

**MINUTES**  
**Green Meadow School Building Committee**  
**Monday, November 13, 2023, 5:00 pm**  
**Remote Meeting**

Pursuant to Chapter 2 of the Acts of 2023 signed into law by Governor Healey on March 29, 2023, several pandemic-related relief provisions suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20 were further extended until March 31, 2025. All members of the public are invited to join the meeting virtually either by computer (internet) or phone as noted at the beginning of each meeting.

**Meeting Called to Order via Roll Call at 5:02 pm**

Brian Haas - Present  
Jennifer Gaudet - Present  
Jerry Culbert - Present  
Mary Brannelly - Present  
Nicholas Kane - Present  
Robert Rouleau - Absent  
Anthony Midey - Absent  
Wayne White - Present  
Mark Anderson - Present  
Christopher DiSilva – Present  
Justin DeMarco - Absent  
Matthew Johann - Present  
Greg Johnson - Absent  
Hilary Griffiths – Absent  
Mike Stevens – Present  
Josh Morse – Absent  
Ken Neuhauser – Absent

Charles Gobron (NV) - Present  
Katie Moore (NV) – Present  
Cavan Stone (NV) – Absent  
Robert Savoie (NV) - Present

Project Team Members Present:

Phil Palumbo, Colliers Project Leaders, Chris LeBlanc, MVG, and Frank Tedesco, MVG

### Documents presented during meeting:

The meeting included presentation of a PowerPoint agenda and supporting slides presented by Phil P and Chris L. These are attached to these meeting minutes.

### **School Building Committee (SBC) Meeting Minutes Approval**

The 10/16/23 SBC Meeting Minutes were approved unanimously via Roll Call.

### **Town Election Vote Update**

Phil P. presented the following Town Election Vote results:

Total Yes Votes: 1504  
Total No Votes: 329  
Total Votes: 1833

Many thanks and congratulations were passed around the SBC members for all the community outreach efforts.

### **MSBA Project Funding Agreement (PFA) Review and Vote**

Phil P. presented the concept of the MSBA PFA essentially being the advancement of the already-executed Project Scope and Budget Agreement with MSBA and stepped through the components of it.

Nick K. asked if the MSBA grant amount indicated in the PFA docs contains the MSBA supplemental grant that was approved for the project at the MSBA's October 2023 Board meeting. Phil P. indicated that it does not because the process MSBA is requiring is that the PFA is to be executed per the original grant, then an amendment to the PFA will be executed between the MSBA and Maynard to incorporate the supplemental grant.

Mary B. motioned to approve the MSBA PFA as presented, Nick K. seconded, and the motion was unanimously approved via roll call vote.

### **MSBA Construction Cost Reimbursement Cap Increase**

Phil P. indicated that at the October 25, 2023 MSBA Board meeting, they approved a supplemental grant for the Green Meadow Elementary School project. He indicated the supplemental grant breakdowns per the following:

Building Construction Reimbursement Cap: increased from \$393/SF to \$516/SF

Site Work Reimbursement Cap: Increased from \$39/SF to \$52/SF *(corrected the \$55/SF mentioned at the meeting)*

MSBA Max. Grant: increased from \$29.4M to \$36.4M

Maynard Share vs MSBA Share: Improved from 65% - 35% to 56% - 44%

Phil P. indicated these are the grant changes that are a result of plugging in the MSBA Board decisions into the MSBA's total project budget template, but the back-and-forth with MSBA confirming these values will occur after Maynard and MSBA have executed the PFA.

## **Project Budget Update & MSBA Reimbursement Update**

Phil P. presented the new total project budget (since the project has been locally approved to move forward) which includes the \$1M Feasibility Study budget, plus the following:

Administration: totaling approximately \$2.4M

A&E Fees: totaling approximately \$7M

Construction Costs: totaling \$66.9M

Miscellaneous Project Costs: totaling \$525K

Furnishings and Equipment: totaling approximately \$1.4M

Contingency: totaling approximately \$4.4M

Total Project Budget: \$83.6M (including the \$1M Feasibility Study budget)

Phil P. highlighted that The Green Engineer's (Energy Modeling consultant) invoice for 90% of their Schematic Design energy modeling fee was processed in the amount of \$12,487.50 out of the "Other" budget line item within the Feasibility Study budget.

A total of \$470,378, representing roughly 55% of the approximately \$867.7K spent to date, has been reimbursed by MSBA. The 55% is in-line with the project's Feasibility Study reimbursement rate.

## **Project Timeline Update**

Phil P. presented the following project timeline update:

### Design Development Phase: Jan. '24 – May '24

- DD Estimate Process: 3/21 (Set to Estimators) – 4/15 (SBC Approval)
- MSBA DD Submission: 4/18/24
- MSBA DD Review: 4/18 – 5/9

### 60% Construction Document Phase: May '24 – July '24

- 60% CD Estimate Process: 6/13 (Set to Estimators) – 7/8 (SBC Approval)
- MSBA 60% CD Submission: 7/11/24
- MSBA 60% CD Review: 7/11 – 8/1

### Permitting: June '24 – Sept. '24

- Conservation Commission: June '24 – Aug. '24
- MA DOT: June '24 – Aug. '24
- Planning Board: June '24 – Sept. '24

### 90% Construction Document Phase: Aug. '24 – Dec. '24

- 90% CD Estimate Process: 9/18 (Set to Estimators) – 10/14 (SBC Approval)
- MSBA 90% CD Submission: 10/17/24
- MSBA 90% CD Review: 10/17 – 11/7
- BID SET COMPLETE: 12/24/24

### Contractor Prequalification & Bidding

- Contractor Prequalification: Nov. '24 – mid Dec. '24
- Bidding Commences: 12/30/24
- Filed Subcontractor Bid: 1/23/25
- General Contractor Bid: 2/6/25

### Construction & Closeout

- New Building and Portion of Site Work: 3/1/25 – 12/14/26
- Demo Existing Building and Complete Site Work: 12/15/26 – 6/30/27
- 10-Month Post Occupancy Cx Meeting: Oct. '27
- MSBA Final Audit: Nov. '27 – Feb. '28

Nick K. asked if there are times throughout the remaining design process in which SBC approvals are required. Phil P. answered highlighting the SBC approvals required during the Design Development phase (4/15/24), 60% Construction Document phase (7/8/24), and 90% Construction Document phase (10/14/24).

Mary B. asked for clarification regarding the filed subcontractor process, and Phil P. answered indicating the filed subcontractors bid first, then the General Contractors bid afterwards in which they indicate who they're carrying for filed subcontractors.

### **New / Other Business**

#### Project Design Next Steps

Chris L. presented the following next steps as it relates to the project design:

- MVG to re-engage with the consultants and get them up-to-speed on the design schedule milestones and deliverables schedule.
- Schedule the required meetings with the District and Town staff as it relates to: GMES space and layout needs, general building and site design, security, sustainability, facilities, etc.
- Highlighted the MSBA's prescriptive design deliverable process and the value management steps involved in that.
- Later on in design there will be a need for a finishes and colors subcommittee, and approximately a year before occupancy, there will be a need for a FF&E (furniture, fixtures, and equipment) and technology subcommittee.

#### Colliers' and MVG's DD – Closeout Fee Amendments

Phil P. indicated that Colliers and MVG have each been operating within the framework of their respective Feasibility Study contracts with the Town, and the next step, is to execute contract amendments to take their OPM and Designer services from Design Development through project closeout. So, the plan is for Colliers and MVG to get each of their DD – Closeout fee amendment proposals to the SBC for their review and vote on 11/27/23.

#### Feasibility Study Remaining Balance

Mary B. asked if the remaining Feasibility Study balance is now removed from the budget.

Phil P. indicated that it stays incorporated in the total project budget.

Are the lighting controls system for the new school going to be WiFi?

Bob Savoie asked if the lighting controls system is going to be WiFi and Chris L. answered that they typically do have WiFi capabilities, but this is an example of a coordination topic at the upcoming design subcommittee meetings.

The Green Engineer (TGE) Schematic Design (SD) Energy Modeling Report

Nick K. asked if there was any update to speak about regarding TGE's SD energy modeling report. Phil P. indicated that Colliers, MVG, and MVG's consultants reviewed it and had a back-and-forth with TGE on their comments. Based on the back-and-forth, there's one remaining edit that needs to be made within the energy modeling report that was emailed out to the SBC, and that is changing the window specifications from double glazed to triple glazed. Phil P. closed out the topic indicating the SD energy modeling proved that the project design is in-line with where it wants to be as it relates to compliance with the updated Stretch code and the MassSaves Path 1 incentive program.

**Next Meeting Dates**

Monday, November 27, 2023, at 5:00 PM, SBC Meeting.

**Meeting Adjourned via Roll Call at 5:50 PM**