

WEST STREET SCHOOL BUILDING COMMITTEE MEETING MINUTES

Meeting Date: March 17, 2016

Location: 10-B West State Street, Senior Center

Members Present: Mark Bail, Chair of the West Street School Building Committee
Joe Rokowski, Vice Chair, West Street Building Committee
Jennifer Fraser-Champagne, Principal East Meadow School
Emre Evren, Granby School Committee Member
Judith Houle, Interim Superintendent of Schools
John Libera, Chair of the Granby Finance Committee
Chris Martin, Town Administrator

Absent: Deborah Barthelette, Principal, West Street Elementary School
Andrea Kennedy, West Street Building Committee Member
Jim Morrissey, West Street Building Committee Member
Jim Pietras, Granby School Committee Member
Lynn Snopek-Mercier, West Street Building Committee Member

Also in attendance: Alan Minkus, Colliers International
Kristian Whitsett, Jones Whitsett Architects (JWA)
Helen Fantini, Jones Whitsett Architects (JWA)
Sheryl Stanton, Incoming Superintendent of Schools
John Sullivan, Director of Facilities
Lillian Camus

Mark Bail called the meeting to order at 6:30 p.m.

Approval of February 11, 2016 minutes

Mark Bail asked for any changes to the February 11, 2016 minutes with the Committee. Hearing none

Motion was made by John Libera and seconded by Jennifer Fraser-Champagne to approve the February 11, 2016 minutes.

Approval of February 24, 2016 minutes

Mark Bail reviewed changes to the February 24, 2016 minutes with the Committee.

Motion was made by Jennifer Fraser-Champagne and seconded by Judith Houle to approve the February 24, 2016 minutes as amended. Chris Martin and John Libera abstained.

Colliers

Design Development to Project Closeout Schedule Review

Alan Minkus congratulated the committee on their success and for keeping on track with the schedule for feasibility/schematic design.

Mr. Minkus reviewed the new project schedule for the project going forward beginning with development of the design documents and finishing with the project closeout. Mr. Minkus noted that the Contractor Prequalification phase takes about three to four months and will begin in mid-August. Since the project is estimated to cost over ten million dollars, Granby will have to prequalify the subcontractors and contractors who will be allowed to bid on the work. The process will start taking place in mid-August and will be finished when the documents are put out to bid at the beginning of November. The current schedule indicates the construction phase will be 24 months from start of construction to the project closeout. .

Jennifer Fraser-Champagne asked at what point in the 24-month period the new building in front of the current East Meadow School being completed. Mr. Minkus responded that a specific date for that has not yet been established. As the design and construction documents are developed the design team will put together a phasing schedule which works with the school's schedule.

Contract Update

Alan Minkus reported that both the Design Team and OPM are finishing up the feasibility and schematic design portion of the contracts with the Town. The Design Team has developed a proposal and contract amendment for their services which has been sent to the Town Administrator. The OPM has also developed a proposal and contract amendment for services which is being reviewed by the Town. An example of services the OPM provides during the construction phase would be that the MSBA requirement to have a construction representative at the project site at all times there is construction taking place. The two proposals will go before the Selectboard for final approval.

Joe Rokowski asked what skills the person will have who is assigned to the construction site trailer every day. Mr. Minkus responded it would be a professional who has been involved with construction extensively, , has worked with contractors, reviewed submittals and evaluated proposed change orders. Mr. Rokowski inquired if this would be considered a seasoned person. Mr. Minkus responded this individual would be considered a seasoned person and of which Colliers have many on their staff.

Joe Rokowski asked for an example of some sort of interaction this person would have. Kristian Whitsett responded we will have biweekly team meetings at the site where this person will attend. This person routinely checks the temperature/weather conditions to be sure the specifications are adhered to, i.e., mortar when brick work is being installed or proper temperatures necessary when concrete is being poured.

Emre Evren asked if this person is a P.E. (Professional Engineer). Mr. Minkus responded that person would not necessarily a P.E., adding that the Construction Representative won't be

anyone green to this type of construction or size of project. Regarding OPM staff allocation in subsequent phases of work, Mr. Minkus will continue to stay involved in the project to the very end. Regarding proposed fees, the OPM's fees are charged hourly with a set cap for the amount that can be charge for services. For the Feasibility/Schematic Design phase services, the OPM is currently slightly under budget with only March left to bill on this phase. If the proposed amount of fees for the OPM stays under the approved budget, what is not spent could go back to the total project budget. If more time is spent than the OPM budgeted for the services specified, the Town is not under an obligation to pay above the set cap.

Emre Evren asked if who we end up with as contractors will be dependent on the bid. Mr. Minkus responded that we are bound by the Mass Procurement Law. In most cases this states that the lowest bidder would be awarded to job unless there is a compelling reason they have misrepresented their bid.

Joe Rokowski noted that Mr. Minkus must have some sense as to who the good contractors are having worked in this industry. Mr. Minkus responded that they do, also noting that the bad ones typically lose their DCAM certifications and are not allowed to bid on publicly funded work. Kristian Whitsett added it sometimes depends on the team you get. The contractor may have a poor track record, but the team they assign to the project is competent.

Judith Houle noted that based on the problems she has witnessed earlier in her career at the Sunderland Elementary School, this is why you have an Owner's Project Manager, to weed out the undesirables early on.

JWA

Design Development (DD) Schedule Detail Review

Helen Fantini described the design development schedule. We are roughly 15 to 20% through the documentation for the project at the end of Schematic Design. At the end of Design Development, the documents will be approximately 40% complete. The project is bid when documents are 100% complete. Mr. Minkus added that throughout the process, design estimates are developed at milestones, and value engineering items are proposed to allow the opportunity to give the same scope of work with substitute materials and still keep within budget.

Ms. Fantini noted they are meeting with their consulting team on Tuesday to get into the details. She then reviewed the detailed list of Design Development Tasks.

Ms. Fantini reminded the Committee that we have targeted the LEED-Silver level for this project.

Emre Evren asked if we don't get the LEED-Silver will it impact our budget? Mr. Whitsett responded that it would. Mr. Minkus added that both the Design Team and the OPM have been involved in many LEED projects previously and know how to navigate the potential trip wires to achieve the certification sought.

Request for SBC meetings twice/month thru DD or meeting with a formed design sub-committee
Helen Fantini reviewed the proposed meeting schedule and agenda topics for the Design Development Phase.

Ms. Fantini suggested the Committee consider forming one or two subcommittees. She explained a subcommittee will go into more detail of things such as classroom layout, specifics on the cafeteria, gym, finishes, materials and furniture.

Mr. Whitsett added that as they develop the design, JWA will update the committee and work on showing interior schematics, exterior materials, etc. The design team wants to check in with SBC and school representatives regularly to ensure they are heading in the right direction.

Mark Bail asked if most Towns use a subcommittee for these details. Mr. Minkus responded that a subcommittee is typical and is commonly made up by people who have first-hand knowledge in such things as classroom layout, building function, etc. such as the Principal(s), teachers and members of specialty programs.

Mr. Minkus explained the subcommittee could meet every two weeks and the full committee will still meet once a month. All decisions made by the subcommittee would not be final until approved by the full committee.

Judith Houle suggested a few people from the full committee meet during the day with potentially some teachers who would be on the subcommittee.

Joe Rokowski asked what the best time would be for these meetings. Mr. Minkus responded it is typically whatever is best for the schools and the Town.

Emre Evren asked if we are going to have teachers on the subcommittee. If so, the meetings should be earlier in the day.

Motion made by Judith Houle and seconded by Emre Evren to create a subcommittee to handle design, materials and structure. The Committee unanimously approved the motion.

Mark Bail suggested Jennifer Fraser-Champagne, Judith Houle/Sheryl Stanton, Deborah Barthelette, Jim Morrissey and John Sullivan as members of the subcommittee.

Other Business

None

Next Meeting Date

Thursday, April 21, 2016 at 6:30 p.m. at the Senior Center

Adjournment

Motion made to adjourn by Judith Houle and seconded by Emre Evren. Approved unanimously and adjourned at 7:10 p.m.

Respectfully submitted,

Lillian Camus, Recording Secretary