

# SCHOOL BUILDING COMMITTEE MEETING MINUTES



Project: Tri-County Regional Vocational Technical HS  
Subject: School Building Committee Meeting No. 37  
Location: Remote via Zoom  
Distribution: Attendees, Project File  
MSBA Module: 6- Detailed Design

Project No: MP20-28  
Meeting Date: 04/25/24  
Time: 4:00 PM  
Prepared By: E. Grijalva

---

## **Present**

Brian Mushnick*	SBC Chair
Karen Maguire*	Superintendent
Dan Haynes*	Business Admin.
Jonathon Dowse*	SBC Member
Harry Takesian*	Facilities Director
Michael Procaccini*	SBC Member
Brendan Bowen*	SBC Member
Bob Foley*	Adult Ed. Dir
Tracey Stuart	SC Member
Dana Walsh*	SBC Member -TCRVTHS Principal
Trip Elmore	DWMP- Project Director
Mike Cox	DWMP – Project Manager
Elias Grijalva	DWMP- Assistant PM
Rachel Rincon	DWMP- Assistant PM
Vladimir Lyubetsky	DRA- Project Manager
Carl Franceschi	DRA – Principal in Charge
S. Johnson	Consigli- Sr. Project Manager
Scott Elise	Consigli – Sr. Estimator
Anja Gjata	Consigli- Precon Manager

\*SBC Voting Member

Item/ No.	Description	Action
37.1	<p><b>Call to order:</b> 4:06PM meeting was called to order by SBC Chair B. Mushnick, 9 of 11 voting members in attendance.</p>	Record
37.2	<p><b>Previous Topics &amp; Approval of March 21,2024 Meeting Minutes:</b>  A motion to approve the <u>March 21,2024</u> previous meeting minutes as submitted was made by J. Dowse and seconded by M. Procaccini.</p> <p>Discussion:  B. Bowen comments that his last name was spelt wrong in section 36.4.  E. Grijalva acknowledges and confirms that it will be corrected before posting.</p> <p>Roll Call Vote: B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	Record
37.3	<p><b>Invoices and Commitments for approval:</b></p> <p><b>Invoice 1:</b> DWMP March Invoice, in the amount of <u>\$100,000.00</u>  A motion was made by B. Foley and seconded by M. Procaccini for the approval of the DWMP March invoice.</p> <p>Discussion: T. Elmore explains this is an incremental billing.  Roll Call Vote: B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	Record
	<p><b>Invoice 2:</b> DRA March Invoice, in the amount of <u>\$975,000.00</u></p> <p>A motion was made by J. Dowse and seconded by D. Haynes for the approval of the DRA March invoice.</p> <p>Discussion: V. Lyubetsky explains this bill represents 56% completion of Design Development.  Roll Call Vote: B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	
	<p><b>Invoice 3:</b> DRA March Amendment #6, Professional Services Invoice, in the amount of <u>\$36,287.90</u></p> <p>The motion was made by J. Dowse and seconded by D. Haynes for the approval of the DRA March Professional Invoice.</p> <p>Discussion:  T. Elmore comments that this invoice is services related to a previously approved amendment 6.</p> <p>Roll Call Vote: B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	

<p><b>Invoice 4:</b> Consigli March Invoice, in the amount of <u>\$31,191.00</u></p> <p>The motion was made by J. Dowse and seconded by B. Foley for the approval of the Consigli March Invoice.</p> <p>Discussion: T. Elmore comments that this invoice is their monthly billing for pre-construction services. Roll Call Vote: B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	
<p><b>Invoice 5:</b> Rubin and Rudman LLP Invoice, in the amount of <u>\$922.50</u></p> <p>The motion was made by B. Bowen and seconded by J. Dowse for the approval of the Rubin and Rudman Invoice.</p> <p>Discussion: None; Roll Call Vote: D. Walsh (Y), B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None. All in favor. Motion passes.</p>	
<p><b>Invoice 6:</b> Samiotes Invoice, in the amount 6,859.02</p> <p>The motion was made by J. Dowse and seconded by M. Procaccini for the approval of the Samiotes Invoice, in the amount of \$6,859.02.</p> <p>Discussion: T. Elmore comments that this bill was sent directly to the school versus having it go through one of our companies with a 10% mark up.</p> <p>Roll Call Vote: D. Walsh (Y), B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	
<p><b>Commitment #1:</b> BETA NOI Review Scope &amp; Fee Proposal</p> <p>The motion was made by J. Dowse and seconded by M. Procaccini to approve BETA's NOI Review Scope &amp; Fee Proposal in the amount of \$10,000.00.</p> <p>Discussion: T. Elmore explains this is not an invoice, it's a fee proposal, and by voting this forward you allow D. Haynes to write a check and start the review. This is for services related to the review of the Notice of Intent (NOI).</p> <p>Roll Call Vote: D. Walsh (Y), B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	
<p><b>Commitment #2:</b> BETA Site Plan Review Proposal</p> <p>The motion was made by J. Dowse and seconded by B. Foley to approve BETA's Site Plan Review Proposal in the amount of \$5,500.00.</p> <p>Discussion:</p>	

	<p>C. Franceschi explains this is for the site plan review.</p> <p>Roll Call Vote: D. Walsh (Y), B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	
	<p><b>Commitment #3:</b> Planning Board mailing and local IQ advertisement costs</p> <p>The motion was made by J. Dowse and seconded by K. Maguire to approve the planning board mailing and local IQ advertisement costs in the amount of \$409.41.</p> <p>Discussion:        B. Mushnick asks, is this a straight mailer or does it also have advertising in a local paper?        T. Elmore explains the invoice. Advertising fee \$132.84 &amp; (439) regular mail notification \$276.57.</p> <p>Roll Call Vote: D. Walsh (Y), B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	
37.4	<p><b>Design Development submission Update.</b></p> <ul style="list-style-type: none"> <li>• <b>Complete-</b> Align the Design Development (DD) Estimates and agree on the total Construction Cost Estimate</li> <li>• <b>April 25, 2024</b> - If Over budget, use the Value Engineering (V/E) Process to reduce cost. Owner officially votes to accept V/E items.</li> <li>• <b>May 2, 2024</b> - Prepare the MSBA prescribed DD submission materials and the SBC votes to submit the DD submission to the MSBA.           <ul style="list-style-type: none"> <li>○ Design Development Submission draft will be distributed for review next Tuesday.</li> </ul> </li> <li>• <b>May 6, 2024</b> - DD Submission due</li> </ul> <p>Discussion: None</p>	Record
	<p><b>Project Budget Update</b> (Refer to meeting packet for comparison between both estimates)</p> <p>T. Elmore comments during the design development phase, there were adjustments to the project costs, and despite cost adjustments and increases in certain areas, the project managed to come in slightly below the budgeted amount of \$233,267,235 demonstrating effective management of costs and contingencies during the Design Development.</p> <p>Conclusion:        DD Construction Estimate 09/2023:</p> <ul style="list-style-type: none"> <li>• Project Funding Agreement: \$233,267,235.00</li> <li>• 05.2024: Design Development: \$233,249,742.00           <ul style="list-style-type: none"> <li>○ Delta: \$17,493.00</li> </ul> </li> </ul> <p>Discussion:        B. Mushnick asks, what's the difference between site prep and site improvement?</p> <p>V.Lyubetsky explains that site prep involves excavation, other groundwork and site improvement involved paving the site, sidewalks, streetlights, and other items. The increase in site preparation costs</p>	

	<p>was justified by the need for more detailed information about the subsurface conditions and the strategic approach to management earthwork during construction.</p> <p>S. Johnson comments that through further investigation of the existing conditions, it was discovered that there is a significant amount of rock below ground. This was initially underestimated, leading to a larger than anticipated cost for rock removal. The increase in cost was a result of more accurate information obtained through probing and assessment, which allowed for a better understanding of the extend of the rock and its associated removal costs.</p>	
37.5	<p><b>Approval of Value Engineering Items &amp; Add Alternates</b> (refer to meeting packet for list of identified V/E items)</p> <p>T. Elmore comments there is no immediate need to accept any valuable engineering items currently, as the delta between the project estimate and the DD estimate is \$17,492.00. The chart shown shows potential reductions in the project cost if various V/E were accepted. As the project advances to 60% and 90% completion of construction drawings, further evaluation will be conducted to ensure the project remains within budget. If necessary, items from the V/E list may be considered at those stages to align with budget constraints.</p> <p>The motion was made by B. Foley and seconded by J. Dowse not to accept any Value Engineering items in the Design Development reconciliation.</p> <p>Discussion: None; Roll Call Vote: D. Walsh (Y), B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	Record
37.6	<p><b>Permitting Update- NOI and Site Plan</b></p> <ul style="list-style-type: none"> <li>• Conservation Commission - Notice of Intent (NOI) –       <ul style="list-style-type: none"> <li>• Meeting scheduled every 2 weeks; Thursday, May 2<sup>nd</sup>, 2024 @ 7PM</li> <li>• Still waiting for Peer Review Comment from Beta</li> <li>• Consigli: Updated logistics plans will demonstrate.           <ul style="list-style-type: none"> <li>• Representatives will attend meeting: Civil Engineering, Landscape Architect, Traffic consultant, DRA, Consigli</li> </ul> </li> </ul> </li> <li>• Planning Board - Site Plan Approval       <ul style="list-style-type: none"> <li>• 1<sup>st</sup> hearing on Monday, May 6<sup>th</sup>, 2024</li> <li>• Abutter notices will be mailed by the town.</li> <li>• Still waiting for Peer Review Comments from Beta</li> </ul> </li> <li>• Design Review Board       <ul style="list-style-type: none"> <li>• Documentation package will be sent on May 8<sup>th</sup>, 2024</li> <li>• 1<sup>st</sup> hearing scheduled for May 14<sup>th</sup>, 2024.</li> </ul> </li> </ul> <p>Discussion: None</p>	Record

37.7	<p><b>Early Release Package 1 –Filed Trade Pre-qualification Process and Committee Selection-Electrical</b></p> <p>M.Cox reviews the early release package process and steps.</p> <p><b>Prequalification of Filed Trade Sub-Contractors</b></p> <ul style="list-style-type: none"><li>• Form a prequalification committee – Owner (2), OPM (1), Designer (1), CM (1)</li><li>• Prepare the scoring criteria ranking/points and Request for Qualifications (RFQ)</li><li>• Advertise the RFQ – Local Paper, Central Register, COMMBUYS, and website</li><li>• Accept Statements of Qualifications (SOQ) received and register the companies submitting.</li><li>• Evaluate and score each SOQ and notify each responder.<ul style="list-style-type: none"><li>○ (10-15) references that will need to be checked.</li><li>○ Online process for references</li></ul></li><li>• Publish the list of pre-qualified contractors on the website and on COMMBUYS.</li><li>• Issue Bid Documents to qualified companies.</li><li>• Accept bids publicly.</li><li>• Award to the lowest qualified bidder.</li></ul> <p><b>RFQ Process Timeline</b></p> <p>04.25.2024: Define the process to committee &amp; Select review subcommittee 04.26.2024: 04.30.2024: Define score criteria/points &amp; set up online links for references 05.01.2024: Create Request for Quals 05.02.2024: Advertise the RFQ- CR, COMMBUYS 05.08.2024: Issue RFQ-Electronically 05.20.2024: Evaluate qualifications and score 05.28.2024: Issue Bid Package 06.19.2024: Receive and Open Bids</p> <p>B. Mushnick asks, this is not the electrician for the whole project? T. Elmore replies, just the initial enabling scope. B. Mushnick asks, so when we go to the next level, do we need to redo the same process? M.Cox replies yes.</p> <p><b>Prequalification subcommittee for Electrical Scope in ERP#1</b></p> <p>M.Cox states the drafted Request for Qualifications (RFQ) will be distributed out tomorrow morning for initial review and we'll circle back next Tuesday to review the requirements with the subcommittee. We must advertise in the central register by 4' O clock next Thursday. The RFQ will then be available to the public the following week on May 8<sup>th</sup>,2024. The selected subcommittee will then be part of reviewing the qualifications and scoring.</p> <p>The motion was made by B. Bowen and seconded by M. Procaccini to accept Brian Mushnick, John Dowse, Daniel Haynes(optional), Mike Cox, Vladimir Lyubetsky and Kristy Lyons as the file trade prequalification subcommittee.</p>	Record
------	--	--------

	<p>OPM Rep- Mike Cox          CM Rep- Kristy Lyons          Owner Rep#1 – Brian Mushnick          Owner Rep#2 – Jonothan Dowse          Optional Owner Rep#3 -Daniel. Haynes</p> <p>Discussion: None; Roll Call Vote: D. Walsh (Y), B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	
37.8	<p><b>Other Topics not Reasonably anticipated 48 hours prior to the Meeting.</b></p> <p>K. Maguire comments there is an opportunity to apply for a separate grant worth \$600,000 designed for equipment. However, this equipment must be allocated to a specific program within the organization. Further discussion and planning are necessary to capitalize on this funding opportunity. The funds will have to be spent by next January 2025, but we could always store the equipment and move it over at the appropriate time.</p> <p>Discussion: V. Lyubetsky states one specific program comes to mind, dental. The Team will investigate.</p>	Record
37.9	<p><b>Public Comment:</b>          Discussion: None</p>	Record
37.10	<p><b>Next Meeting:</b>  <u>School Building Committee Meeting</u>          School Building Committee Meeting – May 02, 2024; Location: Virtual          School Building Committee Meeting – June 13, 2024: Location: In-Person</p> <p>Discussion: None</p>	Record
37.11	<p><b>Adjourn:</b> 5:08 PM motion was made by J. Dowse and seconded by M. Procaccini to adjourn the meeting.</p> <p>Discussion: None; Roll Call Vote: D. Walsh (Y), B. Foley (Y), B. Bowen (Y), M. Procaccini (Y), K. Maguire (Y), D. Haynes (Y), H. Takesian (Y), J. Dowse (Y), B. Mushnick (Y); Abstentions: None; All in favor. Motion passes.</p>	Record

Sincerely,  
**DORE + WHITTIER**  
 Elias Grijalva  
 Assistant Project Manager  
 Cc: Attendees, File

Project: Tri-County Regional Vocational Technical High School  
Meeting: School Building Committee  
Meeting No. 37 – 04/25/2024  
Page: 8

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.