

**West Elementary & Shawsheen Preschool Building Committee Minutes**  
**Tuesday, May 16, 2023 – 7:00PM – via Web Ex**

**Participating**

**Voting Members:** Chair-Joel Blumstein, Dr. Magda Parvey, Andrew Flanagan, Heather Eigen, Siggy Pfindler, Carol Green, Liz Roos, Janet Nicosia, Jennifer Hunt, Patrick Lawlor

**Non-Voting Members:** Tracey Spruce, Esq.

**PMA Consultants:** Brian Abdow, Karina Pena, Brian DeFilippis, Kevin Weeks

**CM at Risk Contractor:** Michael Marcella, Nate Burnham

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West Elementary School Building Committee Chair (SBC), Joel Blumstein, opened the meeting at 7:00 PM. The meeting was held via Web Ex. The Chair welcomed everyone to the meeting and he reminded anyone who wanted to send in comments should send them to [Scremote@andoverma.us](mailto:Scremote@andoverma.us).

***Approval of Minutes. Vote Expected***

Minutes of April 26, 2023 will not be approved at this meeting since they were not ready for distribution. They will be taken up at the June 21, 2023 SBC meeting.

***Approval of Invoices. Votes Expected.***

*Ms. Roos moved that the West Elementary SBC vote to approve the PMA Invoice #04303-48 from April 1, 2023 to April 30, 2023 in the amount of \$129,715.61. The motion was seconded by Mr. Flanagan and unanimously approved on a 9-0 vote.*

*Ms. Roos moved that the West Elementary School Building committee vote to approve the SMMA Consultants invoice #0059272 from April 1, 2023 to April 30, 2023 in the amount of \$60,000. The motion was seconded by Ms. Hunt and unanimously approved on a 9-0 vote.*

*Dr. Parvey moved that the West Elementary School Building committee vote to approve the Gilbane Invoice #202304-J549 from April 1, 2023 to April 30, 2023 in the amount of \$3,150,426.98. The motion was seconded by Mr. Lawlor and unanimously approved on a 9-0 vote.*

**Presentation: SMMA, PMA & Gilbane May 16, 2023**

**OPM UPDATES -**

Mr. Defilippis stated they are still waiting for the bid amendment response from MSBA. There is a new MSBA project manager on the project who is being brought up to speed by PMA. MSBA will not be doing bi-monthly visits, just virtually seeing the site. PMA will be providing them with photos during these updates. The next MSBA visit is scheduled for July 12, 2023. Change orders 1 and 3 have been reviewed by MSBA. Next set of change orders will be done in August.

**CM UPDATES Update since the April 26, 2023 SBC meeting:**

Mr. Marcella said that a lot has happened since the last meeting in April. Concrete floor placement on the first floor in Wings A, B, and C is complete. The applied fireproof coating installation in select locations on interior structural steel is being done. Focus is on the 2<sup>nd</sup> and 3<sup>rd</sup> floor wings with the exterior wall framing. Underground drainage system installation on the West side of the bus road is nearly completed. The plumber has been working on roof drain installations. The underfloor utility installation in the kitchen has been done. There is ongoing planning for roadwork utility tie-ins to be conducted during the summer recess. Mr. Blumstein they would discuss this further during the Communications part of the meeting. He also encourages the SBC members to visit the site. Please let them know in advance because a safety training must be taken before touring the area.

Mr. Marcella reported that all the of the 15 trade contracts have been executed and returned. For the subcontracts, 24 have now been executed. There are 5 still to be awarded which are for the synthetic turf field, outdoor athletic equipment, wetland boardwalk/decking, wetland pile foundations and fencing. The goal is to have recommendations for at least some of the 5 remaining contracts for the June SBC meeting.

### **Status of Contingencies**

The contingencies are in good shape. There has been a usage of the CM contingency of less than 1%. There have been net credits to the construction contingency. None of the owners contingency has been used. Looking forward, the lowest bid for fencing currently is 17k over budget (budgeted at \$750,000). The bid amount is \$767,000. The other remaining bid packages - wetland boardwalk/decking, wetland foundations, outdoor athletic equipment, and synthetic turn field -should negate each other.

### **Change Order 5 (OCO 5) (see slide 8 for explanation)**

Mr. Marcella and Mr. Defilippis explained that this change order results in a net charge to the construction contingency of \$851.. Some terms were explained: ATP - Authorization to Proceed, IS - In Scope, OS, Out of Scope

There are 4 ATPs that are a part of this change order, including:

ATP-38R1 (OS-77) Proposal request #24 – Kitchen Electrical Receptacles Revisions

ATP-53 (OS-86) Request for Information #213 – Variable Air Volume and Elect Re-Heat Variable Air Volume Duct Transitions Revisions

ATP-54 (OS-88) Proposal Request #33 – Delete Two FD-7 Floor Drains

ATP-55 (OS-94) Request for Information \$157, #212 – Mixing Valve to Emergency Shower/Eye Wash ESW-2 Upgrade

*Ms. Hunt moved that the West Elementary School Building committee vote to approve the Owner Change Order #5 which includes Out of Scope Change-Construction Contingency OS-77 (ATP-38R1) – PR #24 Kitchen Electrical Receptacles revisions; OS-86 (APT-53) – PR #213-VAV and EVAV Duct Transitions Revisions; ATP-54 (OS-88) PR#33 Delete Two FD-7 Floor Drains; ATP-55 (OS-94) RFI #157 #212 (Mixing Valve to Emergency Shower/Eye Wash ESW-2 Upgrade with a net charge to the construction contingency of \$851. The motion was seconded by Ms. Pfendler and unanimously approved on a 9-0 vote.*

Mr. Defilippis stated the contingency balances at this time: CM Contingency is \$2,948,582; Construction Contingency is \$8,947,659 and Owner's Contingency is at \$1,364,340, all still in good shape at this point.

Actions:	Change Order Value	CM Contingency (Reduction)/Increase	Construction Contingency (Reduction)/Increase	Owner's Contingency (Reduction)/Increase
GMP Contingency/Beginning Balance		\$2,950,983	\$8,868,215	\$1,364,340
<b>Balance after Change Orders prior (1, 2, 3, and 4)</b>		<b>\$2,948,582</b>	<b>\$8,948,510</b>	<b>\$1,364,340</b>
<b>CHANGE ORDER 5 - (OCO 5) - Change in CM Contract Value</b>	\$851			
<b>In-Scope Changes (IS) - CM Contingency</b>				
None				
<b>Out of Scope Changes (OS) - Construction Contingency</b>				
ATP-38R1 (OS-77) – PR #24 – Kitchen Electrical Receptacles Revisions, ATP-53 (OS-86) – RFI #213 – VAV and EVAV Duct Transitions Revisions, ATP-54 (OS-88) – PR #33 – Delete Two FD-7 Floor Drains, ATP-55 (OS-94) – RFI #157, #212 – Mixing Valve to Emergency Shower/Eye Wash ESW-2 Upgrade			<b>(\$851)</b>	
<b>OWNER CHANGES</b>				
None				
<b>Contingency Balance 5/17/23 after Change Orders</b>		<b>\$2,948,582</b>	<b>\$8,947,659</b>	<b>\$1,364,340</b>
Percent of Contingency Used to Date		< 1%	0%	0%

<b>POTENTIAL CHANGES</b>				
Award Fencing - Bid Amount = \$767,000				
GMP Allowance Amount = \$750,000	\$17,000			
			<b>(\$17,000)</b>	
<b>Contingency Balance Pending Award</b>		<b>\$2,948,582</b>	<b>\$8,930,659</b>	<b>\$1,364,340</b>
Percent of Contingency Used to Date		< 1%	0%	0%

## FURNISHINGS & EQUIPMENT UPDATE

Ms. Pena and Mr. Defilippis displayed some of the samples of student desks, chairs, bean bags. Ms. Pena has had many meetings with staff, and she thanked Ms. Hunt, Ms. Green and Ms. Eigen for their assistance with this part. In the end, furniture will be uniformed per grade level. Bidding for furniture will start in September.

Mr. Defilippis said MSBA gives a set amount for each elementary pupil - in this case 925 students. MSBA funds the Prek physical classroom structures, but not furnishing and equipment for the PreK areas. Therefore, with MSBA's funding of \$1200/student, and our increase of \$600/student this comes out to a \$1,665,000 total FFE budget. The technology budget is using the exact same logic, so their budget is the same.

## STUDENT ENGAGEMENT

Principal Hunt briefed the Committee about the grade level assemblies which are coming up at the end of this week. Ethan Zabar – a former West El student, who is now in the Environmental Sustainability Internship class at AHS – will be conducting the assemblies with Ms. Hunt. He's creating a power point about solar panels and how they will make this project environmentally friendly. He will be presenting this on Friday to the students.

## COMMUNICATIONS & DISCUSSION OF NEXT MEETING DATES

Ms. Kieser and Mr. Blumstein reported on efforts to get out information about the work being done on Beacon Street and High Plain Road during the summer. During a portion of this work, traffic will be re-routed off of Beacon Street to High Plain Road and Juniper Road. This will all be coordinated with the police department and community. Ms. Nicosia added that she's made a list of neighbors so that they can send information to those who will be directly impacted by these road changes. She said they plan on also putting up an info board so people will see this information. A meeting will be held to discuss this in greater detail.

The next meeting will be held virtually on Wednesday, June 21, 2023, at 7PM.

*Mr. Flanagan moved that the West Elementary School Building Committee vote to adjourn the May 16, 2023, meeting. Ms. Roos seconded the motion and it was approved on a 9-0 vote. The meeting was adjourned at 8:07 PM.*

Respectfully,  
Alison Phelan, Recorder

**CERTIFICATION**  
Town Clerk, Town of Andover  
***Austin Simko***

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Date:

Town Stamp: