

Finance Subcommittee Meeting  
Thursday, January 14, 2021  
Conducted by Remote Participation  
4:00 pm – 5:00 pm

Meeting Minutes

Attendance:

Adam Chapdelaine, Sandy Pooler, Mike Mason, John Cole, Kate Loosian  
Jim Burrows, Sy Nguyen, Victoria Clifford, Skanska USA Building, Inc.

**Call to order: 4:03 pm.**

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

- **HMFH – UEC Hazmat CA Services Review/Approval**
  - Skanska presented the HMFH/UEC Hazmat CA Services Proposal.
  - Due to the proposed amount of \$305,800, the Finance Subcommittee will need to recommend approval from the SBC.
  - Skanska recommended approval and advised that there is room in the proposed budget for overages.
- **HMFH - Samiotes DPW/AHS CA Services Review/Approval**
  - Skanska presented the HMFH/Samiotes DPW/AHS CA Services Proposals.
  - Skanska summarized the coordination with the DPW project to date. Noted that there is a significant amount of work on our border that will affect the parking lot design. Samiotes proposed to monitor the work on the border, which included the retaining wall and drainage.
  - McPhail is currently comfortable that their CA Services contract will cover monitoring the engineered barrier where affected by the DPW project.
  - Skanska proposed covering both costs with available funds from the A&E HazMat budget.
  - Kate Loosian asked why we wouldn't code the Samiotes DPW/AHS CA Services cost to A&E Construction Contract Administration.
    - Skanska answered that there are no available funds there, but we can do a BRR to move monies there and then it would be logged in its appropriate classification.
- **Update on Change/Hold/Allowance Logs**
  - Skanska presented the logs and noted they are all draft and can be edited to suit the Finance Subcommittee's preferences, and backup can be provided for all the data.
  - Change Log –
    - All pre-GMP changes have been included in the GMP.
    - Numbering starts at 62 to coincide with Consigli Accounting.
    - Skanska followed up that these allowances are carried in the GMP.
  - Contingency Log
    - Skanska noted that Consigli GMP Contingency and Owner's Contingency is separate.
    - Contingency Transfers (CT's) are reviewed by Skanska and HMFH.

- CT's are used for buyout busts. Savings go into the GMP contingency.
    - GR's and scope creep can be absorbed here as well.
    - Cannot be used for re-work or faulty-work.
  - John Cole asked what "BIC" stood for.
    - Skanska answered – "Ball In Court."
  - Allowance Log
    - Skanska noted that allowances are to cover work with an unknown scope.
  - Hold Log
    - Scope with unknown value.
    - Updated based on Kate Loosian's comments via email.
    - Brian Rehrig asked why the numbering of the HT's was not consecutive.
      - Skanska answered that the Parmenter HT's are not included.
    - John Cole asked what the difference between a Hold and an Allowance is.
      - Skanska answered that the Holds are related to GR's, for example, temp utilities. And allowances are above the line.
  - Pre-GMP Change Log
    - Treated as CR's but are included in the GMP.
    - Kate Loosian asked if savings go into the GMP Contingency.
      - Skanska – Confirmed they could go into GMP Contingency.
- **Monthly Requisition Approval**
  - Skanska presented the following Requisitions:
    - AHS Requisition No. 9 for \$6,544,085.96
      - AHS Retainage Tracking Log
    - Parmenter Requisition No. 9 for \$1,186.37
    - Pre-con Requisition No. 6 for \$30,507.80
  - Kate Loosian asked for a copy of the Waiver Lien.
    - Skanska to provide.
  - Skanska to provide the 2021 Req schedule for the next Finance Subcommittee Meeting.

Adam Chapdelaine asked for a motion to approve the following:

1. Motion to recommend the AHSBC approval of the UEC HazMat Construction Monitoring & Air Sampling Services Proposal for \$305,800.00.
2. Motion to approve the Additional Services Request for CA Service Related to the DPW Construction Samiotes Proposal for \$12,485.00.
3. Motion to approve the following Consigli requisitions:
  - a. AHS Requisition No. 9 for \$6,544,085.96
  - b. Parmenter Requisition No. 9 for \$1,186.37
  - c. Pre-con Requisition No. 6 for \$30,507.80
4. Motion to approve the 12/10/20 AHS Finance Subcommittee Meeting Minutes.

**Brian Rehrig moved to approve motions 1 thru 4 as written. John Cole seconded the motion.**

**Adam Chapdelaine called a roll call vote:**

- **Sandy Pooler: Yes**
- **Brian Rehrig: Yes**
- **John Cole: Yes**
- **Kate Loosian: Yes**
- **Mike Mason: Yes**
- **Adam Chapdelaine: Yes**

**The motion passed unanimously.**

**Motion by Kate Loosian to adjourn. Mike Mason seconded the motion.**

**Adam Chapdelaine called a roll call vote:**

- **Sandy Pooler: Yes**
- **Brian Rehrig: Yes**
- **John Cole: Yes**
- **Kate Loosian: Yes**
- **Mike Mason: Yes**
- **Adam Chapdelaine: Yes**

**The motion passed unanimously.**

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