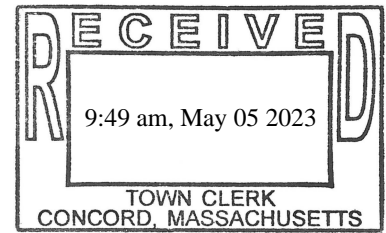




Concord Middle School Building Committee
 Dawn Guarriello, Co-Chairperson Pat Nelson, Co-Chairperson



Meeting Minutes
Thursday, January 26th, 2023

Call to Order:

- P. Nelson called the meeting to order at 7:33AM.
- The recording of this meeting: [Concord Middle School Building Committee Meeting - Zoom](#)

| Name | Present | Name | Present | Name | Present |
|--|---------|------------------|---------|-------------------|---------|
| CONCORD MIDDLE SCHOOL BUILDING COMMITTEE: | | | | | |
| Alexa Anderson* | P | Peter Fischelis* | P | Chris Popov* | P |
| Robert Conry | P | Russ Hughes | P | Charlie Parker* | P |
| Court Booth* | P | Dawn Guarriello* | P | Matt Root* | P |
| Heather Bout* | P | Laurie Hunter* | P | Steven Stasheski* | P |
| Frank Cannon* | P | Matt Johnson* | P | | |
| Justin Cameron | P | Kerry Lafleur | P | | |
| Gail Dowd | P | Pat Nelson* | P | | |
| Hill International | | | | | |
| Peter Martini | P | Ian Parks | P | Susan McCann | P |
| John Cutler | P | | | | |
| SMMA / Ewing Cole | | | | | |
| Lorraine Finnegan | P | Matthew Rice | NP | Keith Fallon | NP |
| Will Smarzewski | NP | Phil Poinelli | NP | Saul Jabbawy | NP |
| Chase Gibson | NP | Michael Dowhan | P | Jen Soucy | NP |

*P=Present, NP= Not Present *=Voting Member*

Co-Chair Statement:

- Co-Chair P. Nelson notified the CMSBC that Article 5 on the Special Town Meeting Warrant, allocating an additional \$7.2 million in funding to the Concord Middle School Project, passed by Town Vote on January 19th, 2023.

Approval of Meeting Minutes

- CMSBC meeting minutes from December 15th, 2023.

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| Motion: | Approve 12/15/23 CMSBC meeting minutes as written. |
| Motioned by | C. Booth |
| Seconded by | D. Guarriello |
| Y = Approve (12) N = Reject Motion carries to approve the meeting minutes unamended by unanimous vote. Note: One member of the CMSBC was not present at this point in the meeting. | |

Correspondence/Communication

- The CMSBC received 9 emails since the last meeting:
 - A handful of emails expressing gratitude to the CMSBC for their work.
 - Some project specific questions which the Co-Chairs of the CMSBC addressed directly.
 - Some questions about Town Meeting and Zoom access to CMSBC meetings.
 - One question about solar, which the Co-Chairs responded to.
- No outreach events planned as the Town Vote passed. Community is welcome to reach out to the Communications Subcommittee with any questions going forward.



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OPM Update

- Hill International introduced Project Manager, Jonathan Teixeira, who will be joining the project team moving forward, per Hill's contract with the Town of Concord.
 - Hill noted there would be no other changes to the team, this was an addition to the existing team.
- *Cashflow update:*
 - In the month of January project expenditures, which consisted of Hill, SMMA, and AKF+SGH invoices, were \$474,966. Total expenditures on the project to date total \$5,424,388.
 - Hill noted that the Cashflow had been updated to reflect the \$7.2M in additional funding for Construction and Construction Contingency, with the understanding that the allocation of the funding is not formally approved until the Town Vote on February 16th, 2023.
- *Prequalification Report:*
 - The Prequalification Committee met seven (7) times from October 2022 - January 2023.
 - Members of the Prequalification Committee independently reviewed the Statements of Qualifications received and met to discuss and finalize their scores.
 - Only contractors receiving a minimum of 70 points (out of 100) were prequalified.
 - The weighting and criteria for scoring was consistent for all sub-contractors and general contractors.
 - Hill presented the list of the 15 trades and the prequalified sub-contractors for each trade.
 - The Prequalification Committee did not receive the required responsiveness to prequalify the Elevators Filed Sub Trade so the trade will become an open bid during the bidding process.
 - Hill presented the list of disqualified sub-contractors and general contractors:
 - Fire Protection: Johnson Controls
 - General Contractor: CTA Construction
 - Metal Windows: Lizotte Glass
 - Miscellaneous Ornamental Iron: Tim's Fabricators
 - Miscellaneous Ornamental Iron: V & G Iron Works, Inc.
 - Painting: JB Painting is it JB Painting or J & B Painting?
 - Painting: Keltic Painting
 - Painting: VP Decor
 - Plumbing: Pinnacle Construction Services
 - Plumbing: William F Lynch, Inc. this bullet point is larger than the ones before it

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| Prequalification Report | Vote to accept the decision of the Prequalification Committee with regards to prequalified and disqualified contractors. |
| Motion | Move to accept the prequalification. |
| Motioned by | S. Stasheski |
| Seconded by | H. Bout |
| Motion was Accepted by a unanimous vote. | |

- *Deduct Alternates:*
 - Purpose: to inform the CMSBC on the updated value of the approved deduct alternates per the 90% CD estimate and to create a prioritized list for the deduct alternates list.
 - Eliminate remaining wood-look ceilings: (\$186,032)
 - Remove bleachers in gym: (\$79,190) this bullet is larger than the rest
 - Remove outdoor classroom construction: (\$223,719)
 - Reduce landscaping: (\$378,115)
 - Remove athletic fields; replace with typical lawn sections: (\$1,640,162)



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- Deduct alternates, if needed once bids are received, must be accepted in the order defined in the Invitation for Bid.
- CMSBC members engaged in discussion surrounding language used in previous meetings motions regarding the ordering of the deduct alternates.

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| Deduct Alternates Ordering | Vote to rescind a previous vote relating to specific ordering of the deduct alternates |
| Motion | Rescind any previous ordering so the CMSBC could resume reordering the list in the current meeting. |
| Motioned by | S. Stasheski |
| Seconded by | H. Bout |
| Motion was Accepted by a unanimous vote. | |

- Hill continued presenting the maximum acceptable bid capacity relative to the recommended ordering of the deduct alternates.
 - Hill reiterated the implications of each deduct alternate should it be removed from the scope if required to at the time bids are received.
- CMSBC members engaged in discussion surrounding external funding for outdoor spaces (athletic fields and outdoor classroom)
 - Community Preservation Act funding is available for projects in the Town of Concord, the CMSBC noted it could be a potential source of external funding for the fields and outdoor classrooms if they had to be cut from the scope to accept the low bid.
 - Other options include going back to the Town through a warrant.
 - Co-Chair P. Nelson reiterated that if a deduct alternate is accepted and therefore the relative scope removed from the project, the ownership of procuring funding and reinstating the removed scope would fall to another department in the Town of Concord.

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| Deduct Alternates Order | Vote to accept the proposed ordering for the Deduct alternate list |
| Motion | Move to reorder the deduct alternate list as followed: 1: Landscaping, 2: Stands, 3: Athletic Fields, 4: Outdoor Classrooms, 5: Wood-look ceilings |
| Motioned by | A. Anderson |
| Seconded by | P. Fischelis |
| The motion Approved by a vote of 8 “yes” to 5 “no”. The list detailed in the motion is the finalized deduct alternates list and order and will be presented as such on the bid documents. Should this section be worded in same format as the first box? | |

Public Comment

- There were no comments from any members of the public.

Next Steps / Meeting

- The next CMSBC meeting will be held on Thursday, March 2nd, 2023 at 7:30AM

Adjourn

- Co-Chair P. Nelson adjourned the meeting at 8:49AM.