

PERMANENT BUILDING COMMITTEE
SCHOOL BUILDING COMMITTEE SUB-COMMITTEE
MEETING MINUTES



Project: Clinton Middle School
Subject: School Building Committee Meeting No.043
Location: ZOOM
Distribution: Attendees, Project File
MSBA Module: M7 – Bidding/Construction

Project No: 202000640305
Meeting Date: 08/12/2025
Time: 6:30 PM
Prepared By: E. Grijalva

Name	Affiliation
Steven Meyer*	PBC Member- Superintendent
Chris McGown *	PBC Chair
Michael Ward*	PBC Member Town Administrator
Mike Moran*	PBC Member
Chris Magliozi*	PBC Member
Brian Delorey*	PBC Member
William Connolly	SBC Member
Matthew Varakis	SC Chair
Jane Fitzgerald	SC Member
Trip Elmore	DWMP Project Director
Terry Hartford	DWMP Sr. Project Manager
Elias Grijalva	DWMP Assistant PM
Peter Caruso	LPA A Project Manager
Sean Brennan	LPA A Project Director
Jamie Blume	Fontaine Bros Project Executive
Beth Paulson	Fontaine Bros Project Manager
Matt Wilder	Fontaine Bros Project Superintendent
Kayla Costa	Fontaine Bros Assistant PM

***PBC Voting Members**

Item No.	Description	Action
43.1	Call to Order & number: 6:33pm meeting was called to order by PBC Chair C. McGown with 6 of 7 voting members in attendance.	Record
43.2	Bigelow Library & Carriage House – Invoices for Approval M.Ward made a motion, seconded by B. Delorey to approve Johnson Roberts Associates Invoice 001, for design services for the Bigelow Library project, in the amount of \$10,198.00 Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Moran(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); Abstention: None; Motion passes.	Record
	M.Ward made a motion, seconded by M. Moran to approve Spencer, Sullivan, & Vogt Invoice 2407-09, for the Carriage House Project design services, in the amount of \$299.80 Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Moran(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); Abstention: None; Motion passes.	
43.3	Previous Topics & Approval of July 15, 2025, Meeting Minutes: C. Magliozzi notes that the previous meeting minutes draft contained a wording error in the language regarding the approval of pre-gmp#2, clarifying that the committee approved a commitment, not an invoice. E. Grijalva acknowledge the error and will amend prior to posting it on the website. B. Delorey made a motion, seconded by C. Magliozzi, to approve July 15, 2025, meeting minutes meetings as amended. Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran(Y) None; Motion passes.	Record
43.3	Invoices and Commitments for Approval (refer to meeting material packet for further details) Section 1: Invoices recommended for payment. Total: 3,298,293.25 Section 2: recommended for approval: \$40,000.00 Section 3: Budget Revision Request: No current request Section 4: MSBA pending to pay: \$1,387,968.00	Record
	Invoice 1: DWMP Invoice No.034; Description: Construction Document + Bidding + Construction Admin + Third Party Testing; Amount: \$130,710.50 S. Meyer made a motion, seconded by C. Magliozzi, to approve DWMP Invoice No. 034, in the amount of \$130,710.50 Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran(Y) None; Motion passes.	

	Invoice 2: LPA A Invoice No. 2220-2507; Description: Bidding + Construction Admin; Amount: \$160,950.00 S. Meyer made a motion, seconded by M. Ward, to approve LPA A Invoice No. 2220-2507, in the amount of \$160,950.00 Discussion: None; Roll Call Vote: C. Magliozi(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran(Y) None; Motion passes.	
	Invoice 3: Fontaine Bros; Description: Preconstruction Services + Construction; Amount: \$3,005,237.75 B. Delorey made a motion, seconded by S. Meyer to approve Fontaine Bros. Invoice No. 011 in the amount of \$3,005,237.75 Discussion: C. Magliozi asks, are we generally going to see the requisitions two hours before the meeting. T. Hartford confirms it was submitted later than anticipated and the contractor will be submitting these in a timely manner moving forward. C. McGown suggested that, if it would benefit the contractor, the meeting be moved to the third Tuesday of the month, allowing an additional week to gather documents and organize all required paperwork. T. Hartford responded that he would like to consult with the project team to determine whether moving the PBC meeting is necessary and to ensure the change will not have any accounting impact. Roll Call Vote: C. Magliozi(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran(Y) None; Motion passes.	
	Invoice 4: Project dog; Description: Bid Package 4 – All File Trade Construction Project Procurement Platform; Amount: \$1,395.00 S. Meyer made a motion, seconded by C. Magliozi to approve Projectdog. Invoice No. 22898 in the amount of \$1,395.00 Discussion: None; Roll Call Vote: C. Magliozi(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran(Y) None; Motion passes.	
	Commitment 1: LPA A Amendment No.014; T&M: Industrial Hygienist Hazmat Services; \$40,000.00 B. Delorey made a motion, seconded by C. Magliozi to approve LPA A Amendment No.014 in the amount of \$40,000.00 Discussion:	

	P. Caruso notes that Trip requested creating a \$40,000 amendment for the hazmat consultant to cover incidental site discoveries before building demolition. Items like the first and second Transite pipes found on site would be billed on a time-and-materials basis against this amount, and any unused funds would be returned. Roll Call Vote: C. Magliozzi(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran(Y) None; Motion passes.	
43.4	LPA A Update: P. Caruso provides an update since the last PBC meeting. 100% CDs Progress and Beyond 7/23/25: LPA A posted Trade Bid Package #4 for bidding 8/04/25: FF&E consultant met with District to review space layouts 8/04/25: D+W, LPA A, and FBI had construction kickoff meeting with MSBA 8/19/25: Original Bid Due Date 8/22/25: New bid due date except for Plumbing 8/26/25: New bid due date for Plumbing (only) 5/28/27: New building Substantial Completion Bidding Phase Update • LPA A and consultants continue working on addendum and answering bidder questions. • LPA A and consultants continue responding to construction RFI's and reviewing submittals (site and structural related). Ground improvements submittal was reviewed- RAPs installation can begin. • Geothermal Engineer has been at the site daily to observe well field installation. Daily field reports are being provided and uploaded to Procore for all parties to view. • Transite pipe is being abated. • Addendum No.007(final) is being issued on Friday, August 15, 2025 Discussion: T. Hartford notes we have solid coverage across the broad, we've only received two extension requests out of 104 people who prequalified to bid the project, we've already been given extra time, with bids being pushed out to August 22nd for the exception of plumbing which are due on August 26th.	Record
43.5	FBI Update Soil Management: (refer to meeting packet for breakdown of the site enabling soil management) Procurement: • OAL7: Elevator - Waiting on executed OAL7 • File Trades numbers coming in on the 22nd and 26th of August	Record

	Construction Progress M. Wilder provides a three-week lookahead and construction update. August preparations: • Setting up site conditions for trailers and related infrastructure. • Installing sewer structures and sewer line. • Tying into the existing building and making provisions for both existing buildings (high school line runs through middle school property). • Transite line: Issue handled in the past couple of weeks. • RAP's mobilization 08.11.2025 Geothermal: • Both drill rigs have been running for several days (about a week). • Drilling is ~50% complete. • Following drilling, a few weeks will be needed for manifold installation and related work. • Targeting mid-September for completion of geothermal work. • Once geothermal work is complete, excavating and installing foundations will begin. Discussion: C. Magliozzi asked if, at some point, progress will be compared to the original baseline schedule. He noted it would be valuable to see how current progress aligns with the projections, particularly regarding substantial completion B. Paulson responded that each CM monthly report includes a schedule update showing the activities and tracking, confirming that milestone targets are still being met. C. Magliozzi asks, how can I access the CM Monthly Report. T. Hartford comments, it was included as part of the meeting materials. S. Meyer asks, regarding the parent loop be operational? M. Wilder responses currently, about 25% of the loop is installed. An infiltration system installation began today near the back door, adjacent to the building, and work will progress outward from there. Paving is scheduled for Friday and a few days early next week, after which everything will be restored. B. Paulson comments we're creating an aerial view map showing traffic patterns, which can be shared with parents ahead of school opening. The map is expected to be ready on Thursday morning.	
43.6	DWMP Update BP#4: All Trades: • August 19, 2025: Original Bid due Date: • August 22, 2025: New File Trade Bid due date – except plumbing • August 26, 2025: Plumbing bid due date	Record

	Project website - Time lapse videos will be updated once a month - CM Monthly Reports – uploaded unto the website monthly Time and Material Tracking: - Test Pits and Infiltrometer PCO - Transite Removal PCO Groundbreaking Ceremony - September 05, 2025 @ 11am Discussion: None	
43.9	Other Topics not Reasonably Anticipated 48 hours prior to the meeting T. Hartford suggested including in the meeting summary that a formal letter from a concerned citizen regarding working hours and noise was received. The letter was unsigned, likely from a South Main Street resident. He noted that restricting hours to 7 AM–3 PM is nearly impossible, as crews are typically working 7 AM–5 PM, particularly with drill rigs, and some Saturday work has occurred. While Saturday work is not expected to be continuous, he wants attendees to be aware of the letter and stated he is willing to engage with any resident to address concerns. However, the project needs to continue over the next month, and restrictions on working hours are not being considered. Discussion: None	Record
43.10	Public Comment Discussion: None	
43.11	Next SBC Meeting: PBC/SBC Meeting – to be determined Discussion: T. Hartford suggested refining the requisition process by potentially moving PBC meetings to the third Tuesday of the month, allowing Fontaine an additional week to collect any outstanding documents from the previous month. This will need to be discussed with the project team to determine if it's a viable option.	Record
43.12	Adjourn: 7:45PM, C. Magliozzi made a motion and seconded by S. Meyer to adjourn the meeting. Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran(Y) None; Motion passes.	Record

Sincerely,
 DORE + WHITTIER
 Elias Grijalva

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Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. Please contact me for incorporation into these minutes if you have any additions and/or corrections.