

PERMANENT BUILDING COMMITTEE
SCHOOL BUILDING COMMITTEE SUB-COMMITTEE
MEETING MINUTES



Project: Clinton Middle School
Subject: School Building Committee Meeting
Location: ZOOM
Distribution: Attendees, Project File
MSBA Module: D- Detailed Design

Project No: 202000640305
Meeting Date: 12/03/2024
Time: 6:30 PM
Prepared By: E. Grijalva

Name	Affiliation
Steven Meyer*	PBC Member- Superintendent
Chris McGown *	PBC Chair
Michael Ward*	PBC Member- Town Admin
Chris Magliozzi*	PBC Member
Brian Delorey*	PBC Member
Mike Moran*	PBC Member
Matt Varakis	SC Chair
Trip Elmore	DWMP- Project Director
Terry Hartford	DWMP – Sr. Project Manager
Elias Grijalva	DWMP – Assistant PM
Sean Brennan	LPA A –Project Architect
Peter Caruso	LPA A – Project Manager
Beth Paulson	Fontaine Bros – Project Manager
Jamie Blume	Fontaine Bros – Project Executive

***PBC Voting Members**

Item No.	Description	Action
34.1	<p>Call to Order & number of voting members present 6:33pm meeting was called to order by PBC Chair C. McGown with 5 of 7 voting members in attendance.</p>	Record
34.2	<p>Previous Topics & Approval of November 19,2024 Meeting Minutes: B. Delorey made a motion, seconded by C. Magliozzi, to approve the minutes from the November 19, 2024, meeting.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	Record
34.3	<p>CMS Invoices for Approval</p> <p>Invoice 1: DWMP Invoice No.026; Description: Design Development; Amount: \$70,000.00</p> <p>B. Delorey made a motion, seconded by C. Magliozzi, to approve DWMP Invoice No. 026.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	Record
	<p>Invoice 2: LPA A Invoice No. 2220-2411; Description: Design Development Locations; Amount: \$544,900.00</p> <p>S. Meyer made a motion, seconded by B. Delorey, to approve LPA A Invoice No. 2220-2410.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	
	<p>Invoice 3: Fontaine Bros; Description: Preconstruction Services; Amount: \$18,200.00</p> <p>S. Meyer made a motion, seconded by C. Magliozzi to approve Fontaine Bros. Invoice No. 002 in the amount of \$18,200.00</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	
	<p>Commitment for approval:</p> <p>DWMP; Description: Structural Peer Review; Amount: \$3,300.00.</p> <p>B. Delorey made a motion, seconded by S. Meyer, to approve DWMP Amendment No.003 in the amount of \$3,300.00</p> <p>Discussion: T. Elmore's comments this amendment allows us to procure a structural peer reviewer to evaluate the documents prior to submission.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	

<p>34.4</p>	<p>Project Funding Agreement</p> <ul style="list-style-type: none"> • November 22, 2024: Executed Project Funding Agreement (PFA) submitted to MS • Next step: The MSBA will sign and execute the Project Funding Agreement (PFA), after which they will upload the project values into Propay. This will enable us to begin receiving reimbursements. <p>Discussion: None</p>	<p>Record</p>
<p>34.5</p>	<p>Review Value Engineering (VE) Items</p> <p>Total Project Budget Summary (refer to meeting package for a comparison between PFA and DD)</p> <ul style="list-style-type: none"> • Project Funding Agreement budget: \$114,295,892.00 • Reconciled DD estimate Budget: \$114,294,674.00 • Conclusion: Project is on budget • Next Steps: <ul style="list-style-type: none"> ○ Continue refining as the design progresses to 60% and 90% construction documents ○ Address value engineering only if necessary <p>Discussion:</p> <p>B. Delorey asks, are these market numbers or internal estimate numbers? J. Blume explains that their estimates are developed in collaboration with trusted subcontractors and third-party estimators to ensure alignment with current market conditions.</p> <p>C. Magliozzi asks, does the site or foundation numbers account for the need to either store materials on site or transport them off site? T. Elmore notes that the team is actively exploring different options and conducting exercises to determine the most beneficial approach.</p> <p>M. Varakis comments that the project appears to be on budget, but that's because funds from contingencies earmarked for specific purposes are being utilized. This raises concerns about the actual status of the budget and whether it reflects long-term financial stability. T. Elmore clarifies that the contingencies shown on the screen are deliberately included at this stage, as the design and drawings are not yet fully finalized. Two contingencies—Owner's Contingency and Construction Contingency—are not displayed here. There will be a few contingencies that will remain after we go to bid.</p> <p>Recommended Value Engineer (refer to meeting packet for full list of identified VE Items)</p> <ul style="list-style-type: none"> • Gray Box - identified during the Schematic Design (SD) phase that were later incorporated into the Design Development (DD) phase. • Green Box – Six items recommended by the design team and OPM have been identified, with an estimated total value of approximately \$362,000, intended to modify the design. <p>S. Meyer made a motion, seconded by C. Magliozzi, to approve the recommended VE items by the architect and include the changes in the 60% Construction Document submission.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	<p>Record</p>

<p>34.6</p>	<p>DESE Resubmittal for Approval</p> <p>S. Brennan explains that there was a minor design change involving the relocation of the school psychologist office from the first floor to the second floor. While this does not affect the space summary, it requires resubmission.</p> <p>S. Meyer made a motion, seconded by M. Moran, to approve the DESE resubmittal.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	<p>Record</p>
<p>34.7</p>	<p>Review and Approval of Design Development (DD) Package</p> <p>T. Elmore comments that the drafted DD package was included in the meeting materials, and we are seeking a motion to approve the OPM to submit the design development package to the MSBA.</p> <p>S. Meyer made a motion, seconded by B. Delorey to approve the OPM to submit the DD package to the MSBA.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	<p>Record</p>
<p>34.8</p>	<p>Other topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <p>Discussion: None</p>	<p>Record</p>
<p>34.9</p>	<p>Public Comment:</p> <p>Discussion: None</p>	<p>Record</p>
<p>34.10</p>	<p>Next SBC Meeting:</p> <p>PBC/SBC Meeting January 14, 2024 @ 6:30PM; Location ZOOM</p> <p>Discussion: None</p>	<p>Record</p>
<p>34.11</p>	<p>Adjourn: 7:28PM, S. Meyer made a motion and seconded by M. Moran to adjourn the meeting.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi(Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	<p>Record</p>

Sincerely,
DORE + WHITTIER
 Elias Grijalva
 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.