

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: 11/19/2024  
Time: 6:30 PM  
Prepared By: E. Grijalva

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<b>Name</b>	<b>Affiliation</b>
Steven Meyer*	PBC Member- Superintendent
Chris McGown *	PBC Chair
Michael Ward*	PBC Member- Town Admin
Chris Magliozzi*	PBC Member
Brian Delorey*	PBC Member
Bill Connolly	SBC Member
Matt Varakis	SC Chair
Tyler Steffey	SBC Member, CMS Principal
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
Corinna Javier	LPA A
Beth Paulson	Fontaine Bros – Project Manager
Chelsey Mutrie	Fontaine Bros – VP of Precon

**\*PBC Voting Members**

Item No.	Description	Action
33.1	<p><b>Call to Order &amp; number of voting members present</b> 6:33PM meeting was called to order by PBC Chair C. McGown with 5 of 7 voting members in attendance.</p>	Record
33.2	<p><b>Carriage House Project Invoice for Approval</b></p> <p>Spencer, Sullivan, &amp; Vogt, (SSV) Invoices 2407-07; Amount: \$2,200.00</p> <p>M. Ward made a motion, seconded by C. Magliozzi, to approve both SSV Invoices No. 2407-07.</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>	Record
33.3	<p><b>Dixon Salo Architects Proposal for review</b></p> <ul style="list-style-type: none"> <li>• <b>Scope of Work:</b> Rebuild the porch and ensure ADA compliance by installing a lift.</li> </ul> <p><b>Design Fee Breakdown</b></p> <ul style="list-style-type: none"> <li>• \$17,500.00 Architectural Design</li> <li>• \$8,000.00 Structural Engineering</li> <li>• \$4,500.00 Electrical &amp; Fire Alarm Engineering</li> <li>• \$3,500.00 Specification Consultant</li> <li>• \$3,000.00 Coordination</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>\$36,500.00 Total</b></li> </ul> <p>M. Ward made a motion, seconded by B. Delorey, to accept Dixon Salo Architects' proposal in the amount of \$36,500.00.</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>	Record
33.4	<p><b>Previous Topics &amp; Approval of October 15, Meeting Minutes:</b></p> <p>S. Meyer made a motion, seconded by M. Ward, to approve the minutes from the October 15, 2024, meeting.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); (1) Abstentions: C. Magliozzi; All in favor, motion passes.</p>	Record
33.5	<p><b>CMS Invoices for Approval</b></p> <p><b>Invoice 1:</b> DWMP Invoice No.025; Description: Design Development; Amount: \$70,000.00</p> <p>S. Meyer made a motion, seconded by M. Ward, to approve DWMP Invoice No. 025.</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>	Record

	<p><b>Invoice 2:</b> LPA A Invoice No. 2220-2410; Description: Design Development + Geothermal + Boring Locations; Amount: \$619,909.00</p> <p>S. Meyer made a motion, seconded by M. Ward, to approve LPA A Invoice No. 2220-2410.</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><b>Invoice 3:</b> Fontaine Bros; Description: Preconstruction Services; Amount: \$91,000.00</p> <p>S. Meyer made a motion, seconded by M. Ward, to approve Fontaine Bros. Invoice No. 002 in the amount of \$91,000.00.</p> <p><b>Discussion:</b>        B. Paulson notes that these invoices represent four months of preconstruction work.</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><b>Commitment for approval:</b></p> <p>T. Elmore identifies three costs required to proceed with the planning board. The escrow is intended to cover actual costs for peer review consultants, such as engineers reviewing submitted documents or attorneys providing input</p> <p>Check 1) Mailing cost to notify (12) abutters</p> <ul style="list-style-type: none"> <li>• (12) abutters (9.75x\$12=\$117.00) to cover certified mailing</li> </ul> <p>Check 2) Town of Clinton Application Fee</p> <ul style="list-style-type: none"> <li>• Separate check town of Clinton for \$40.00</li> </ul> <p>Check 3) Escrow to cover reviews by civil engineer &amp; Planning Board Attorney</p> <ul style="list-style-type: none"> <li>• Peer review fees: \$10,000.00</li> <li>• Unused escrow funds will be returned to the client.</li> </ul> <p>S. Meyer made a motion, seconded by B. Delorey, to approve the expenditure of \$10,000 from this warrant article by the planning board for peer review.</p> <p>Discussion:        C. Magliozzi asks, Does the planning board have jurisdiction over municipal projects? Are we required to pay their engineer to verify that our engineer is doing their job?        C. McGown replies, yes, this is the planning board process.</p> <p>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><b>33.6</b></p>	<p><b>LPA A Update</b></p> <p>P. Caruso provides a brief update on various designer tasks.</p>	<p>Record</p>

### Overall Design Development Progress

- 11/19/24: November PBC/SBC meeting
- 11/20/24: Conservation Commission Hearing
- 11/26/24: Cost reconciliation with the team
- 12/03/24: December PBC/SBC meeting: The cost estimate will be presented. PBC/SBC will vote to authorize DD submission to MSBA.
- 12/06/24: The DD submission to MSBA
- 1/07/25: Planning Board Hearing
- 1/24/25: Early Geothermal Package
- 3/05/25: Early Site Bid Package #1
- 5/21/25: Early Structural Bid Package #2
- 7/02/25: Trade Contractor Bid Package #3

S. Brennan shared the proposed interior and exterior materials/colors for the project. (refer to meeting packet for visual)

### Exterior Materials/Colors

- Fiber Cement Panels
- Perforated Metal
- Brick
- ACM
- Ultra-high-performance concrete

### Interior Materials/Colors

- Ceiling Baffles
- Solid Surface
- Plastic laminate
- Acoustic panels
- Perforated metal
- Ceramic wall tile
- Terrazzo
- Linoleum
- Carpet

S. Meyer made a motion, seconded by B. Delorey, to approve LPA|A's proposed material and color selections.

### Discussion:

C. McGown asked if there was a subcommittee that reviewed the colors.

S. Brennan replied, yes, it was reviewed with S. Meyer's group and the graphics team.

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.

33.7

### Soil Management Plan

C. Mutrie reviews the high-level layout of the school site.

Record

	<p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• Topsoil Strip = 19,500 cy +/-</li> <li>• Site Cuts to Fill = 17,500 cy +/- (reuse)</li> <li>• Site Fill from Building Over-ex = 2,900 cy +/-</li> <li>• Over-ex at Building Footprint = 27,700 cy +/- (100% export) =(41,550 tons of soil containing Arsenic)</li> <li>• Import Structural Fill at Building Footprint = 24,460 cy +/-</li> <li>• The volumes noted above do not include utility spoils.</li> </ul> <p><b>Topsoil Management Plan:</b></p> <ul style="list-style-type: none"> <li>• Storing topsoil to avoid the cost of trucking it offsite and later bringing it back</li> <li>• Potentially screening and treating soil for reuse, minimizing the need to purchase additional topsoil later at high costs</li> <li>• Exploring storage options</li> </ul> <p><b>Challenges:</b></p> <ul style="list-style-type: none"> <li>• Limited information on available space for stockpiling</li> </ul> <p><b>Important Dates:</b></p> <ul style="list-style-type: none"> <li>• Sitework Early Release Package is scheduled for release March 2025</li> </ul> <p>Discussion: None</p>	
33.8	<p><b>Conservation Commission and Planning Board update</b></p> <ul style="list-style-type: none"> <li>• Conservation Commission Hearing: November 20, 2024.</li> <li>• Planning Board Meeting: January 7, 2025 @ 6pm</li> </ul> <p><b>Discussion:</b> None</p>	Record
33.9	<p><b>Design Development Estimate Update</b> (refer to section 33.6 for a timeline)</p> <p>Discussion: None</p>	Record
33.10	<p><b>Value Engineering Items</b></p> <ul style="list-style-type: none"> <li>• Value Engineering items will be reviewed by the project team and presented on December 03,2024 for acceptance by the PBC/SBC.</li> </ul> <p>Discussion: None</p>	Record
33.11	<p><b>Third Party Inspections</b></p> <ul style="list-style-type: none"> <li>• Independent professional hired to verify code compliance required by ISD &amp; Arch specification             <ul style="list-style-type: none"> <li>• Review plans and specifications to understand project requirements</li> <li>• Inspections during construction to ensure compliance with approved plans and code requirement</li> <li>• Document findings preparing reports or certifications</li> <li>• Communicate issues- discrepancies occur notify project team for corrective actions</li> </ul> </li> </ul> <p>Discussion: None</p>	Record
33.12	<p><b>Other topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <p>Discussion: None</p>	Record
33.13	<p><b>Public Comment:</b></p> <p>Discussion: None</p>	Record

<b>33.14</b>	<b>Next SBC Meeting:</b> PBC/SBC Meeting January 14, 2024 @ 6:30PM; Location ZOOM PBC/SBC Meeting February 11, 2024 @ 6:30PM; Location ZOOM  Discussion: None	Record
<b>33.15</b>	<b>Adjourn:</b> 7:28PM A motion was made by M. Ward and seconded by S. Meyer to adjourn the meeting.  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.	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.