

Finance Subcommittee Meeting
Thursday, March 12, 2021
Conducted by Remote Participation
4:00 PM – 5:00 PM

Meeting Minutes

Attendance:

Adam Chapdelaine, Sandy Pooler, Brian Rehrig, John Cole, Michael Mason, Kate Loosian (4:18 PM)
Jim Burrows, Sy Nguyen, Victoria Clifford, Skanska USA Building, Inc.

Call to order: 4:05 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.

- **Monthly Requisition Approval**
 - Jim Burrows, Skanska, asked the group if there were any questions on AHS Requisition No. 11 or the Retainage Log.
 - Jim Burrows followed up on a question asked by Kate Loosian via email; why a few trades listed on the Retainage Log were 0% retainage.
 - Skanska answered that 0% is only shown for Early Bid Packages. The scope of those packages is substantially complete.

- **Budget Update**
 - Skanska presented the Budget Dashboard and Report by Cost Code Summary.
 - Kate Loosian asked via email why the Owner's Contingency lowered from ~\$2.8M to ~\$1.7M.
 - Skanska provided a breakdown of Owners Contingency (soft cost only) via email. We are currently 85% procured on the soft cost side and have used about 40% of our Owners Contingency. Skanska added that available funds are remaining in many of the budget lines. Generally, the bulk of the Owners Contingency is used on the front end of the project. We continue to monitor the contingency and update the group on expenditures.
 - John Cole asked if unknown HazMat costs would be covered under construction contingency.
 - Skanska noted that the contract documents include quantities and scope for handling the known areas with contaminated materials. If those values are exceeded then that would need to be drawn down from Construction Contingency.
 - John Cole asked if there has been soil testing underneath the existing school footprint.
 - Skanska answered that there had been probe testing underneath the existing building.
 - Skanska explained that the Report by Cost code includes money moves being made in an upcoming BRR No. 4.

- Kate Loosian joined the meeting a 4:18 PM.

- **Update on Change/Hold/Allowance Logs**
 - Skanska presented the updated logs.
 - Allowance Log –
 - \$315K is being carried for all phases. This includes equipment and fuel.
 - Change Log
 - Includes final pricing and full contingency.
 - Hold Log
 - No comments
 - Pre-GMP Log
 - Working with Consigli to wrap this up, should be complete within the next month or so.
 - We are currently trending savings in GMP Contingency.
 - Sandy Pooler asked if steel for the entire project has been purchased yet
 - Skanska answered, yes.
 - Contingency Log
 - In line with Consigli's contingency reporting
 - Terrazzo change will be hitting the Owner's Contingency.

- **HMFH/Bryant Additional Traffic Study Approval**
 - Skanska presented the HMFH/Bryant Additional Traffic Study Proposal per TAC's request.
 - Adam Chapdelaine added that he discussed this request with TAC, and TAC confirmed it was necessary to have the additional study performed.
 - John Cole asked if some scope could be done upfront. And if it was worth doing now due to the current change in traffic patterns.
 - Skanska answered that we would need HMFH to respond.
 - Adam Chapdelaine added that we could discuss the timeline of the study with TAC as well.
 - Adam Chapdelaine asked the subcommittee if they'd be comfortable approving this scope with an understanding that the work will be held until clarifications on the timing are proved by HMFH and TAC.
 - The subcommittee was in agreement with Adam's proposal.
 - Skanska to follow up with HMFH on the request for information.

- **HMFH/Samiotes Additional DPW Survey Approval**
 - Skanska presented the HMFH/Samiotes Additional DPW Survey proposal for work associated with the DPW project. Due to the DPW team performing probes in the soon-to-be AHS parking lot, Samiotes will be reworking the architectural drawings to account for the monitoring wells.
 - Brian Rehrig asked who placed the wells.
 - Skanska answered that the Remedial Trust and Town LSP's placed the wells.

- **Preliminary Approval of Owner Approval Letters (OAL's)**
 - Skanska gave an update that the project will be approaching 100% buyout by the next School Building Committee meeting. Skanska applauded Consigli for a seamless buyout process. Currently, we are \$70k under budget, and we have about \$8M remaining to be bought.

- Skanska presented OALS's #38 thru #42 for preliminary approval.
- OAL #42 was added prior to the meeting and will be sent out to the group for the record after this call.
- **CCD011 Review/Approval**
 - Skanska presented CCD011 – Various Roof Blocking Changes and Clarifications. Skanska explained that we received an estimate of \$25,000 for changes associated with design revisions.
 - Skanska explained that this approval was time-sensitive for the construction schedule. Skanska proposed sending around further information via email and, if there were no issues, having Adam sign off electronically.
 - Adam Chapdelaine asked the subcommittee if they were comfortable with the proposed approach. The subcommittee agreed.

Adam Chapdelaine asked for a motion on the draft vote language presented, with the edit that the HMFH/Bryant Proposal would be contingent on further clarification on timing from TAC and HMFH.

1. Motion to approve the Consigli Requisition AHS Requisition No. 11 for \$4,060,673.62.
2. Motion to approve HMFH Additional Services – Bryant Additional Traffic Study Proposal for \$8,910.00.
3. Motion to approve HMFH Additional Services – Samiotes Additional DPW Survey Proposal for \$2,475.00 contingent on further clarification from TAC and HMFH on scope timing.
4. Motion to recommend approval by the AHSBC of OAL's #38 thru #42.
5. Motion to approve CCD-011 for Various Roof Blocking Changes and Clarifications for a total of \$25,000.00.
6. Motion to approve the 2/11/21 AHS Finance Subcommittee Meeting Minutes.
7. Motion to approve the 1/14/21 AHS Finance Subcommittee Meeting Minutes.

Sandy Pooler moved to approve votes 1 thru 5. Michael Mason seconded the motion.

Adam Chapdelaine called a roll call vote:

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

The motion passed unanimously.

John Cole moved to adjourn. Brian Rehrig seconded the motion. Adam Chapdelaine called a roll call vote:

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

The motion passed unanimously.

Meeting adjourned at 4:47 PM.