

Finance Subcommittee Meeting
Thursday, June 10, 2021
Conducted by Remote Participation
4:00 PM – 5:00 PM
Meeting Minutes

Attendees: Adam Chapdelaine, Sandy Pooler, Brian Rehrig, Kate Loosian, Jim Burrows, Sy Nguyen, Victoria Clifford, Skanska USA Building, Inc.

Call to order: 4:02 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.

AHS Requisition Review/Approval

- Skanska presented AHS Requisition #14. Skanska confirmed that the req was reviewed by Skanska and HMFH and is recommended for approval.
- 3 retainage releases. One was an accounting correction for Riggs, and the other two for EBP work.

Change Order #2 Review/Approval

- Skanska presented Change Order #2 - \$33,232.26
- All hitting construction contingency
- CR095 – Gender Neutral Bathroom Change
- CR108 – Rerouting gas-line and additional markerboard revisions
- CR120 – Final coordination of classroom monitors
 - o Kate Loosian asked for clarification if the monitors weren't known in the scope?
 - Skanska answered that the monitors were known but the size was not.
- CR131 – Revision to Door 227B – provide louvered door.

Change Logs Review

- Change Log:
 - o Allotted Contingency – \$144K under the contingency burn.
- Allowance Log:
 - o In order to keep Phase 1 on schedule, we are required to work through premium time
- GMP Contingency:
 - o CT27 & CTTBD, Additional casework revisions. Skanska explained that these changes will be covered by Owner's Contingency.
- Hold Log:
 - o No updates
- Pre-GMP Change Log:
 - o No updates. This is 100% closed out, Skanska won't include next time.

Budget Update

- Skanska presented the Monthly Budget Dashboard. Skanska explained that the Dashboard had been updated today to include all pay-period costs, will be distributed to the group.
- The last Pro-Pay reimbursement from the MSBA was in April. Skanska will be following up with MSBA to inquire when the next payment will be made.
- Skanska presented the Monthly Report by Cost Code. No updates.

Budget Revision Request #4 Review/Approval

- Skanska presented BRR#4 which includes various transfers from Owner's Contingency and other available funds to cover approved additional services.
- Skanska presented the Owner's Contingency & Other Budget Transfers Summary to review all transfers included.
- \$1,696,358 Remaining in Soft Cost Owner's Contingency.
- Brian Rehrig asked why the Other Transfers are included
 - o Skanska answered that they are included as they need to be reported and approved by the MSBA

Move Manager Proposal Review/Approval

- Skanska explained they went out to bid for a mover for our Summer 2021 Temporary Phasing and Phase 2 Enabling Abatement Work. Sterling was the qualified low bidder. We are comfortable with the price – \$11,673.50.
- Kate Loosian added that she's worked with Sterling before and they are always the low bidder and are great to work with.

Meeting Minute Review/Approval

- Skanska presented the minutes from 5/13/21 Finance Subcommittee Meeting.
- No comments

Adam Chapdelaine asked for a motion on the following votes:

1. Motion to approve Consigli AHS Requisition #14 for \$4,897,590.27.
2. Motion to approve AHS Change Order No. 2 for \$33,232.26.
3. Motion to approve the Budget Revision Requestion (BRR) No. 4.
4. Motion to approve Sterling Corporation Moving Proposal for the Summer 2021 Temp Phasing & Abatement Move, dated June 8, 2021, for a not to exceed total of \$11,673.50.
5. Motion to approve the May 13, 2021, AHSBC Finance Subcommittee Meeting Minutes.

Motion to by Kate Loosian to approve the votes as presented. Brian Rehrig seconded the motion.

Adam Chapdelaine called a roll call vote:

- Kate Loosian: Yes
- Brian Rehrig: Yes
- Adam Chapdelaine: Yes
- Sandy Pooler: Yes

The motion passed unanimously.

Motion to adjourn by Brian Rehrig. Seconded by Kate Loosian.

Adam Chapdelaine called a roll call vote:

- Kate Loosian: Yes
- Brian Rehrig: Yes
- Adam Chapdelaine: Yes
- Sandy Pooler: Yes

The motion passed unanimously.

Meeting adjourned at 4:22 PM.