

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

Attendees: Adam Chapdelaine, Sandy Pooler, Brian Rehrig, John Cole Sy Nguyen, Victoria Clifford, Skanska USA Building, Inc.

Call to order: 4:07 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.

PFA Bid Amendment Update

- Skanska reported that there are no updates from the MSBA yet regarding the funding adjustment.

Budget Update

- Skanska presented the Budget Dashboard, Report by Cost Code, and Owner's Transfers Summary.

Requisition Review/Approval

- Skanska presented Consigli Requisition No. 16 for a total of \$6,618,147.81, with a total retainage release of \$269,697.30.
- There were no comments from the Subcommittee.
- No comments

Change Order #4 Review/Approval

- Skanska reviewed each Change Request included in Change Order #4:
 - o CR 086 – Bld D roof edge blocking and membrane flashing revisions
 - Brian Rehrig asked why "unique" was used to describe the conditions/
 - Skanska to follow up with HMFH for clarification
 - o CR 093 – RFI-216.1 Add 2-Hr ceiling in Stair 2
 - o CR 104R1 – ASI-039 Bld D partition shift furrou to cover pipe penetration
 - o CR 109 RFI-285 Add furrou partitions for SCI CR Em showers at braced bays
 - o CR 111R1 RFI-279 GWB extension to smoke partitions at Elec rooms Part d and b.
 - o CR 125R1 Various Duct changes level 3 Part d.
 - Brian Rehrig asked at what stage the ducts that were missed –and how?

- Skanska responded that this was ductwork that changed and was missed. Mechanical drawings were reviewed during design, but there are a few that are missed.
 - CR 126R1 Ensemble room and Dept Head office chase and partition changes
 - CR 173 Photoluminescent tread nosing to be provided 096500 Subcontractor.

Change Logs Review

- Skanska presented the following updated
- Change Log
 - Skanska reported that an error was corrected on the burn rate. We are current at 18.1% for Total Approved/Project CR to Construction Contingency Amount and \$345,984 below our burn rate.
- Hold Log
- Allowance Hold
- Contingency Log

Meeting Minutes Review/Approval

- Skanska presented the minutes from the 7/15/21 Finance Subcommittee Meeting.
- Sandy Pooler asked for the following amendments:
 - Sandy Pooler called all votes, not Adam Chapdelaine
 - Include affirmative votes for John Cole on the roll call votes.
- Skanska to make the edits and change today's vote language to approve the amended minutes.

Sandy Pooler asked for a motion on the following votes:

1. Motion to approve Consigli AHS Requisition #16 for \$6,618,147.81.
2. Motion to approve AHS Change Order No. 4 for \$81,767.92.
3. Motion to approve the July 15, 2021, Finance Subcommittee Meeting Minutes as amended.

Motion to by John Cole to approve the votes as amended. Adam Chapdelaine seconded the motion.

Sandy Pooler called a roll call vote:

- Brian Rehrig: Yes
- John Cole: Yes
- Sandy Pooler: Yes
- Adam Chapdelaine: Yes

The motion passed unanimously.

New Business

- John Cole asked what the Skanska & HMFH's process was for reviewing Change Requests (CR's) before they are presented to the client. John Cole expressed that he believes Phase 2 un-

anticipated conditions will grow, so would like to make sure Skanska & HMFH are reviewing Change Requests (CR's) in detail before sending them to the Owner for approval.

- Skanska explained that Consigli opens a CR every instance a change is triggered, and Consigli notifies Skanska immediately. Consigli also vets changes before they are formalized on the CR. Skanska and HMFH review and provide review comments that is shared with Consigli and they then share with the subs. Skanska, HMFH, and Consigli have regular Change Meetings to review all changes.
- Brian Rehrig asked if the Subcommittee should consider adding a 7th member to the Subcommittee to help ensure a quorum of 4.
 - Adam Chapdelaine recommended Domenic Lanzillotti as he is generally available at the times of our meetings
 - John Cole recommended Brett Lambert as he is in the industry and could add value to the Subcommittee's charge.

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

Sandy Pooler called a roll call vote:

- Brian Rehrig: Yes
- John Cole: Yes
- Sandy Pooler: Yes
- Adam Chapdelaine: Yes

The motion passed unanimously.

Meeting adjourned at 4:45 PM.