

PERMANENT BUILDING COMMITTEE
SCHOOL BUILDING COMMITTEE SUB-COMMITTEE
MEETING MINUTES



Project: Clinton Middle School
Subject: School Building Committee Meeting No.041
Location: ZOOM
Distribution: Attendees, Project File
MSBA Module: M6- 90% Construction Documents

Project No: 202000640305
Meeting Date: 06/17/2025
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 Magliozzi*	PBC Member
Brian Delorey	PBC Member
William Connolly	SBC Member
Matthew Varakis	SC Chair
Phil Duffy	Director of community and eco dev.
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
Marissa Valentino	Nitsch Engineering
Jamie Blume	Fontaine Bros Project Executive
Dave Fontaine	Fontaine Bros
Chelsey Mutrie	Fontaine Bros Preconstruction Manager
Beth Paulson	Fontaine Bros Project Manager
Gloria Parkinson	Bigelow Public Library Library Director
Christina Marsh	Public
Philip O' Brien	Public

***PBC Voting Members**

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Item No.	Description	Action
41.1	Call to Order & number: 6:35pm meeting was called to order by PBC Chair C. McGown with 6 of 7 voting members in attendance.	Record
41.2	<p>Council on Aging Carriage House Update</p> <p>M.Ward made a motion, seconded by C. Magliozzi, to approve Elite Construction & Design contract agreement.</p> <p>Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Ward (Y), B. Delorey (Y), M. Moran(Y), S. Meyer(Y), C. McGown (Y); Abstention: None; Motion passes.</p>	Record
41.3	<p>Bigelow Library Update</p> <p>B. Delorey made a motion, seconded by M. Moran, to approve Johnson Roberts Associates, Inc Contract for the Bigelow Library project.</p> <p>Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Ward (Y), B. Delorey (Y), M. Moran(Y), S. Meyer(Y), C. McGown (Y); Abstention: None; Motion passes.</p>	Record
	<p>Bigelow Library OPM RFS Invoice; Description: Advertisement; Amount: \$51.06</p> <p>B. Delorey made a motion, seconded by M. Moran, to approve column software invoice, in the amount of \$51.06</p> <p>Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Ward (Y), B. Delorey (Y), M. Moran(Y), S. Meyer(Y), C. McGown (Y); Abstention: None; Motion passes.</p>	
41.4	<p>Previous Topics & Approval of May 13, 2025, Meeting Minutes:</p> <p>C. Magliozzi made a motion, seconded by M. Ward, to approve the minutes of the May 13, 2025, meeting.</p> <p>Discussion: None; Roll Call Vote: C. Magliozzi(Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); (2) Abstention: M. Moran, B. Delorey; Motion passes.</p>	Record
41.5	<p>Invoices and Commitments for Approval (refer to meeting material packet for further details)</p> <p>Section 1: Invoices recommended for payment. Total: \$949,364.03 Section 2: recommended for approval: No current commitments Section 3: Budget Revision Request: No current request Section 4: MSBA Reimbursement Status: Pending to receive \$569,185.00</p>	Record
	<p>Invoice 1: DWMP Invoice No.032; Description: Construction Document + Bidding; Amount: \$108,300.00</p> <p>B. Delorey made a motion, seconded by C. Magliozzi, to approve DWMP Invoice No. 032, in the amount of \$108,300.00</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>Invoice 2: LPA A Invoice No. 2220-2505; Description: Construction Documents; Amount: \$634,286.00.</p> <p>B. Delorey made a motion, seconded by C. Magliozzi, to approve LPA A Invoice No. 2220-2505, in the amount of \$634,286.00</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>Invoice 3: Fontaine Bros; Description: Preconstruction Services; Amount: \$18,200.00</p> <p>B. Delorey made a motion, seconded by C. Magliozzi to approve Fontaine Bros. Invoice No. 009 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>Invoice 4: Project dog; Description: E- Bidding Platform; Amount: \$1,095.00</p> <p>B. Delorey made a motion, seconded by C. Magliozzi to approve Project dog invoice 22716 in the amount of \$1,095.00</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>Invoice 5: Column Software PBC; Description: Bid Package 3B advertisement: Amount: \$69.00</p> <p>B. Delorey made a motion, seconded by C. Magliozzi to approve Column Software PBC invoice in the amount of \$69.00</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>Invoice 6: Column Software PBC; Description: Bid Package 4 advertisement: Amount: \$64.17</p> <p>B. Delorey made a motion, seconded by C. Magliozzi to approve Column Software PBC invoice in the amount of \$64.17</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>Invoice 6: LocalIQ; Description: Bid Package 4 prequal advertisement: Amount: \$158.86</p> <p>C. Magliozzi made a motion, seconded by B. Delorey to approve Column Software PBC invoice in the amount of \$158.86</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>Invoice 7: Cabot Risk Strategies; Description: Builders Risk; Amount: \$187,191.00</p> <p>C. Magliozzi made a motion, seconded by B. Delorey to the town of Clinton builders risk policy invoice in the amount of \$187,191.00</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>	
41.6	<p>LPA A Update:</p> <p>P. Caruso provides an update since the last PBC meeting.</p> <ul style="list-style-type: none"> • May 21: <ul style="list-style-type: none"> • 90% of CDs went to estimators on May 21st. • Early released packages went out to bid include steel/concrete, Dampproofing and elevator filed sub-bid packages. • The Team met with the Fire Chief to review some specific items and to give him and update. • May 28: LPA A and Nitsch had a preliminary meeting with ConCom to review the wooded area and the option of filling it in with unsuitable soil. ConCom is looking for Nitsch to provide calculations that determine whether it's an Isolated Land Subject to Flooding (ILSF) or not. • June 12: LPA A, D+W, and Fontaine met with the new building inspector, Gary Smith, on June 12th to introduce the team and go over the project. • Currently/Upcoming: The Design Team will continue to develop the drawings and specifications for the 100% CD submission: <ul style="list-style-type: none"> • No major floor plan changes are occurring; the floor plan is set. • LPA A is working on the detailing. • 90% CD Progress and Beyond <ul style="list-style-type: none"> • 5/09/25: Furniture samples reviewed at existing Middle School • 5/21/25: Early Structural Bid Package #3A (Steel and Concrete) • Filed Sub-Bid Packages #3B : Early Waterproofing and Elevator • 6/18/25: 90% CD Package Submission to MSBA • 7/23/25: Trade Bid Package #4 • 8/27/25: Bids Received • 5/28/27: New building Substantial Completion <p>M. Valentino explains what an Isolated Land is subject to flooding (ISF) and a summary of the process:</p> <ul style="list-style-type: none"> • Jurisdictional Resource Area under Massachusetts Wetlands Protection Act. <ul style="list-style-type: none"> ○ Must meet criteria: 	Record

- Depression or closed basin
- Store ¼ acre feet (once a year)
- Average depth of at least six inches (once a year)
- To determine this:
 - Analyze all drainage areas flowing into the depression
 - Run volume calculations to confirm whether the area meets storage threshold.
- Process (refer to meeting materials for a visual)
 - White areas – low area depression
 - Green & Purple – contributing drainage areas
 - Additional off-site contributors:
 - 20 West Boylston, 50 West Boylston, Boylston Street
- Summary:
 - Based on existing information and assumptions, the area meets the required storage area
 - The site does not have additional area to provide compensatory storage, the area cannot be filled
 - ILSF does not contain buffer area – no project implications on areas around the ILSF

P. Caruso demonstrates a draft **School Construction Sign**, for the committee's feedback (refer to meeting materials).

Discussion:

B. Delorey asks, is there a contact on the sign?

P. Caruso replies, what we have done in the past is include a QR code, leading to the project website.

S. Meyer suggests removing the committee members' names off the sign all together.

S. Brennan recommends replacing the PBC name with the Clinton Public School logo.

T. Elmore suggested giving the PBC time to consider the drafted sign, and noted that we'll revisit it at the next meeting for further discussion or a possible vote

S. Brennan presents updated picture images. (refer to meeting materials for visual)

Discussion:

M. Moran asks, does the design include radiant heat in the concrete in the front entrance?

S. Brennan replies, it does not. It's always an option, and the associated costs would not be reimbursable and would need to be fully funded by the town. We can ask Fontaine bros to provide an order of magnitude cost and update the PBC in the next meeting.

C. Magliozzi asks about the composition of the acoustic panels and how the panels cleaned?

S. Brennan explained that the panels are manufactured by Conwed, featuring resin-formed corners and edges to enhance durability. The panels are fabric-wrapped,

	<p>and cleaning is usually done with certain products. These panels are typically installed out of reach, minimizing the need for frequent cleaning</p> <p>B, Delorey asks, how tall is the railing on the second floor? P. Caruso replies, 42 inches and it meets code? B. Delorey asks the PBC, do we think we need to increase the height of the railings? M. Moran asks, what is the railings made of? S. Brennan replies, stainless steel. P. Duffy comments I think it's plenty adequate.</p>	
<p>41.7</p>	<p>Fontaine Update</p> <p>B. Paulson provides a construction update:</p> <p>PHASE 1 – Summer 2025</p> <ol style="list-style-type: none"> 1. Enabling Site Work 2. Installation of Erosion Control and perimeter fencing 3. Establish a new construction entrance, loop road, and relocate school egress road at West Boylston Street. Construction of new sidewalk from school to West Boylston Street, separation of the school site from the construction areas, and trailer and laydown area setup. 4. 4.Start Geothermal Wellfield. Mobilizing 7/14/25. 5. 5.Relocation of Existing Utilities. 6. 6. Establishment of temporary stormwater drainage and available permanent underground drainage system. 7. 7.Electrical work to support new school construction, site separation, and temporary construction services. 8. 8.Maintenance of areas within the construction fence. 9. 9.Installation and reconfiguration of temporary site fence prior to start of school year. <p>C. Mutrie provides an update on the Concrete & Steel Early Bid Packages</p> <ol style="list-style-type: none"> 1. Concrete Subcontractors: Estimated package value: \$4.6M <ol style="list-style-type: none"> a. Marguerite b. S&F c. JL Marshall d. Manafort 2. Steel Subcontractors: Estimated package value: \$5.8M <ol style="list-style-type: none"> a. Norgate b. Structural SBL c. Struro Metal <ol style="list-style-type: none"> i. T. Elmore comments if tariffs are paid on steel, the subcontractor must provide evidence of payment (proof of what was paid at the border) <p>Discussion: None</p>	<p>Record</p>
<p>41.8</p>	<p>Soil Export Owner Signature</p>	<p>Record</p>

	<p>B. Paulson explained that material shipping records (MSR) were sent to two facilities approved to accept contaminated soil with arsenic levels under 59 ppm. and since most of the site's elevated arsenic levels are below 50 ppm, efforts are being made to send most of that soil to the facility called the Pitt On jungle road. The MSR form requires the following:</p> <ul style="list-style-type: none"> • generator and owner information to be completed. • Section H on page 5 is where the owner's signature is needed. <ul style="list-style-type: none"> ○ Initially, it was believed that a separate sign form was needed for every truckload, but that is not the case. The same signed MSR form can be used for all truckloads, requiring only one owner's signature. • The form is also signed by the Licensed Site Professional (LSP), who verifies: <ul style="list-style-type: none"> ○ The type of hazardous material is being removed. ○ The tested contamination levels. ○ Conclusion: Who signs the MSR? <ul style="list-style-type: none"> ○ S. Meyer <p>Discussion: None</p>	
<p>41.9</p>	<p>Bid Package 3B & 4 Updates E. Grijalva provides a Bid Package 3B + 4 update. (refer to meeting materials for details)</p> <p>BP#3B: Early Damp proofing + Elevator</p> <ul style="list-style-type: none"> ○ (4) Waterproofers submitted a bid <ul style="list-style-type: none"> ○ Low- Qualified Bidder: P.J Spillane: \$29,490.00 ○ (1) Elevator submitted a bid <ul style="list-style-type: none"> ○ To be negotiated by Fontaine, an update will be provided in the next meeting. <p>BP#4: All Trades: (104) Statement of Qualifications submitted</p> <ul style="list-style-type: none"> ○ Red font/highlighted firms are added SOQ from the re-advertisement ○ Current progress: (76) SOQ in progress, and (28) left to complete ○ A list of pre-qualified firms will be presented for the next meeting. ○ Evaluation of all firms to be completed by June 27th. ○ Invitation to bid to prequalified bidders will be sent out July 24th <p>Discussion: None</p>	<p>Record</p>
<p>41.10</p>	<p>Change Order Process T. Elmore recapped the Change Order process previously discussed as a weekly review of changes generated through the normal course of construction and suggested that there could be a tiered approval process which the owner would be a part of. Typically, the owner would participate in the detailed review meetings and would sign off as a team member on agreed upon Change Order Requests (COR's) that would then be combined monthly in a formal change order (CO) to the contract that would be brought to the PBC for a vote to approve.</p> <p>The typical tiered approval process was illustrated on a slide in the presentation (refer to meeting material)</p>	<p>Record</p>

	<p>C. Magliozzi made a motion, seconded by S. Meyer, to designate William Connolly as the primary point contact for changes under \$30,000, and for changes between 30K-75K will require an additional PBC to be present to approve the change.</p> <p>Discussion: T. Elmore explained that the plan is to hold a recurring weekly meeting, set for a consistent day and time, lasting about 30 minutes to an hour, during which the team would review proposed changes, allowance items, and planned hold expenditures; typically, Fontaine would present the item, the team would ask questions, and final approval would occur the following week after any needed follow-up.</p> <p style="padding-left: 40px;">C. Magliozzi asks, can the reviewing member rotate with others depending on availability? T. Elmore replies, we can make the appointed member changes in these SBC meetings, if necessary, you can also have multiple members authorized and attend these meetings to sign off.</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>41.11</p>	<p>Review Value Engineering Items</p> <p>(refer to meeting materials for a list of potential VE items)</p> <p>S. Meyer made a motion and seconded by B. Delorey not to accept any VE items for the 90% CD submission.</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>Record</p>
<p>41.12</p>	<p>Review and Approval of 90% Construction Documents (CD) Package</p> <p>T. Elmore provides an update on the total project budget update. (refer to meeting materials for details)</p> <ul style="list-style-type: none"> ○ 60%CD Previous Constriction Cost: \$114,277,257.00 ○ 90% CD Total Construction Cost: \$112,952,211.00 (CURRENT) <ul style="list-style-type: none"> ○ \$1,325,046 decrease from last submission to the MSBA. <p>B. Delorey made a motion and seconded by C. Magliozzi to have the OPM submit the 90% Construction documents binder to the MSBA.</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>Record</p>

41.13	<p>Other Topics not Reasonably Anticipated 48 hours prior to the meeting</p> <p>Discussion: C. Magliozzi comments about the letter received by Mr. Hogan regarding the pickleball court location. S. Meyer provides an update, noting that while there was initial discussion about adding pickleball lines to the basketball courts, which may have caused some confusion, the plan has shifted. The school is already scheduled to resurface the tennis courts, and after consulting with Brian Farragher and Athletic Director, the decision was made to add pickleball lines to two of the existing tennis courts instead. These lines will be placed on opposite sides of the net to allow for dual use. Importantly, the new courts near residential areas will not have pickleball lines, addressing potential noise concerns. This ensures that community members interested in pickleball will still have access to courts, preserving the spirit of the project.</p>	Record
41.14	<p>Public Comment</p> <p>Discussion: None</p>	
41.15	<p>Next SBC Meeting: PBC/SBC Meeting July 15,2025 @ 6:30PM; Location: Zoom Discussion: None</p>	Record
41.16	<p>Adjourn: 7:45PM, C. Magliozzi made a motion and seconded by M. Ward 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.