

PERMANENT BUILDING COMMITTEE  
SCHOOL BUILDING COMMITTEE SUB-COMMITTEE  
MEETING MINUTES



Project:	Clinton Middle School	Project No:	202000640305
Subject:	School Building Committee Meeting	Meeting Date:	06/18/2024
Location:	ZOOM	Time:	6:30 PM
Distribution:	Attendees, Project File	Prepared By:	E. Grijalva
MSBA Module:	D- Detailed Design		

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**Meeting Agenda**

1. Call to Order & Number of Voting Members
2. Previous topics & MM for Approval
3. Clinton Design Update: COA Carriage House Project
4. PBC Invoices for Approval
5. Commitments for Approval
6. Next Steps
7. Other topics not reasonably anticipated 48 hrs prior to meeting
8. Public Comment
9. Next Meeting
10. Adjourn

<b>Name</b>	<b>Affiliation</b>
Steven Meyer*	PBC Member- Superintendent
Chris McGown *	PBC Chair
Michael Moran*	PBC Member
Michael Ward*	PBC Member- Town Admin
Brian Delorey*	PBC Member
Trip Elmore	DWMP- Project Director
Elias Grijalva	DWMP – Assistant PM
Eric Moore	LPA A – Principal in Charge
Peter Caruso	LPA A – Project Manager
Beth Paulson	Fontaine Bros- Project Manager
Chelsey Mutrie	Fontaine Bros – VP of Precon

**\*PBC Voting Members**

Item No.	Description	Action
28.1	<p><b>Call to Order &amp; number of voting members present</b> 6:35 pm meeting was called to order by PBC Chair C. McGown with 5 of 7 voting members in attendance.</p>	Record
28.2	<p><b>Previous Topics &amp; Approval of May 07, Meeting Minutes:</b>            A motion to approve the May 7, 2024, previous meeting minutes, was submitted by S. Meyer and seconded by M. Moran.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	Record
28.3	<p><b>Clinton Design Update COA Carriage House Project</b>            (refer to meeting packet for copy of the preliminary drawings and a copy of the schematic design estimate)</p> <p>M.Ward provides an update on the Carriage House Project.</p> <ul style="list-style-type: none"> <li>• Preliminary Drawings from Feasibility study available</li> <li>• Town meeting approved: \$360,000.00               <ul style="list-style-type: none"> <li>○ \$240,000 towards reno/fitness center and code updates</li> <li>○ \$120,000 towards restrooms</li> </ul> </li> </ul> <p>M.Ward requests the committee to review the drawings and estimate and provide any feedback or initial thoughts for the next meeting.</p> <p><b>Discussion:</b> None</p>	Record
28.4	<p><b>PBC Invoices for Approval</b></p> <p><b>Invoice 1:</b> Spencer, Sullivan, &amp; Vogt (SSV) Invoice 2407-01, in the amount of \$6,300.00 was already approved at the last PBC meeting. Duplicate copy.</p> <p><b>Discussion:</b> None</p>	Record
	<p><b>Invoice 2:</b> Spencer, Sullivan, &amp; Vogt (SSV) Invoice 2407-02, in the amount of \$14,600.00</p> <p>A motion was made by M. Ward and seconded by B. Delorey for the approval of SSV invoice 2407-02.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	

<p><b>28.5</b></p>	<p><b>Commitments for Approval:</b> (refer to meeting packet for copy of invoices and commitments)</p> <p><b>LPA A Amendment No.007: Deduct from Amendment 5(traffic analysis) uncommitted funds</b></p> <p>T. Elmore explains that a balance of \$3,630.00 remains from the Amendment 5 traffic analysis conducted during the Schematic Design phase. This amendment aims to deduct the unspent amount from the LPA A contract and reallocate it back into the cost code. Currently, cost code 0003-0000 for environmental and site expenses is over expended by \$5,000.00. Deducting \$3,630.00 will reduce this deficit to \$1,370.00.</p> <p>Following this approval, the next step will be to transfer funds from one bucket to another to balance out cost code 0003-0000 for environmental and site expenses. By the end of the feasibility study, there will be a positive net balance of \$1,196.00.</p> <p>A motion was made by S. Meyer and seconded by B. Delorey for the approval LPA A amendment No.007.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	<p>Record</p>														
	<p><b>Budget Revision Request No.003: \$1,370.00</b></p> <p>A motion was made by S. Meyer and seconded by B. Delorey for the approval of budget revision request no.003.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>															
	<p><b>DWMP Amendment No.002:</b> Contract Extension, in the amount of \$3,660,000.00</p> <p>T. Elmore breaks down the amendments for the upcoming phases.</p> <table border="0" data-bbox="370 1377 1263 1625"> <thead> <tr> <th style="text-align: left;">Description Phase</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>• Design Development Phase (5 months)</td> <td style="text-align: right;">\$392,000.00</td> </tr> <tr> <td>• Construction Documents Phase (8 months)</td> <td style="text-align: right;">\$562,000.00</td> </tr> <tr> <td>• Bidding Phase (3-4 months)</td> <td style="text-align: right;">\$181,000.00</td> </tr> <tr> <td>• Construction Phase (36 months )</td> <td style="text-align: right;">\$2,400,000.00</td> </tr> <tr> <td>• Final Close Out Phase (11 months)</td> <td style="text-align: right;">\$125,000.00</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;"><b>\$3,660,000.00</b></td> </tr> </tbody> </table> <p>A motion was made by S. Meyer and seconded by M. Moran for the approval of DWMP Amendment No.002.</p> <p>Discussion:              M.Moran asks, how is this billed?              T. Elmore replies that billing will be evenly distributed throughout the duration of each phase.</p>	Description Phase	Amount	• Design Development Phase (5 months)	\$392,000.00	• Construction Documents Phase (8 months)	\$562,000.00	• Bidding Phase (3-4 months)	\$181,000.00	• Construction Phase (36 months )	\$2,400,000.00	• Final Close Out Phase (11 months)	\$125,000.00	Total:	<b>\$3,660,000.00</b>	
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	<p><b>LPA A Amendment No.008:</b> Contract Extension, in the amount of \$11,100,000.00</p> <p>T. Elmore explains that this amendment will support the designer through the remainder of the project. Additionally, there are additional that LPA A included geotechnical services, enhanced FFE, and geothermal well design following the initial well test and analysis.</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><b>Description Phase</b></th> <th style="text-align: right;"><b>Amount</b></th> </tr> </thead> <tbody> <tr> <td>• Design Development Phase (5 months)</td> <td style="text-align: right;">\$2,997,000.00</td> </tr> <tr> <td>• Construction Documents Phase (8 months)</td> <td style="text-align: right;">\$4,440,000.00</td> </tr> <tr> <td>• Bidding Phase (3-4 months)</td> <td style="text-align: right;">\$333,000.00</td> </tr> <tr> <td>• Construction Phase (36 months)</td> <td style="text-align: right;">\$2,775,000.00</td> </tr> <tr> <td>• Final Close Out Phase (11 months)</td> <td style="text-align: right;">\$555,000.00</td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$11,100,000.00</b></td> </tr> </tbody> </table> <p>A motion was made by M. Moran and seconded by B. Delorey for the approval of LPA A Amendment No.008.</p> <p><b>Discussion:</b>  M.Moran who is doing the test well?  E. Moore Skillin is the driller, while GCA will supervise the process and conduct the thermal test once the test well is in place.  M.Moran, at what point do you determine how many wells to drill?  E. Moore replies, after the test well analysis is complete.</p> <p>Roll Call Vote: B. Delorey (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	<b>Description Phase</b>	<b>Amount</b>	• Design Development Phase (5 months)	\$2,997,000.00	• Construction Documents Phase (8 months)	\$4,440,000.00	• Bidding Phase (3-4 months)	\$333,000.00	• Construction Phase (36 months)	\$2,775,000.00	• Final Close Out Phase (11 months)	\$555,000.00	<b>Total:</b>	<b>\$11,100,000.00</b>	
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	<p><b>LPA A Amendment No.009: Geothermal Test Well and Analysis, in the amount of \$89,100.00</b></p> <ul style="list-style-type: none"> <li>• GZA Geoenvironmental to conduct (1) test well</li> </ul> <p>A motion was made by S. Meyer and seconded by M. Moran for the approval LPA A amendment No.009.</p> <p><b>Discussion:</b>  M.Moran asks, when are they doing the test well?  T. Elmore replies, LPA A recommended doing it in August, when students are not around.</p> <p>Roll Call Vote: B. Delorey (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>															
28.6	<p><b>Next Steps</b> (refer to meeting packet for additional information)</p> <ul style="list-style-type: none"> <li>• <b>Contract Extension</b> <ul style="list-style-type: none"> <li>○ Completed: DWMP, LPA A, Fontaine Notice to Proceed (NTP)</li> </ul> </li> </ul>	Record														

- **Project Timeline**
  - Module 6: Design Development (June 2025- December 2025)
    - Early Package #1(Summer/Fall 2025): Preliminary site works, utilities, geothermal wells
    - Early Bid Package # 2: (Fall/Winter 2025) Foundations and structural steel
    - Early Bid Package #3: Remaining of project
  
- **Clinton Funding Process**
  - M.Ward states confirmation of the project cashflow
    - Estimated \$9.2 for the year 2025
      - Project Reimbursement rate MSBA 53%
    - In the process of figuring out funding
  
- **Designer Workplan**
  - 12.06.2024 - Design Development MSBA Submission
  - 03.05.2025 – 60% CD Phase MSBA Submission
    - Bid Package #1
  - 05.21.2025 – 90% CD Phase MSBA Submission
    - Bid Package #2
  - 07/02/2025 – 100% CD MSBA Submission
  
- **Working Group Discussion**
  - **TOWN OFFICIALS / FACILTIES**
    - Emergency Medical Services
    - Facilities and Maintenance
    - Building Systems
    - Building Departments
  
  - **WORKING GROUPS**
    - Exterior Design & Landscaping
    - Main Office, Medical Suite, Guidance Suite
    - Classroom Technology
    - Furniture Throughout
    - Stem Labs
    - Maker Space
    - Specialties Education
    - History Wall Graphics
    - Interior Design
    - Sustainability
    - Music & Storage & Equipment

**Discussion:**

T. Elmore emphasizes that the working group do not make decisions. They make recommendations to the PBC. The PBC makes the final decisions.

28.7	<p><b>Other topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <p><b>Discussion:</b>          M. Ward comments that the Clinton Select Board will be executing the Project Funding Agreement at their next meeting scheduled for 7/10/24. This is their first opportunity to address this matter following last week's ballot vote approval, due to the summer session.</p>	Record
28.8	<p><b>Public Comment:</b>  <b>Discussion:</b> None.</p>	Record
28.9	<p><b>Next SBC Meeting:</b>          PBC/SBC Remote Meeting: July 16, 2024 @ 6:30PM via ZOOM          PBC/SBC Meeting: August 13, 2024 @ 6:30PM ; Location: TBD</p> <p><b>Discussion:</b> None</p>	Record
27.8	<p><b>Adjourn:</b> 7:32PM A motion was made by M. Moran and seconded by B. Delorey to adjourn the meeting.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	Record

Sincerely,

**DORE + WHITTIER**

Elias Grijalva

Assistant Project Manager

Cc: Attendees, File

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