

MINUTES
Green Meadow School Building Committee
Monday, January 8, 2024, 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 5:00 pm

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

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

Project Team Members Present:

Phil Palumbo, Colliers Project Leaders, Chris LeBlanc, 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 11/27/2023 SBC Meeting Minutes were approved unanimously via Roll Call, one abstained.

Project Schedule Update

Phil P. presented the following design schedule updates:

- Design Development SBC Approval: 4/22/24
- 60% Construction Documents SBC Approval: 6/24/24
- 90% Construction Documents SBC Approval: 9/30/24

Project Budget Update

Phil P. presented the project budget update and highlighted the below items:

- Colliers' DD – Closeout fee of \$2.143M is now in the contracted column after the SBC's approval on 11/27/23.
- The \$75K in the "Planned, but not Contracted" column within the "Owner's Project Manager" budget line item is the budget for the Owner Cost Estimator services.
- MVG's DD – Closeout fee of \$6.19M is now in the contracted column after the SBC's approval on 11/27/23.
- MVG's geothermal testing proposal will be coming out of the "Geotechnical" budget line item.

Owner Cost Estimator Proposal Review and Vote

Phil P. presented the following Owner cost estimator proposal from A.M Fogarty:

- Design Development: \$16,500
- 60% Construction Documents: \$17,500
- 90% Construction Documents: \$17,000
- Proposal Total: \$51,000
- Budget: \$75,000
- Remaining Budget Balance of \$24,000

Nick K. asked if the remaining Owner Cost Estimator budget balance of \$24,000 would be needed for any additional assessment on any project scopes. Phil P. indicated that it would not be needed for additional Owner Cost Estimator services, but through the MSBA budget revision request process, it could be re-allocated to another budget line item if need be.

Mary B. motioned to approve A.M. Fogarty's Owner Cost Estimator proposal in the amount of \$51,000, Anthony M. seconded it, and it was approved unanimously via roll call vote.

MVG Geothermal Testing Proposal Review and Vote

Phil P. presented MVG's Geothermal testing proposal. CDM Smith is MVG's subconsultant overseeing the testing.

CDM Smith Coordination and Oversight:	\$12,500
Test Bore Installation and Thermal Conductivity Testing:	\$75,000
PROPOSAL TOTAL:	\$96,250 (includes MVG's 10% markup)
BUDGET:	\$300,000
REMAINING BUDGET BALANCE:	\$203,750

Chris L. presented the geothermal testing scope:

- (2) 8" dia. Test bores down to 600' – these (2) wells will become (2) of the wells within the permanent ground-source heat pump well field
- Thermal conductivity testing results to be completed in the next few weeks
- Through coordinating with DPW, a new geothermal well field location was located to the south of the proposed building such that the ground source heat pump system can be completed with the building phase so a temp. heating system will not be needed. This new well field location is on DPW-owned property.
- Opening-up this DPW-owned property for the well field could also lend to creating space for a ground-mounted PV system.

Mary. B asked if the test results were to come back unsatisfactory what would be the recourse for this scenario. Consultant will present results when they are available.

Nick K. asked if there are any issues with installing the geothermal well field off the school property as it relates to MSBA funding. Phil P. indicated no, there is not an issue with this.

Mary B. motioned to approve MVG's Geothermal Testing proposal in the amount of \$96,250, Josh M. seconded it, and it was approved unanimously via roll call vote.

Mark A. asked that a social media post or project website update be put together showing the efforts pertaining to the geothermal testing and coming up with a new geothermal well field location so the community can stay in-tuned with the design process.

Create Design Subcommittees

Chris L. presented the following as it relates to creating design subcommittees and upcoming design tasks:

- Will want to start meeting with the initial design subcommittees in mid-February
- The three initial design subcommittees needed are: Sustainability, Security, and Building/Site.
- Local permitting process to start in the Spring / Summer
- MSBA deliverables and cost estimate processes

It was mentioned for people to email Jerry advising which design subcommittee they'd like to be a part of.

Josh M. mentioned it would be good to ensure the appropriate coordination or design subcommittee effort occurs for the playground design as that's something the community will have sensitivity towards and opinions on.

New / Other Business

Chris L. presented the project coordination and quality control effort the design team goes through during the design process.

Josh M. asked about the status of third-party reviews of the design documents and a status of a commissioning agent joining the project team. Chris L. indicated there will be a third-party Structural Engineering review, MSBA will do a full design set quality control review, and Colliers will also do a full design set quality control review. Phil P. indicated that MSBA just recently signed-on the commissioning agent, and it is Rist-Frost-Shumway Engineering, P.C. (RFS).

Phil P. addressed the MSBA supplemental grant. The assumed \$7M value of the MSBA supplemental grant that was presented to the SBC back in November was recently confirmed by MSBA. The next step is to execute an amendment to the Project Funding Agreement (PFA) which would inject that additional \$7M contribution from MSBA and subsequently reduce the local share by the same.

Nick K. asked if the initial design subcommittees need to be in place prior to next committee meeting. Phil P. and Chris L. are both in agreement that yes this should be in place prior to next meeting.

Next Meeting Dates

Tuesday, February 20, 2024, at 5:00 PM, SBC Meeting.

Meeting Adjourned via Roll Call at 6:04 PM

GREEN MEADOW ELEMENTARY SCHOOL

TOWN OF MAYNARD, MA

DESIGN DEVELOPMENT

January 8, 2024



Project Leaders





Meeting Agenda

- I. Meeting Called to Order via Roll Call
- II. Approval of Prior Meeting Minutes
- III. Project Schedule Update
- IV. Project Budget Update
- V. Owner Cost Estimator Proposal Review and Vote
- VI. MVG Geothermal Testing Proposal Review and Vote
- VII. Create Design Subcommittees
- VIII. New / Other Business
- IX. Adjourn Meeting via Roll Call



Project Leaders



GREEN MEADOW ELEMENTARY SCHOOL



BUILDING PROJECT

III. Schedule Update

Design Development

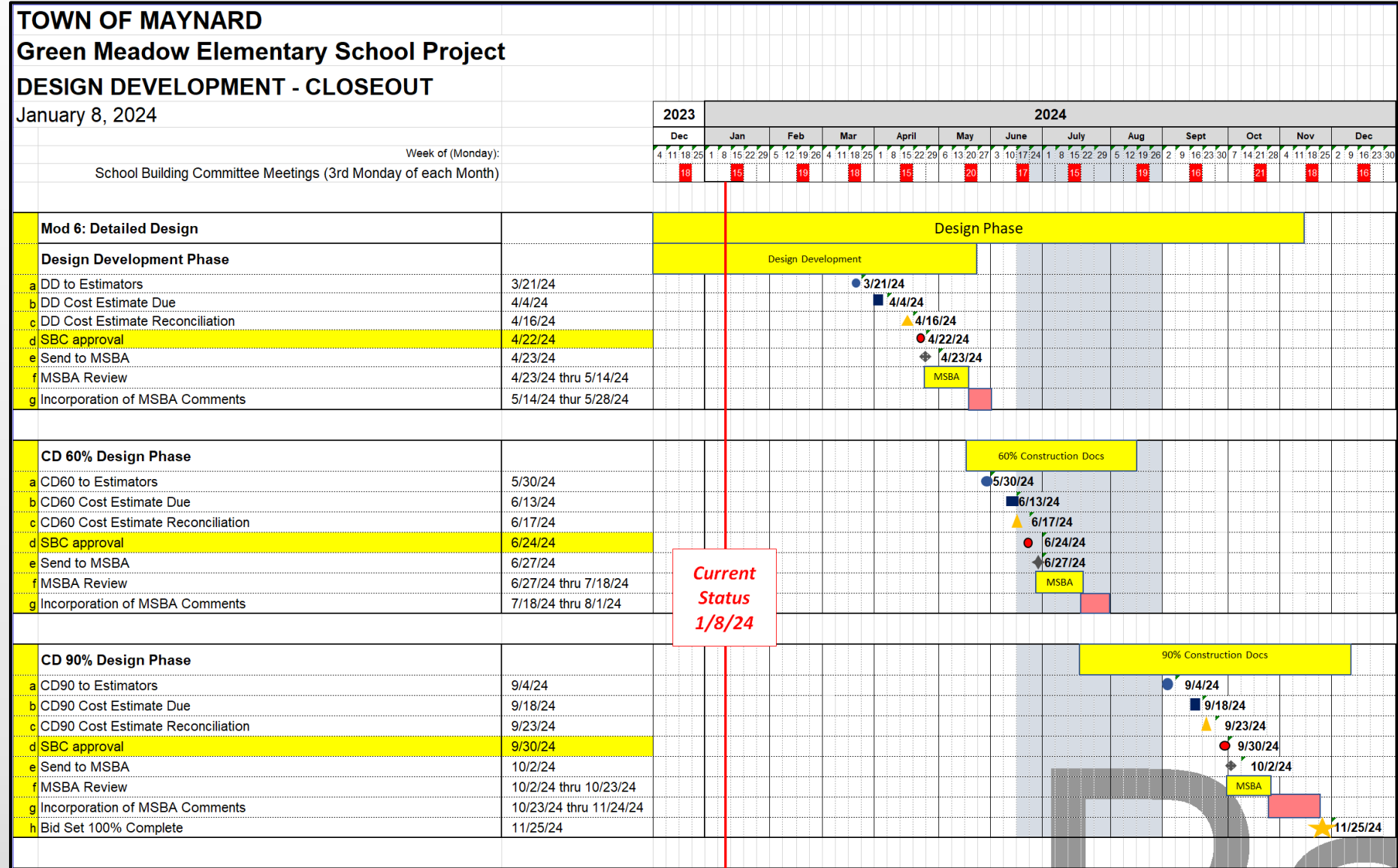
SBC Approval: 4/22/24

60% Const. Docs.

SBC Approval: 6/24/24

90% Const. Docs

SBC Approval: 9/30/24



Current Status
1/8/24



Project Leaders



GREEN MEADOW ELEMENTARY SCHOOL

BUILDING PROJECT



IV. Project Budget Update

Town of Maynard									
Green Meadow Elementary School									
Financial Status Report (\$000's)									
Date: January 8, 2024									
	A	B	C	D1	D2	D	E	F	G
	Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)
Budget developed as of 3/12/2021	Project Budget	Approved Transfers	Approved Budget with Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	
I. Feasibility Study Agreement									
<u>A</u> OPM Feasibility	\$ 250.0	\$ (51.4)	\$ 198.6	\$ 198.6	\$ -	\$ 198.6	\$ -	\$ 198.6	\$ -
<u>B</u> AE Feasibility	500.0		500.0	500.0	-	500.0	-	500.0	-
<u>C</u> Environmental & Site	150.0		150.0	134.4	-	134.4	-	134.4	15.6
<u>D</u> Other	100.0		100.0	40.3	-	40.3	-	40.3	59.7
Total Feasibility Study	1,000.0	(51.4)	948.6	873.3	-	873.3	-	873.3	75.3
II. Administration									
<u>A</u> Legal Fees	-	-	-	-	-	-	-	-	-
<u>B</u> Owner's Project Manager	2,166.7	51.4	2,218.1	-	2,143.1	2,143.1	75.0	2,218.1	-
<u>C</u> Advertising	10.0	-	10.0	-	-	-	10.0	10.0	-
<u>D</u> Permitting	50.0	-	50.0	-	-	-	50.0	50.0	-
<u>E</u> Owner's Insurance	125.0	-	125.0	-	-	-	125.0	125.0	-
<u>F</u> Other Administrative Costs	75.0	-	75.0	-	-	-	75.0	75.0	-
Total Administration	2,426.7	51.4	2,478.1	-	2,143.1	2,143.1	335.0	2,478.1	-
III. Architecture and Engineering									
<u>A</u> Architect and Engineer Fees	6,190.0	-	6,190.0	-	6,190.0	6,190.0	-	6,190.0	-
B. Reimbursable Services									
<u>1</u> Special Inspections	25.0	-	25.0	-	-	-	25.0	25.0	-
<u>2</u> Printing	50.0	-	50.0	-	-	-	50.0	50.0	-
<u>3</u> Other AE Costs	100.0	-	100.0	-	-	-	100.0	100.0	-
C. Sub consultants									
<u>1</u> Hazardous Material	200.0	-	200.0	-	-	-	200.0	200.0	-
<u>2</u> Geotechnical	300.0	-	300.0	-	-	-	300.0	300.0	-
<u>3</u> Site Survey	75.0	-	75.0	-	-	-	75.0	75.0	-
<u>4</u> Wetlands	50.0	-	50.0	-	-	-	50.0	50.0	-
<u>5</u> Traffic	50.0	-	50.0	-	-	-	50.0	50.0	-
Total Architecture & Engineering	7,040.0	-	7,040.0	-	6,190.0	6,190.0	850.0	7,040.0	-



Project Leaders



GREEN MEADOW ELEMENTARY SCHOOL

BUILDING PROJECT



IV. Project Budget Update

Town of Maynard									
Green Meadow Elementary School									
Financial Status Report (\$000's)									
Date: January 8, 2024	A	B	C	D1	D2	D	E	F	G
Budget developed as of 3/12/2021	Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)
	Project Budget	Approved Transfers	Approved Budget with Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	Anticipated Total Costs (D + E)	
V. Construction Costs									
<u>B</u> Construction	66,900.0	-	66,900.0	-	-	-	66,900.0	66,900.0	-
Total Construction Costs	66,900.0	-	66,900.0	-	-	-	66,900.0	66,900.0	-
VI. Miscellaneous Project Costs									
<u>A</u> Utility Assessments	150.0	-	150.0	-	-	-	150.0	150.0	-
<u>B</u> Material Testing	250.0	-	250.0	-	-	-	250.0	250.0	-
<u>C</u> Swing Space, Modulares	-	-	-	-	-	-	-	-	-
<u>D</u> Other Project Costs	125.0	-	125.0	-	-	-	125.0	125.0	-
Total Misc. Project Costs	525.0	-	525.0	-	-	-	525.0	525.0	-
VII. Furnishings and Equipment									
<u>A</u> Furnishings and Equipment	645.0	-	645.0	-	-	-	645.0	645.0	-
<u>B</u> Maintenance Equipment	-	-	-	-	-	-	-	-	-
<u>C</u> Computer Equipment	711.0	-	711.0	-	-	-	711.0	711.0	-
Total FF&E	1,356.0	-	1,356.0	-	-	-	1,356.0	1,356.0	-
VIII. Contingency									
<u>A</u> Construction & Owner's Project									
1 Construction	3,345.0	-	3,345.0	-	-	-	-	-	3,345.0
2 Owner's Project	1,007.3	-	1,007.3	-	-	-	-	-	1,007.3
Total Contingency	4,352.3	-	4,352.3	-	-	-	-	-	4,352.3
Total Project	\$ 83,600.0	\$ -	\$ 83,600.0	\$ 873.3	\$ 8,384.1	\$ 9,257.4	\$ 69,915.0	\$ 79,172.4	\$ 4,427.6



Project Leaders





V. Owner Cost Estimator Proposal Review and Vote

A.M. Fogarty

Design Development:	\$16,500
60% Construction Document:	\$17,500
90% Construction Document:	\$17,000
PROPOSAL TOTAL:	\$51,000
BUDGET:	\$75,000
REMAINING BUDGET BALANCE:	\$24,000

** A.M. Fogarty was the Owner cost estimator for the Schematic Design cost estimate.**



Project Leaders





VI. MVG Geothermal Testing Proposal Review and Vote

CDM Smith

Test Bore Program (Not to Exceed)

CDM Smith Coordination & Oversight:	\$12,500
Test Bore Installation and Thermal Conductivity Testing:	\$75,000
PROPOSAL TOTAL:	\$96,250 (includes MVG's 10% markup)
BUDGET:	\$300,000
REMAINING BUDGET BALANCE:	\$203,750



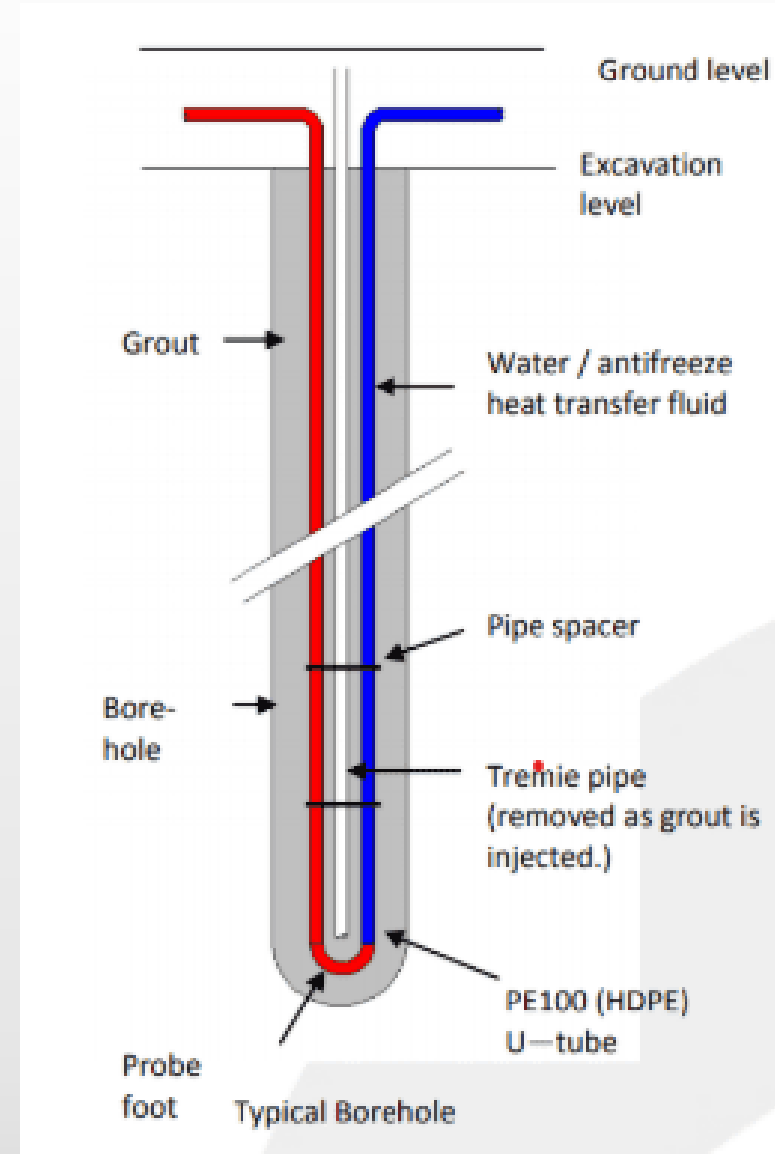
Project Leaders





Ground Source Heat Pump System (Geothermal)

- **Test Bore Program**
 - (2) 8"dia. Test Bores Completed to 600'
 - Pipe Loop Installed
 - Bore Holes Sleeved and Backfilled with Grout
 - Pipes pressurized and filled with Glycol type Substance
 - Thermal Conductivity Tests Run
 - Report due within 2-3 Weeks



GREEN MEADOW ELEMENTARY SCHOOL

BUILDING PROJECT



Site Test Boring Plan / Proposed Well Field Location



Project Leaders





VII. Create Design Subcommittees

- **Design Development - Jan. '24 – April '24**
 - Build off the Schematic Design Input and Decisions
 - Follow MSBA Deliverables Submission Schedule
 - Design Sub-Committee Mtgs – Sustainability, Security & Building/Site (Mid-February)
 - Review and Prepare for the Site Permitting Process (Site Plan Approval & Conservation)
 - Develop DD Estimate and MSBA Submission
- **Construction Documents – May '24 – November '24**
 - Continued Detailing and Coordination of Building, Building Systems and Finishes
 - Various Trade Specific Work is Established and Defined
 - Site Permitting Process Concludes with Compliance Conformance
 - 60% (July) and 90% (October) Estimates and MSBA Submissions
 - Project to Bid – December 1st, 2024



Project Leaders

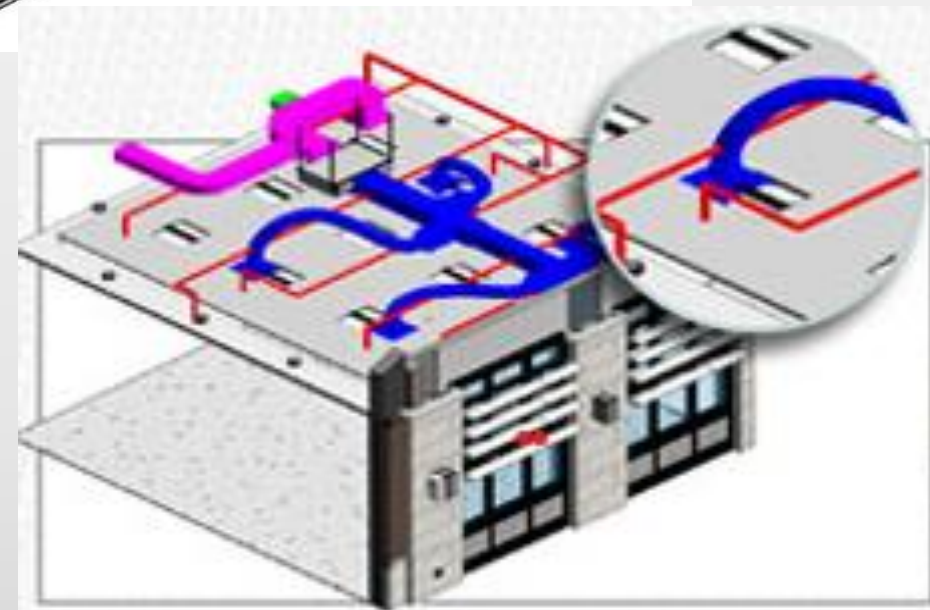
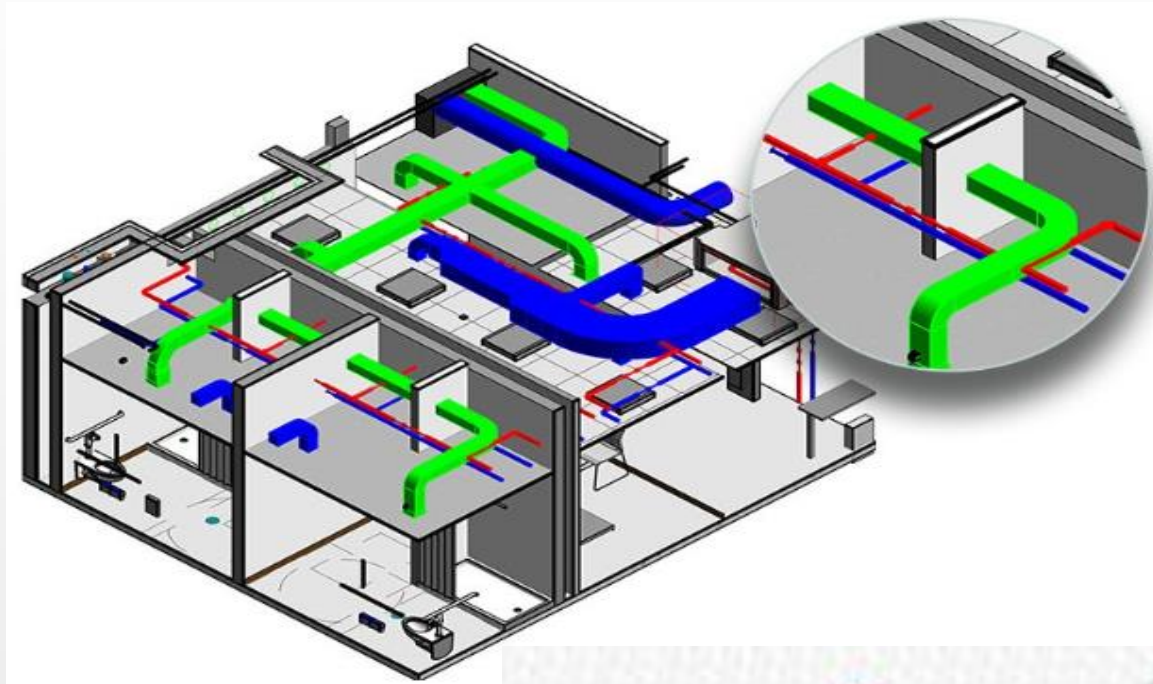




VIII. New / Other Business

Project Coordination

- **Regularly Scheduled Design Meetings**
 - In-House Design Team
 - Consultant Teams
 - Sub-Committees and District
 - Permitting Agencies
- **Regular Building Updates and Exchange**
 - Ensures Continued Coordination of Information
 - Clash Detection, Assessment and Adjustments
 - Maintain Design Intent & Protect Budget



GREEN MEADOW ELEMENTARY SCHOOL

BUILDING PROJECT



Visit us on Facebook @

<https://www.facebook.com/Green-Meadow-MSBA-Project-104657698834049>



Visit us on the Web @

<https://www.maynard.k12.ma.us/o/green-meadow-school/page/gm-building-project-information>



Thank You....



Project Leaders

