

Minutes of the September 14, 2016 meeting of the WHHS Building Committee.

Finance sub-committee meeting for the WHHS Building Committee ran slightly over (adjourned at 7:03).

Meeting was called to Order at 7:06

Present:

K. Flood (WHHS BC)

D. Weible (WHHS BC)

B. Sapienza (WHHS BC)

P. Gardner (W1-11-1S BC)

R. Shea (WHHS BC)

Mullins (WHHS BC)

R. Boyne (WHHS BC)

Mayor Ed O'Brien

Superintendent Neil Cavallaro

Kevin McNabola

Vinny Amendola

CREC (Elizabeth Craun, Rich Snedeker, Lenell Kittlitz)

Antinozzi Associates (Paul Antinozzi, Michael Losasso)

Representatives from CM firms Dimeo, Downes, and Gilbane

- Approval of Meeting Minutes from August 10, 2016 WHHS Building Committee meeting. The committee took a few minutes to read the minutes (in the meeting packet) individually.

Motion to approve the minutes (with correction of a typo that Pam Gardner identified): Keith Flood

Second: Rich Shea

Motion passed unanimously, approved.

- Motion to approve 2016 WHHS Building committee meeting schedule.

This meeting schedule was previously approved by the WHHS Building Committee but not posted in the City Clerk's Office. Vinny Amendola - a meeting cannot be considered "regularly scheduled" until 30 days after posting in the City Clerk's Office. Accordingly, the October 12 meeting will still be classified as "special", but any remaining meetings in the year will not.

Motion to approve scheduled meetings at 7:00 p.m. on the second Wednesday of each month: Rich Shea

Second: Keith Flood

Motion passed unanimously, approved.

- Report of first finance subcommittee meeting.

Subcommittee met at 6:30. Members Bill Sapienza, Dada Weible, Rich Shea, and Steve Mullins were present. Member/City Finance Director Kevin McNabola did not attend the majority of the meeting, so Steve Mullins requested that Chair Sapienza report to the Building Committee.

Subcommittee reported that the City has agreed to pay CREC \$50,000 towards their outstanding invoice while additional information provided in support of the invoice is given due diligence. Rich Shea identified that the invoice approval was not listed on the Building Committee agenda. Chair Sapienza attempted to add the approval of the \$50,000 payment to CREC to the meeting agenda. Vinny Amendola — cannot amend the agenda of a special meeting, will need to place this approval on the agenda of a future meeting.

Rich Shea — can we add approval of finance report recommendations to future Building Committee agendas to avoid this issue in the future?

Elizabeth Craun (CREC) suggested that the \$50,000 payment could be added to the agenda of the special meeting to discuss CM contractor selection to facilitate more timely payment.

Steve Mullins — reiterates point brought up by Rich Shea earlier, that language approving finance committee invoices will be added to the Building Committee agenda. Chair Sapienza confirms that CREC initiated and organized the finance committee meeting and formulated the agenda.

CREC — confirmed that they will add this specific language to future Building Committee meeting agendas.

- Paul Antinozzi & Mike Losasso reviewed the plans presented to the potential CM bidders at the mandatory walkthrough. The Building Committee was invited to this presentation but many people could not make it.

Mike Losasso went through an overview of the existing conditions on the site, original 65% CD scheme, and the Alternative Concept.

Key elements of the Alternative Concept:

- Perimeter walls all need to be reconstructed.
- New main entrance will face the Cove River.
- Bus traffic at the main entrance. Parent drop off/pick up in the back of the building. Concerns of Circle Street homeowners (specifically bus idling and staging in their neighborhood) were considered in developing the traffic scheme.
- Common gathering space as a focal point of the design.

Construction Managers will make their bid on the original scheme (removing all asbestos containing materials) and alternate concept. They will deliver an independent cost estimate of the original scheme within 6 weeks of selection. This will allow the Project Team to move forward with one of the two alternatives.

Question — is pool used by the school? Pam Gardner — no longer used during the day.

Question — what is the size of courtyard in original scheme? Mike Losasso — does not have the number, but it looks to be 8000 square feet.

Question - where is adult education positioned in the alternate scheme? Mike Losasso — have not moved into enough detail yet to answer this question.

Question - has square footage been allocated to each department? A programming meeting was held with Neil and Anne from the BOE to discuss potential space reductions. These meetings will continue throughout the design process once a scheme is chosen.

Question - parking to courtyard access original rendering—who has access to these areas? Mike Losasso — maintenance and emergency vehicle only.

Paul Antinozzi — states that no decisions are expected at this time, this session was for information only. Once the CM is on board and collaborating, the design process can move forward with a greater level of detail.

- Motion to enter Executive Session made at 7:37pm

Motion: Keith Flood

Second: Steven Mullins

Elizabeth Craun (CREC) asks if all non-committee members should leave the room.

Chair amends motion to state that the following may remain in attendance during Executive Session: Building Committee, Mayor, representatives from Antinozzi, representatives from CREC, Corporation Council, members of the selection committee (Kevin McNabola and Neil Cavallaro).

Amended motion: Keith

Second: Rich Shea

Motion passed unanimously, approved.

Executive Session —the recommendation for a shortlist of CM firms to interview was discussed.

- Time: 8:07pm Motion to come out of Executive Session: Pam Gardner

Second: Keith Flood

Motion passed unanimously, approved.

- Motion made to approve short list of 5 firms to be invited to interview:

- Dimeo
- Downes
- Fusco
- Gilbane
- O&G Industries

Discussion: Pam Gardner commended CREC and the review committee for how the proposal review process was conducted and presented.

Motion: Pam Gardner

Second: Keith Flood

Motion passed unanimously, approved.

- The date, time, and location of CM interviews were discussed. Elizabeth - need to push it out at least a week from the instructions to firms, which will be finalized in the project team meeting on Sept. 15. It was decided that the interviews would take place over 2 nights (between the 26th and 28th, the 27th is a high school event, the 29th does not work for multiple people).

Steve Mullins asks about the Oct. 3 date. Elizabeth (CREC) — this is not a firm deadline, but it is important to stay on target, as the initial cost estimate is a critical path item. Rich (CREC) — this process can be conducted with some inconsistencies from night to night.

Elizabeth (CREC) — stated in response to a question that it was previously discussed that all building committee members would be invited to the interviews, but not all would necessarily be rating the firms. After discussion, it was determined that all building committee members attending the interviews will rate the firms. Pam Gardner will poll the committee about availability (for the 26th, 27th, and 28th) and coordinate with CREC. Bill Sapienza — suggests 3 one night, 2 the second night.

Bill Sapienza — suggests 3 firms present one night, 2 the other night. The dates that work best for the majority will be selected, with the understanding that there will likely be a few people who do not attend both sessions.

CREC will notify the committee and the CM firms as soon as a decision is made.

Vinny Amendola — reiterated the special meeting rules for posting and amending the agenda, which must be followed for the October regularly scheduled meeting, as well as any additional meetings for CM selection purposes, due to posting requirements.

Question — who asks questions? Does CREC? Elizabeth (CREC) — CREC will develop the questions list with the project team, but will not ask the questions. Pam Gardner — a single member should ask. Elizabeth (CREC) — CREC will solicit questions from the building committee as well as the project team.

- Discussion of the date and time for the Special Building Committee Meeting to discuss the CM award (after interviews are completed.)

Motion to table this item until the CM interview dates are established.

Motion: Steve Mullins

Second: Keith Flood

Motion passed unanimously, approved.

Vinny Amendola suggested we randomly assign the order the CM firms will present in immediately during the meeting.

Pam Gardner assigned the order the CM firms will present using random number generation. The order will be: Fusco, Downes, Dimeo, O&G Industries, then Gilbane.

- Motion to adjourn: Pam Gardner

Second: Steve Mullins

Motion passed unanimously, approved.

Meeting adjourned at 8:21 p.m.