

Finance Subcommittee Meeting
Monday, November 15, 2021
1:00 PM – 2:00 PM
Conducted by Remote Participation
Meeting Minutes

Attendees: Adam Chapdelaine, Sandy Pooler, Brian Rehrig, Kate Loosian, John Cole, Mike Mason (joined at 1:40 PM) Jim Burrows, Sy Nguyen, Victoria Clifford, Skanska USA Building, Inc.

Call to order: 1:03 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.

Budget Update

- Skanska gave an overall budget update.
- Skanska reported that we would look to submit a package to Pro-Pay by the end of the month.
- Sandy Pooler reported that the Town will be submitting its next borrowing package in February 2022 and requested Skanska provide an update cashflow.
- Brian Rehrig asked if all premiums have been paid for Owner’s Insurance.
 - o Skanska answered that all large premiums had been paid, but smaller annual fees would come up.

Change Log Reviews

- Skanska presented the updated Change Log, Allowance Log, Hold Log, and Contingency Log.
- John Cole asked if we anticipate a higher level of Change Orders with Phase 2 demo.
 - o Skanska answered that we had included conservative allowances for the demo abatement, but that unforeseen costs associated demo are always a concern.

Requisition Review/Approval

- Skanska recommended approval of the Consigli AHS Requisition #19 for \$5,235,173.85.
- Skanska noted the retainage release for Derenzo Phase 1 scope.
- Kate Loosian asked for clarification on the graphic bars on the retainage log.
 - o Skanska answered that the bars show how much retainage is held.
- No further comments from the FSC.

Change Order #7 Review/Approval

- Skanska presented Change Order No. 7 for a total of \$81,699.59 and recommended approval.
- The following Change Requests (CR’s) were included:

| CR # | Description | Net Added |
|-------------|--|------------------|
| CR 130 | ASI-063 Revised mt’l and added Locker/Dressing Room ADA benches. | \$10,819.17 |
| CR 134R1 | CCD-022 Creation of niches for Recycling Totes All Bldg Wings. | \$31,659.81 |
| CR 135R1 | ASI-066 Revisions to paging speakers locations and quantities. | \$2,251.71 |
| CR 153 | ASI-070 Casework, Borrowed Lights, Elec, Telcom revisions CAD Lab. | \$10,675.26 |
| CR 155 | Acoustic Spray insulation ceiling change | -(396.45) |
| CR 160 | Revisions to ceiling heights in Bldg E- added soffits | \$5,687.71 |
| CR 161R1 | Canopy added roof blocking/flashing for 2nd row of lights. | \$5,526.62 |
| CR 165R1 | Revisions to concrete slab reinforcing detail Bldg B. | \$1,384.68 |
| CR 170 | Add control joints at light wells to improve acoustic spray install. | \$9,547.35 |
| CR 174 | Furr-our wall to conceal columns. | \$3,331.55 |
| CR 198 | Add drain pan over transformer in Woodshop. | \$1,212.18 |

- Kate Loosian asked if we are tracking the cause of the change by designation?
 - o Skanska answered, Yes, we have a tally of Owner Requests on the Change Log, and designate by; Designer, Owner, Differing Conditions and Third-Party Request, on our MSBA Change Log.
- Kate Loosian asked why CR160, Revisions to ceiling heights in Bldg E- added soffits, couldn't be inferred by the drawings.
 - o The group decided to accept CR160 because of the dollar value but asked Skanska to reiterate the concerns to the Consigli.

HMFH/BALA Temp Library Additional Service –

- Per Owner Requests, BALA was asked to review the temp library electrical load – total for this scope was \$2,750. Skanska recommended approval.

McPhail Budget Transfer Request –

- Skanska recommended approval and noted that this request was to move monies between tasks – no change in the overall budget.

HMFH Amendment #6 Review –

- The Finance Subcommittee asked Skanska to clarify if a mark-up was included in the McPhail Budget Transfer Request.
 - o Post-meeting follow-up 11/19/2021: Skanska further clarified with HMFH that the amendment includes mark-up as it is moving mark-up originally approved for CA Services into Tasks 6-11. The amendment reflects this, so when it is billed, the allocated mark-up is in the appropriate line.
- No comments from the Finance Subcommittee other than the above clarification.

Budget Revision Request #5 Review –

- Skanska reviewed items included – all previously approved budget transfers by the Finance Subcommittee.
- Skanska recommended moving \$100K from “Owner’s Contingency” to “Other Project Costs” to cover upcoming phased moving costs. This recommendation was based on the current projection of moving costs.

Move Award

- Skanska reviewed the procurement process and recommended awarding the low bidder, Sterling, for the December 2021 Temp Phasing Move.
- No comments from the FSC.

Meeting Minutes Review/Approval

- Skanska presented the minutes from the 10/15/2021 Finance Subcommittee Meeting.
- No comments from the FSC.

Adam Chapdelaine asked for a motion on the votes as delineated by Skanska 1 thru 7. Motion that caveat that the McPhail budget transfer will be confirmed.

- 1. Motion to approve Consigli AHS Requisition #19 for \$5,235,173.85.**
- 2. Motion to approve Change Order No. 7 for a total of \$81,699.59.**
- 3. Motion to approve the HMFH/BALA Additional Services Request for Changes to the Temporary Library Spaces for a total of \$2,750.**
- 4. Motion to approve the McPhail Budget Transfer Request dated November 11th, 2021.**
- 5. Motion to approve the HMFH Amendment #6.**
- 6. Motion to approve the Budget Revision Request #5.**
- 7. Motion to award Sterling Corporation for the December 2021 Library & Cafeteria Move for a Not to Exceed Total of \$27,946.75.**

John Cole moved. Brian Rehrig seconded the motion.

Adam Chapdelaine called a roll call vote:

- Brian Rehrig: Yes
- Kate Loosian: Yes

- Mike Mason: Yes
- John Cole: Yes
- Sandy Pooler: Yes
- Adam Chapdelaine: Yes

The motion passed unanimously.

New Business

- Next meeting on 12/9/21
- Group discussed coordination efforts with Eversource.
- Skanska asked Mike Mason for an update on the payment package
 - o Mike responded that the checks will be printed on 11/18/21.

Motion by Brian Rehrig to adjourn. John Cole seconded the motion.

Adam Chapdelaine called a roll call vote:

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

The motion passed unanimously.

Meeting adjourned at 1:47 PM