

PERMANENT BUILDING COMMITTEE  
SCHOOL BUILDING COMMITTEE SUB-COMMITTEE  
MEETING MINUTES



Project: Clinton Middle School  
Subject: School Building Committee Meeting No.042  
Location: ZOOM  
Distribution: Attendees, Project File  
MSBA Module: M6- 100% Construction Documents

Project No: 202000640305  
Meeting Date: 07/15/2025  
Time: 6:30 PM  
Prepared By: E. Grijalva

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Name	Affiliation
Steven Meyer*	PBC Member- Superintendent
Chris McGown *	PBC Chair
Michael Ward*	PBC Member   Town Administrator
Mike Moran*	PBC Member
Chris Magliozzi*	PBC Member
Brian Delorey*	PBC Member
William Connolly	SBC 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
Dave Fontaine	Fontaine Bros
Chelsey Mutrie	Fontaine Bros   Preconstruction Manager
Kayla Costa	Fontaine Bros   Assistant PM
Matt Wilder	Fontaine Bros   Superintendent
Becky	Public
<b>*PBC Voting Members</b>	

Item No.	Description	Action
42.1	<b>Call to Order &amp; number:</b> 6:34pm meeting was called to order by PBC Chair C. McGown with 6 of 7 voting members in attendance.	Record
42.2	<p><b>Previous Topics &amp; Approval of June 17, 2025, Meeting Minutes:</b>  B. Delorey made a motion, seconded by M. Ward, to approve the minutes of the June 17, 2025, meeting.</p> <p>Discussion: None; Roll Call Vote: B. Delorey(Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran, Motion passes.</p> <p>C. Magliozzi was not present during this vote*</p>	Record
42.3	<p><b>Invoices and Commitments for Approval</b> (refer to meeting material packet for further details)</p> <p><b>Section 1:</b> Invoices recommended for payment. Total: \$830,871.00  <b>Section 2:</b> recommended for approval: \$10,916,750.00</p> <ul style="list-style-type: none"> <li>LPA A Amendment No.014 request needs further review</li> </ul> <p><b>Section 3:</b> Budget Revision Request: No current request  <b>Section 4:</b> MSBA Paid to date: \$5,416,979.00 (\$742,782 pending)</p>	Record
	<p><b>Invoice 1:</b> DWMP Invoice No.033; Description: Construction Document + Bidding; Amount: \$117,337.50</p> <p>B. Delorey made a motion, seconded by M. Ward to approve DWMP Invoice No. 033, in the amount of \$117,337.50</p> <p>Discussion: None; Roll Call Vote: M. Ward (Y), B. Delorey (Y), S. Meyer(Y), C. McGown (Y); (1) Abstention: M. Moran(Y) None; Motion passes.</p> <p>C. Magliozzi was not present during this vote*</p>	
	<p><b>Invoice 2:</b> LPA A Invoice No. 2220-2506; Description: Construction Documents; Amount: \$695,334.00</p> <p>B. Delorey made a motion, seconded by M. Ward, to approve LPA A Invoice No. 2220-2506, in the amount of \$695,334.00</p> <p>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.</p>	
	<p><b>Invoice 3:</b> Fontaine Bros; Description: Preconstruction Services; Amount: \$18,200.00</p> <p>B. Delorey made a motion, seconded by M. Ward to approve Fontaine Bros. Invoice No. 010 in the amount of \$18,200.00</p> <p>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.</p>	

	<p><b>Commitment 1: LPA A Amendment No.013; Wooded Area Determination; \$10,450.00</b></p> <p>B. Delorey made a motion, seconded by M. Ward to approve LPA A Amendment No.013 in the amount of \$10,450.00</p> <p>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.</p>	
	<p><b>Commitment 1: FBI pre-GMP#2; Bid Package 3A + 3B; \$10,906,300.00</b></p> <ul style="list-style-type: none"> <li>Concrete \$4,681,250.00</li> <li>Steel: \$5,541,625.00</li> <li>Waterproofing: \$29,490.00</li> <li>Elevator: \$195,000.00</li> <li>GC/Allow/Holds: \$458,935.00</li> </ul> <p>B. Delorey made a motion, seconded by C. Magliozzi to approve Fontaine Bros. Pre-GMP No.002, in the amount of \$10,906,300.00</p> <p><b>Discussion:</b></p> <p>M. Moran asks, how does the team plan on handling the tariffs?</p> <p>D. Fontaine explains that Norgate has provided us with two pricing structures, one without tariffs and one that includes the current tariff rates, because they pay tariffs per truckload as material crosses the border. We've included an allowance in the project budget to cover the tariffs as they stand today. However, the project will only be responsible for the actual tariffs charged at the time of delivery.</p> <p>M. Moran asks, how will tariffs be handled with the remaining subcontractors?</p> <p>D. Fontaine the general approach so far has been to carry the tariffs that are in place at the time the work is procured and bid. That way, we're not automatically setting ourselves up for cost overruns. Now, for more complex items like rooftop units, where there are a lot of materials involved, we'll have to decide how we want to handle the risk. Do we tell contractors they own the risk, knowing they may add a premium? Or do we say we'll review tariff changes case by case? It really depends on the project and the trade.</p> <p>T. Elmore clarifies that we've taken the approach of proving the tariffs, for example back up documents showing the tariff amount.</p> <p>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.</p>	
	<p><b>LPA A Proposal for Review – Amendment No.014 Industrial Hygienist Hazardous Materials Construction Monitoring and Air Sample Services; Amount: \$128,150.00</b></p> <p>T. Elmore recommends we hold off on approving this another day, until we understand the actual durations we're expecting. In the meantime, any work they have completed should be billed through T&amp;M through LPA A's monthly invoice.</p>	
42.4	<p><b>LPA A Update:</b></p>	Record

	<p><b>100% CDs Progress and Beyond</b></p> <ul style="list-style-type: none"> <li>• <b>7/07/25:</b> The team received MSBA review comments on the 90% package; comments by 7/21/25</li> <li>• <b>7/23/25:</b> Trade Bid Package #4 available to bidders</li> <li>• <b>8/14/25:</b> Bids Received <ul style="list-style-type: none"> <li>• T. Elmore recommends pushing the bid due towards the end of the month</li> </ul> </li> <li>• <b>5/28/27:</b> New building Substantial Completion</li> </ul> <p><b>FFE – Budget \$2,124,642.00</b></p> <ul style="list-style-type: none"> <li>• Low Range: \$1,649,599.80</li> <li>• Med Range: \$1,925,397.01</li> <li>• High Range \$2,201,194.22</li> </ul> <p>(refer to meeting materials for details)</p> <p><b>School Construction Sign</b></p> <ul style="list-style-type: none"> <li>• MSBA Logo to be added</li> </ul> <p>Motion to approve the construction sign with addition MSBA Logo B. Delorey and seconded by C. Magliozzi.</p> <p>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.</p> <p><b>Site Furnishings</b> (refer to meeting materials for further details)</p> <ul style="list-style-type: none"> <li>• The PBC agreed to go with the design intent recommendation from LPA A.</li> </ul>	
42.5	<p><b>FBI Update</b></p> <p><b>Procurement to date</b> (refer to meeting materials for further details)</p> <ul style="list-style-type: none"> <li>• OAL 1: Geothermal Wells</li> <li>• OAL2: Site work</li> <li>• OAL3: Switchgear</li> <li>• OAL4: Structural Steel</li> <li>• OAL5: Waterproof</li> <li>• OAL6: Concrete</li> </ul> <p><b>Upcoming Awards</b> (refer to meeting materials for further details)</p> <ul style="list-style-type: none"> <li>• Elevator</li> </ul> <p><b>Construction Progress + Photos</b> (refer to meeting materials for further details)</p> <p><b>Three weeks look ahead</b></p> <ul style="list-style-type: none"> <li>• Water Main installation + Tie in</li> <li>• Deliver sewer structures</li> <li>• Prep Building for RAPS</li> <li>• Geothermal Drilling</li> </ul>	Record

	<ul style="list-style-type: none"> <li>Transite Pipe was found on site, remove a minimum of 450 feet (what is required)               <ul style="list-style-type: none"> <li>Approx Cost: \$125,000.00.</li> <li>Budget: \$373,935.00</li> </ul> </li> </ul>	
42.6	<p><b>Bid Package 4 Updates</b></p> <p>(refer to meeting materials for a list of prequalified file trade subcontractors + non file trade subcontractors)</p> <p><b>BP#4: All Trades:</b> (106) Statement of Qualifications submitted; (103) Prequalified</p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li><b>07.23.2025:</b> 100% CD Issued</li> <li><b>07.24.2025:</b> Drawings/Specs available to subcontractors</li> <li><b>08.14.2025:</b> Bid Due date</li> </ul> <p><b>Discussion:</b> None</p>	Record
42.7	<p><b>Daily Reports</b></p> <p>Project Clerk started producing daily reports in late June.</p> <ul style="list-style-type: none"> <li>Daily reports include:               <ul style="list-style-type: none"> <li>Pictures w/Labels</li> <li>Weather</li> <li>Worklogs                   <ul style="list-style-type: none"> <li>Manpower</li> <li>Description of work being completed</li> </ul> </li> <li>Site Observations</li> <li>General Notes</li> </ul> </li> <li>Daily reports to be distributed to all PBC members and Bill Connolly.</li> </ul> <p>Discussion: None</p>	Record
42.8	<p><b>Groundbreaking Ceremony</b></p> <ul style="list-style-type: none"> <li>September 05, 2025 @ 11am</li> </ul> <p>Discussion: None</p>	Record
42.9	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the meeting</b></p> <p><b>Discussion:</b> None</p>	Record
42.10	<p><b>Public Comment</b></p> <p><b>Discussion:</b> None</p>	
42.11	<p><b>Next SBC Meeting:</b></p> <p>PBC/SBC Meeting August 12,2025 @ 6:30PM; Location: Zoom</p>	Record

	Discussion: None	
42.12	<p><b>Adjourn:</b> 7:45PM, B. Delorey made a motion and seconded by C. Magliozzi to adjourn the meeting.</p> <p>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.</p>	Record

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.