

<b>Project:</b>	Randolph Lyons School	<b>Meeting Date:</b>	January 13, 2021
<b>Time:</b>	1:06 PM	<b>Meeting Location:</b>	Zoom
<b>Meeting:</b>	School Building Committee	<b>Report By:</b>	Tieshia Walton
<b>Attending:</b>	Ida Gordon, Chair (IG) Andrea Nixon, Vice Chair (AN)* Ron Lum* (RL) Thea Stovell (TS)* Carlos Colley (CC)* Brian Howard (BH)* Pam Davis (PD)*	Steve Nesterak (SN)* Adam Smith (AS) * Randall Luther / TSKP Jesse Saylor/TSKP Yugon Kim/ TSKP Tieshia Walton/Daedalus Christina Opper / Daedalus	
	* Building Committee Member		
<b>Absent:</b>	Jim Burgess (JB)* Kevin Donovan (KD)* Casey Haley (CH)* Cindy Lopez (CL)* Lisa Millwood (LM) * Duong Nguyen (DN)* Mike Rossini (MR)* Judy Littlejohn * Paul McDermott *	William Alexopoulos * Alicia Monks / Daedalus Keith Wortzman (KW)* Richard Marks / Daedalus (RM) Holly German Melissa Wong Shauna Onofrey Danna Fagen Christina Tangishaka	

Item		Action
1	The meeting was called to order by the Committee Vice Chair Andrea Nixon at 1:06	
2	<p><b><u>Feasibility Study Updates</u></b></p> <p>Tieshia Walton made a motion to take the meeting out of order too review TSKP's Phase One Environmental Assessment and Survey and Wetland Flagging proposals. Steve asked for an overview of the scope of each proposal. Andrea made a motion to move the items out of order seconded by Pam, vote was unanimous. TSKP provided an overview of the scope of work for each proposal. Both proposals scope of work is required by the MSBA,</p> <p>Steve questioned if there was a risk of not doing more than two borings on the Devine site where there are three parcels of land. Randall stated that the short answer was yes. The first report was a preliminary geotechnical report. As the plans are developed more there will be a clear understanding of where the building is going to go and where utilities will be, then a more detailed,</p>	

targeted geotechnical examination can be done. The Phase One Environmental Assessment will provide information on areas of the site that may have suspected conditions. If there are suspected conditions a test pit can be built, and the Geotechnical expert or hazmat consultant can provide assistance. More Geotechnical investigations will be required during the Schematic Design Phase so we have a much better understanding of the particulars underneath the building, such as where some of the utilities are going, but right now instead of spending the Towns money drilling test holes, TSKP wants to be more strategic about where the holes are drilled. Had some suspected, concerning information been seen on the first round more would have been done at this phase, but right now everything looks fine.

Steve questioned where the money would come from to cover the \$5,480 Phase One Environmental Assessment and the \$20,900 Survey and Wetland Flagging, the Owners Contingency or the Feasibility Study Contingency. Tieshia stated the money for the two proposals would come from the Owners Contingency due to the \$5,000 Feasibility Study Contingency was exhausted. The last cost summary Tieshia sent to Steve showed \$18,903 left in contingency. Tieshia stated that she went back and researched some paperwork, and there was about \$28,000 left in contingency and after these proposals were approved there would be \$1,323 left in contingency. Steve wanted to see the updated cost summary before authorizing the funds.

Brian asked, based on where we stand currently with the MSBA requirements, does CHA and TSKP foresee spending any more money from contingency both firms stated no, not during the feasibility phase.

Brian asked what the wetland investigation cost at the Lyons, Randall stated \$26,000 for the Survey and about \$3,000 for the wetlands. TSKP has been in contact with the Town Planners office to see if there is any information that they can forward to reduce the scope of work of the new proposal, but there was really no information that could be used so they had to start basically from scratch.

Steve attempted to make a motion to approve but put a deadline on both proposals that coincide with the deadline with the MSBA. Randall is concerned about Steve's comment about the schedule. The survey is weather intended, if there is a 18" of snow the survey can't be done until the snow is clear. Steve believes we should hold the surveyor to a deadline. Brian is willing to help expediting any services needed at Town Hall. Steve stated that TSKP should be picking a date with the OPM to get the work complete. Thea asked Steve if he is suggesting that the committee not vote until there is a deadline. Steve stated that he is in favor of voting, after a deadline is established with the surveyor and receiving an updated cost summary from the OPM showing there is \$1300 left in contingency. Tieshia stated that she would get the updated cost summary out to everyone after the call. Steve stated that we discussed this information be vetted amongst Ida, Carlos and himself before sending out to the full committee. Tieshia stated that she didn't know this was the process, and that she didn't recall this being the process at all, but we could have an offline discussion. Thea stated that because of the timeliness of this it should come to the full committee. Thea stated that the last process discussed was that things go to Judy for Steve, then to Carlos, and back to Tieshia. Once Tieshia receives she will attach to the agenda for the Committee's approval. Steve stated that he questioned the cost summary and invoices and never received a response. Steve held up a marked-up cost summary and stated that it didn't tie out with the Architects bill. Tieshia updated the cost summary 20 minutes prior to the meeting and had never sent the updated cost summary to Steve. Tieshia shared her screen displaying the cost summary with the two proposals included and

the remaining \$1,323 in contingency. Tieshia stated that she had never seen Steve's marked up cost summary and that she and Steve had been going back and forth on email. Steve stated that it was on the shared drive, and that he didn't follow the math entirely. Steve stated that the OPM line on the cost summary ties out. Steve stated that the Architect's budget didn't contain the same information as the last TSKP invoice he received. Steve stated that he was told that there were still some documents that needed to be signed that's why the numbers weren't the same. Tieshia stated that she emailed Steve and told him that the numbers were correct on the cost summary but that TSKP hadn't included all their executed contract amendments on their invoice and that is why the numbers weren't the same, Tieshia stated that she would reach out to Laura at TSKP to have her list the executed contract amendments so the numbers would align. Steve stated that he told Tieshia that typically on the Owners Contingency line when there are added services those amounts are added to the committed line where appropriate so at that point, you're not tracking a contingency without any work. Thea asked Steve was he concerned about going over the one-million-dollar budget, but that TSKP and Daedalus stated that we don't expect to go over the one million dollars. Steve stated that he heard from Daedalus but didn't hear from TSKP. Steve asked Randall what TSKP's total commitments to date before we add the \$25,000 for the new proposals, Randall stated that he didn't have this information at his fingertips and would need to review their contract amendments and billing to see where they are. Steve stated that because no one can tell him what TSKP's contract amount is, we need to do some housekeeping. Tieshia stated that she would go back and review all the numbers again, and that she created a share drive since the one Steve created wasn't working to share the documents Steve requested. Tieshia stated she will send everyone TSKP's contract amount including all amendments and Daedalus' contract amount. Thea stated that the big requirement is making sure we aren't going over the one million dollars. Thea stated that she doesn't want a load of documents and can't speak for everyone else but needs confirmation that we aren't going over the one million dollars. Randall stated to approve a motion subject to Steve's satisfaction that he is satisfied that Tieshia and TSKP can get him information that the numbers jive and the Committee says subject to their approval then the consultants can be released to do the work.

Ida asked for someone to amend the motion. Ida asked Steve was he amending his previous motion for was this a new motion, Steve stated that the motion he put on the table was to approve an add services to TSKP for a Survey and Phase One in the amount of that when combined with TSKP's current commitments plus the \$275,000 OPM budget doesn't exceed the one million dollar feasibility budget. Ida asked was Steve done with his motion and Steve said he was stating what he thought he was making, but was trying to say that he was trying to verify the TSKP contract amount before it would forward and it got shot down and we still don't know what the TSKP contract is today despite whomever schedule it comes from, he doesn't really care at this point. He is amending the motion to say that we are approving the add services to TSKP for the Phase One study and amending the TSKP contract for the survey and the amount when added to their current contract plus the \$275,000 for the OPM services does not exceed one million dollars, seconded by Thea.

Andrea called for a roll call to approve the amended motion and the voting was as follows;

- a. Carlos Colley-Yes
- b. Brian Howard-No Answer
- c. Andrea Nixon- Yes
- d. Ida Gordon-Yes

- e. Thea Stovell-Yes
- f. Steve Nesterak-Yes
- g. Ron Lum-No
- h. Pam Davis-Yes
- i. Adam Smith-Yes

7 yes, 1 No

There was a roll call on approving expenses as long as they don't go over the one million dollar budget and voting was as follows;

- a. Carlos Colley-Yes
- b. Brian Howard-Yes
- c. Andrea Nixon- Yes
- d. Ida Gordon-Yes
- e. Thea Stovell-Yes
- f. Steve Nesterak-Yes
- g. Ron Lum-No
- h. Pam Davis-Yes
- i. Adam Smith-Yes

8 yes, 1 No

Thea asked if anything was found during the Survey and Environmental Site Assessment would the work have to be taken from the Feasibility Study contingency. Randall responded that work needed further would be addressed subsequently.

Ida stated that she doesn't want to see this project held up, this year is election year and we don't know who we are going to be dealing with next year.

The Preferred Schematic Report is due to the MSBA on February 24, 2021.

Ida stated she wanted to congratulate Daedalus and TSKP on the presentation to the Town Council she is happy they were able to approve the site at their next meeting. She also thanked the Town Council for voting.

### 3 **Approval of Meeting Minutes**

Andrea made a motion to approve the meeting minutes from 12/16, Ron seconded the motion. Andrea called for a roll call and voting was as follows;

- a. Carlos Colley-Yes
- b. Brian Howard-Yes
- c. Andrea Nixon-Yes
- d. Ida Gordon-Yes
- e. Thea Stovell-Yes

- f. Steve Nesterak-Yes
- g. Ron Lum-Yes
- h. Pam Davis-Yes
- i. Adam Smith-Yes

Unanimous

#### 4 **Public Comment Response**

At the last meeting there were some concerns no one was responding to emails sent to the project email and that they weren't receiving notifications about upcoming meetings. Meeting dates are posted on the website along with the meeting minutes from previous meetings. After review CHA found a glitch in the notification software that has now been repaired so we can now start responding to emails. There is an icon on the website to sign up for project newsletters and if there is interest a project newsletter can be generated on a quarterly basis. Ida asked for me to forward this information to her by email to mention at the next School Committee Meeting.

Pam thought the newsletter would be due diligence, and Andrea thought it was a good idea.

#### 5 **Meeting Adjournment**

Pam made a motion to adjourn, seconded by Andrea. No roll call.

Next Meeting will be Wednesday January 27, 2021 at 1:00 PM

Respectfully Submitted,



Andrea Nixon

Vice Chair, Randolph School Committee