

**Finance Subcommittee Meeting**  
**Thursday, May 13, 2021**  
**Conducted by Remote Participation**  
**4:00 PM – 5:00 PM**  
**Meeting Minutes**

Attendees: Adam Chapdelaine (4:30 PM), Sandy Pooler, Brian Rehrig, Kate Loosian, Mike Mason  
Jim Burrows, Sy Nguyen, Victoria Clifford, Skanska USA Building, Inc.

Call to order: 4:02 PM.

Sandy Pooler, Deputy 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 presented the budget dashboard and report by cost code.
- Skanska noted that we are catching up on Pro-Pay submissions as we were holding off on submissions while the PFA bid amendment was being drafted.
- Kate Loosian asked if Pro-Pay reimbursements affect Consigli getting paid?
  - o No, the Town pays all project costs upfront, and the MSBA reimburses the Town after invoices have been paid and submitted
- Mike asked if the amount submitted is expected to be reimbursed?
  - o No, we submit all payments, but the MSBA only reimburses a percentage. Certain items are ineligible, but we submit them anyway for project accounting purposes.
  - o

**Change Logs Review**

- **Change Log**
  - o CR 63, 64, 65, 68 – all structural steel changes were reimbursed through Pre-GMP contingency
  - o CR62 Changes to Fireproofing Type – carried as an exposure hold
  - o We are \$22K below allotted construction contingency based on physical progress. Skanska explained this was a great place to be at this point.
  - o CCD14 – Main electrical room layout (excluding PV)) – Pre-Approved at the last Finance Subcommittee Meeting. Pricing is being finalized. Once finalized, it will be applied to the \$750K carried for electrical.
- **Allowance Log**
  - o AT026 Primary Service Feed Change to minimize shutdown for Phase 2 – \$57K –Avoids a 7-8 electrical shutdowns. Will draw down from the electrical allowance.
  - o AT027 – Fusco Cooling – \$78K – Locations approved by the school and will be funded from phasing contingency.
  - o Sandy Pooler asked where the spreadsheet the cost for AT026 hits.
    - Skanska explained that not all columns fit on the first page, see page 2, "Additional Electrical" column.
- **GMP Contingency Log**

- Skanska explained there is \$44K leftover in Owner's Contingency which is being held for owners requested items.
- Skanska has had preliminary discussions with Consigli on where buyout savings will go. Skanska is negotiating savings being divided between Construction and Owner's Contingency.
- **Hold Log**
  - No updates
- **Pre -GMP**
  - \$7,355 savings remaining.
  - Skanska gave kudos to Consigli and HMFH for a smooth process closing out Pre-GMP changes

#### **AHS Requisition Review/Approval**

- AHS Req No. 13, \$5,241,925.51 – Skanska and HMFH are comfortable with what is being billed this month we are comfortable.
- No comments for questions from the Subcommittee
- Only retainage being released is EBP electrical scope from Griffin.

#### **HMFH/Samiotes Eversource Additional Services Proposal Review/Approval**

- Changes based on manhole and conduit engineering required by Eversource. These changes significantly impacted what was drawn by Samiotes – resulted in a re-design. We confirmed that the hours are warranted and recommend approval.
- Sandy Pooler asked if billing changed after Skanska asked for the hours?
  - No, the hours confirmed the fee requested.
- Sy Nguyen added that Samiotes did participate in coming up with a resolution with Eversource.
- Will be funded from Owner's Contingency (\$1.6 M remaining).

#### **HMFH Amendment #5 Review/Approval**

- All work included is previously approved. This is over the \$100K, would need to recommend approval by the full SBC committee. This wouldn't stop them from doing any work; it is just formal inclusion in the contract.
- Kate Loosian asked if the UEC HazMat Monitoring/Air Sampling scope for \$305K was brought to the full committee for approval as that item tips the scale for the approval threshold.
  - Skanska will confirm but believes it was not brought to the full SBC. Will be added to the agenda for the June meeting.
- Kate Loosian recommended bringing individual proposals to the SBC instead of waiting for the Amendment.
  - Skanska confirmed they would not wait for the Amendment to bring the individual proposals to the SBC but believe this proposal did not make it onto an agenda.

#### **Furniture Reuse Proposal Review/Approval**

- IRN – non-profit company that donates surplus furniture to districts in need (domestic and international).

- Skanska explained we used IRN in Winchester, and it worked out very well. Using IRN will save the project money by avoiding construction workers moving or potentially discarding surplus furniture.
- Kate Loosian noted she has worked with IRN at Harvard and has had great experiences.

#### **Finance Meeting Minutes Review/Approval**

- No comments on the April 15, 2021 meeting.

**Sandy Pooler asked for a motion on Votes #1 thru #5 (listed below). Kate Loosian moved to approve Votes #1 thru #5. Mike Mason seconded the motion.**

**Sandy Pooler called a roll call vote:**

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

**The motion passed unanimously.**

#### **New Business**

- Skanska noted one item that came up earlier that afternoon. Scope gap from purchasing sloped lockers – \$22K. The sloped locker scope was included as an add alternate in a Consigli OAL, but it was not bought. The scope gap will not be an Owner's Change; it will be funded as a hold or from GMP contingency.

**Motion to adjourn by Kate Loosian. Seconded by Mike Mason.**

**Sandy Pooler called a roll call vote:**

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

**The motion passed unanimously.**

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

#### **VOTE LANGUAGE**

1. Motion to approve Consigli AHS Requisition #13 for \$5,241,925.51.
2. Motion to approve HMFH/Samiotes Eversource Additional Services Proposal, dated April 6, 2021, for a Not to Exceed total of \$8,690.
3. Motion to approve HMFH Amendment No.5 for a total of \$338,360.00.
4. Motion to recommend approval of The Reuse Network (IRN) Surplus Property Furniture Reuse Proposal, dated February 1, 2021, for a Not to Exceed total of \$178,652, to the AHSBC.
5. Motion to approve the April 15, 20201, AHSBC Finance Subcommittee Meeting Minutes.