: Yes**
  - **Brian Rehrig: Yes**
  - **Kate Loosian: Yes**
  - **Mike Mason: Yes**
- **Motion unanimously approved.**

**Meeting adjourned at 5:00 pm.**