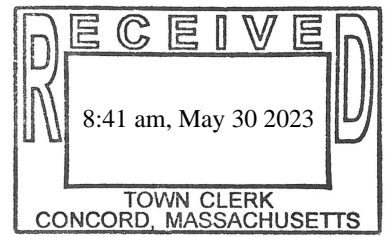




Concord Middle School Building Committee
 Dawn Guarriello, Co-Chairperson Pat Nelson, Co-Chairperson



Meeting Minutes
Thursday, May 4th, 2023

Call to Order:

- Co-Chair D. Guarriello called the meeting to order at 7:32AM.
- 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	NP	Russ Hughes	NP	Charlie Parker*	P
Court Booth*	P	Dawn Guarriello*	P	Matt Root*	P
Heather Bout*	P	Laurie Hunter*	P	Steven Stasheski*	P
Frank Cannon*	NP	Mark Howell*	P	Eric Simms	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 January 13th, January 26th, February 14th, and March 2nd, 2023.

Motion:	Approve 1/13/23; 1/26/23; 2/14/23; & 3/2/23 CMSBC meeting minutes as written.
Motioned by	A. Anderson
Seconded by	M. Root
Y = Approve (12) N = Reject Motion carries to approve the meeting minutes unamended by unanimous vote. Note: New member M. Howell abstained from voting; member C. Popov abstained from voting on the 1/13/23 minutes but approved the other three (3).	

Correspondence/Communication

- The CMSBC received 5 emails since the last meeting:
 - One about communication and email list from another district.
 - Two from service vendors/contractors looking to work with the CMSBC.
 - One from a youth soccer coach asking about field usage.
 - One about bid results and when the CMSBC would be posting them.



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- CMSBC communicated with the Light Board who had requested the CMSBC do outreach for their forum. The CMSBC made the delineation between the Concord Middle School building project and the Light Board Solar project.
- Groundbreaking ceremony will be held on May 17th at 6pm at the Sanborn Middle School. Invitations will be sent out to the Select Board and to other Town officials who assisted the CMSBC throughout the project.
- Co-Chair D. Guarriello introduced the new Select Board Representative to the CMSBC, Mark Howell, who is replacing M. Johnson in that capacity.

OPM Update

- *Budget & Cashflow update:*
 - I. Parks presented the current project budget. The approved construction budget is \$87,420,207. He noted that upon the approval of the bid results by the CMSBC, the budget would be adjusted accordingly.
 - In the month of April project expenditures, which consisted of Hill, SMMA, and AKF+SGH invoices, were \$163,945. Total expenditures on the project to date total \$6,955,277.
 - I. Parks noted that some adjustments had been made to the projected cashflow of the General Contractor at the request of CMSBC members.
- *Bid Results & Recommendation of Award:*
 - General Bids were received on April 28th at 12pm.
 - I. Parks presented the General Tabulation Log.
 - The Concord Middle School Project received three (3) general bids:
 - CTA Construction Managers: \$85,175,000.00
 - Brait Builders Corporation: \$85,790,000.00
 - Fontaine Bros., Inc.: \$89,852,000.00
 - CTA Construction Managers was the low responsible and eligible bidder.
 - I. Parks noted that their bid falls below the approved construction budget, and that the bids were very close, which is a good sign for the project in general and that the low bid is an accurate number.
 - I. Parks noted that Hill had reviewed all of the bids to confirm there were no errors on the bid responses and that all documentation had been provided.
 - Numerous CMSBC members voiced approval for returning bid savings to a contingency line in the budget and removal from the construction budget line item.
 - I. parks presented Hill's recommendation for award, which details Hill's recommendation to approve CTA's bid and award them the contract while also recommending moving the \$2,245,207 in bid savings to the construction contingency line in the budget.
 - The recommendation of award also recommends removing the bid contingency from the budget completely as planned.
 - Hill and co-chair D. Guarriello reminded the CMSBC that contingency would inevitably be spent on the project, with the goal being to mitigate its use.
 - CMSBC members engaged in discussion surrounding where the bid savings should fall within the budget.
 - Hill recommended putting the bid savings in construction contingency.
 - Members of the CMSBC advocated for putting the bid savings in its own separate contingency line.
 - CMSBC members engaged in discussion regarding the role and responsibilities of the CMSBC as the project moves out of Design Phase and into Construction Phase.
 - Hill suggested that at the CMSBC level the role of the committee would largely be receiving and reviewing information in the form of progress updates.
 - Hill also noted typically a smaller subgroup of the CMSBC (a Technical Review Committee) would be formed to review the finances during construction (Proposed Change Orders, Requisitions, Invoices).
 - Construction professional members of the CMSBC agreed that the creation of a Technical Review Committee is standard practice.
 - Hill and SMMA further detailed that they would both be reviewing PCO's before recommending to the Technical Review Committee for review.



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- SMMA reminded the CMSBC that there will be opportunities for the CMSBC at large to weigh in on materials and other potential design changes throughout construction.
 - Hill requested the CMSBC take action on their Recommendation of Award Letter sent to the Town which detailed:
 - To award the contract to the low bidder CTA.
 - To move the bid savings to contingency.
 - To remove the bid contingency from the project.
 - Further discussion ensued surrounding voting to only approve the contract award, and discussing the placement/usage of bid savings at a future meeting.

Recommendation of Award to CTA	Vote to accept Hill's recommendation to award the contract to CTA.
Motion:	Move to award the construction contract to CTA Construction Managers in the amount of \$85,175,000.
Motioned by	H. Bout
Seconded by	C. Popov
Y = Approve (11) N = Reject Motion carries unanimously to approve the recommendation of award to CTA. Note: Two members were no longer present at the time of this vote. Note: The CMSBC decided to discuss and vote on the reallocation of bid savings and bid contingency at the next CMSBC meeting.	

Public Comment

- Town resident J. Suarez asked the CMSBC if it would be possible to revisit some of the cuts made during value management given the fact that the bids came in under the budgeted construction amount.
- Town resident C. Reynolds recommended removing the bid saving and bid contingency from the budget to only be used in emergency situations.
- Town resident D. Banfield recommended putting the bid savings and bid contingency in a separate line and to create a very scrutinized process to review any use.
 - He further asked what the process would be to evaluate the use contingency.
- Town resident S. Barzun asked the CMSBC if they had any role in naming the Concord Middle School and recommended it be named the Garrison Middle School.
- Town resident W. Kerr reminded other residents that the Town voted for the allocated budget, and asked the CMSBC to consider reallocating the savings back into the project directed towards cuts.
- Town resident D. Banfield reminded the CMSBC that the project carried no Alt Adds into bidding.

Next Steps / Meeting

- The next CMSBC meeting will be held on Thursday, May 25th, 2023 at 7:30AM.

Adjourn

- Co-Chair D. Guarriello adjourned the meeting at 9:14AM.