**Carver Elementary School Building Committee Minutes**

**Monday, September 15, 2014**

**7:00 P.M.**

**CARVER ELEMENTARY SCHOOL EKW Library Media Center**

1. Vice Chair, Sarah Stearns called the meeting to order at 7:00 pm.

Members Present: Liz Sorrell, Ruby Maestas, Richard Ward, Dan Ryan, Dave Siedentopf, Sarah Stearns, John Cotter, Peter Gray, Jon Delli Priscoli, James O’Brien.

Members Absent: Michael Milanoski.

Others Present: Andrew Soliwoda, John Rogers; retired School Superintendent from Rockland Public Schools.

Sarah Stearns thanked everyone for coming; she also thanked Dr. Rogers from Rockland.

Welcome Andrew Soliwoda to our School Building Committee.

1. **8/18/14 Meeting Minutes**

Discussion of minutes from the meeting of August 18, 2014.

Dan Ryan made a motion to approve minutes.

Seconded by John Cotter

No discussion. Unanimous.

1. **Overview of Meeting Agenda**

Sarah Stearns gave an overview of tonight’s agenda.

1. **Reorganization**

Vice Chairperson Sarah Stearns will facilitate the election of a new Building Committee Chairperson. Barry Struski has resigned from the Building Committee. Barry will remain chairman of the School Committee. Sarah would like to remain vice chair. John Delli Priscoli nominated Dick Ward. Ruby seconded motion. All in favor, unanimous.

Welcome Mr. Ward as the new chairman of the Building Committee.

Mr. Ward introduced John Rogers.

1. **John Rogers** of Rockland gave an overview of Rockland’s experience with school building projects. He is here to help this committee get a new school. Two overrides and two debt exclusions were secured in two years. He was appointed chairman of the Building Committee in Rockland. MSBA wouldn’t approve two schools in one community; Rockland wanted to combine middle and high school. The pros of combining the schools were given to MSBA. MSBA approved this concept: high school and middle school together. An override was needed. They formed a Political Action Committee; met with Parent Advisory Councils from all the schools and they also made sure senior citizens were included. This committee did not contain town officials or politicians. This committee was separate from the Building Committee. The first override was passed with a 3 to 1 vote. Another political action committee was formed to get bond approved. $87 million was approved by Town Meeting. There was a handout that explained the make-up of the Political Action Committee. Postcards were mailed to every household in the Town; signs were made and distributed. How else do they reach public? A robo call was placed; it was expensive. A smaller reminder postcard was mailed to supporters of the new school. There was a lot of support from local newspaper and cable tv. What really helped was the very extensive email list from the parent advisory councils. Email is the best way to reach everyone. The campaign cost about $10,000. About 80% of those at Town Meeting approved it. The Political Action Committee was great (this needs to be created by law). A strong chairperson is needed for this committee. Open forums were held.

Handout regarding tax rates.

Senior Center was also approved about a year after the school project (about 62% voted for it). Tax Aid Committee was formed.

Questions and Answers:

1). John Cotter asked what classification was used? Middle School was a new building and High school renovation. Building code issues that increased costs? Mr. Rogers replied that they did run into some issues. Who was your OPM? Daedalus was used for school. Mr. Rogers was not 100% happy with them. He urged the committee that you have to have a good OPM.

2). Richard Ward asked how PAC was formed? They started with parents and got to elementary school parents. Parents stepped up to the plate. Went to senior center next.

3). Jon Delli Priscoli asked about change orders? Mr. Rogers noted that there were a lot of change orders in the middle school project. The architect and OPM should have caught that.

4). Heather Sepulveda asked about PAC fundraiser. What was the fundraiser that raised the most money? Mr. Rogers replied that the committee rented a hall, raffles, refreshments, a band was present. It was a successful event, with $10,000 raised.

5). Andrew Soliwoda asked about putting out a clear concise message out about the cost. Mr. Rogers replied that information was shared with residents. He discussed tax rate/tax bills/state aid. People had to be convinced about the tax bill (not the tax rate).

6). James O’Brien talked about $1 million needed first before getting override. Staff cuts? What did Rockland face after that? Mr. Rogers replied that with the combing of the schools, they were able to share staff. Lockers were re used. Additional staff was not necessary. Class sizes now are lower due to lower birth rate.

Richard Ward thanked John for being here this evening. We greatly appreciate all your comments.

1. **Comments from the general public:** limited to 5 minutes addressing only items on the agenda due to interview process.
   1. Stephen Pratt, could you speak about all of the different schools in Rockland. Five elementary schools in town. Mr. Rogers noted that you need to maintain your schools. Rockland is 10 square miles with 5 elementary schools. Mr. Pratt applauds Rockland for maintaining their school.

At this point in the meeting, interviews with OPM finalists will take place with Skanska and Joslin, Lesser & Associates. A list of questions for the committee was distributed to committee members.

Liz briefly discussed the process and scoring sheets were handed out to members. At the end of tomorrow’s meeting (or Thursday’s), we need to rank these #1, #2, #3. Selection committee came up with the top four for interviews with the Building Committee. References will be distributed to committee. Four references were called for each. References can then be rated. Scores will then be totaled and then ranked. The selection committee will be 1/3 vote; building committee 1/3 vote; combined selection and building 1/3 vote.

Liz will ask questions of the interviewees.

Jon Delli Priscoli noted that he will not be available tomorrow; but will be available Thursday.

Interview with Skanska:

Skanska was welcomed by the committee. Introductions of the Building Committee were made to Skanska.

Skanska introduced themselves to the committee. Their presentation was put together according to the questions that this committee asked. Presentations were distributed to committee members. Liz asked them to identify which question they were responding to.

Community outreach experience. Can guide committee. Building support and trust. Information needed to inform taxpayers about this project. MSBA Process: good understanding of their procedures. Attend MSBA meetings to keep up to date on any changes. It is important for someone to have a positive relationship with MSBA.

They have a lot of in house resources.

Dale Caldwell, Project Executive, apologies for not being here.

Dan Tavares, Project Director. Handles day to day issues; project from start to finish. Attends building committee meetings and guides us through MSBA process (which changes frequently). He has been in industry for 30 plus years, focusing in educational facilities. Provided professional development and quality control. Clerk of works background.

Question #1. Large construction company. Their group is 3 of 20 who just perform OPM services. They rely on their resources. 20 school projects in Massachusetts

Accredited professional by LEED

Bob Charest, Field rep, 32 years of experience. Winchester High School right now. Starting phase 1 of a three year project. 15 years with Macomber and 14 years with Skanska. Experience with constructability.

Lexa Vresilovic, Assistant project manager. Currently working on 6 MSBA projects; 4 are accelerated projects.

All three have worked together in previous projects.

Question #2. Why are you a good fit for this project and Carver. Lot of experience . Dan Tavares has Personal experience.

Question #3: Recent MSBA school projects: Westfield Abner Gibbs School, Auburn Middle School, Boston Combined Josiah Quincy Upper School/Boston Arts Academy, Monomoy Regional High School, Minuteman Career and Technical High School Feasibility Study, Somerset-Berkeley, Pittsfield Taconic High School Feasibility, Winchester High and Winthrop Middle/High School. This would be a great time to start in Carver.

Question #4: Time commitments: will vary from phase to phase. Dale Caldwell 10-20% (preconstruction) 1-3% (construction); Dan Tavares 30-40% (preconstruction) 20-30% (construction); Bob Charest 0% (construction) 100% (construction); Alexandra Vresilovic 10-20% (preconstruction) 10-20% (construction).

Question #5: Proposed Schedule and Timeline. Provided timeline with key milestones. What needs to happen between now and getting the Town to vote yes. Wanted to make sure the schedule was manageable and possible.

Liz asked about key milestone: identifying our site. Where do you see this happening and what is potential timeline for that? Dan Tavares replied that has to happen soon.

He feels this is a reasonable timeline; by September MSBA meeting to approve. Several months then to build up community support. November for local votes. Documents to then be developed and sent out to bid.

Question #6: Guided Decision Making – Renovations/New/Etc.

Dan Tavares explained other projects and how forums took place. What is important to taxpayers? Various examples. What works best in Carver.

Dan Ryan, asked how did it end up at end of project? Granby and Ticanic did not pass. He feels that with community outreach, challenge was getting voters engaged and when they were finally engaged, it was a bit too late. He feels that needs to start earlier and he can work on this with Carver. In other projects, it has worked well.

John Cotter asked about the timeline, 12/15? Breaking ground Spring 2016? Is there a difference in model school vs. renovation vs. new building. Dan Tavares replied that new would take less time; renovation/occupied phase would take substantially longer and would require the help of a Construction Manager; model school would cut down on time if MSBA says a model school would be an option. With a model school, we could save time. Get to construction much quicker due to having no design phase or feasibility stage. You would go right into Schematic Design. James O’Brien, asked about model schools and the size of our district. Would that be feasible for Carver? Dan Tavares is not sure. It would be designed for adaptability. Almost any school and any good architect should be able to adapt. Normally, MSBA would have already evaluated Carver’s situation and determined whether Carver is a good fit for a model school.

Sarah Stearns discussed an article that was published in the Globe recently. There haven’t been many model schools in past few years. How do we know if that will be a dead end for us? Dan Tavares noted that three projects they are working on now are model schools. MSBA says that model schools are still a viable option for certain communities.

Question #7. Change orders. All projects they have worked on are relatively low in change orders. (page 11).

Challenging a change order on a project: Example: $210,000 change order presented to building committee regarding paint (expensive paint). They challenged architect; code consultant agreed with them…change order ended up being $25,000. That is key role of OPM.

Jon Delli Priscoli asked about change orders with brand new building. Dan Tavares added that it is hard to identify all unknowns in add/reno project. It is understood, that change orders in add/renos are much higher than new construction.

Question #8 Design Bid Build/CM at Risk.

Skanska is CM at Risk. There are benefits; i.e., increase in MSBA reimbursement rate.

Liz asked about their role in the building of the Wellington School. Skanska was Construction Mangers there not OPM.

Question #9. Guiding Rural Communities through process.

Getting right people involved at the right time.

Dan discussed the Monomoy and Somerset project and having to regionalize.

How well you inform community, how transparent is the process. Right information to public. That is key.

They would like to learn more about Carver; what worked well and didn’t work well from before; key is for people to build trust and earn trust.

They do own websites for district to provide information to community. Address Q & A; hold as many public forums as possible.

In Somerset, communication subcommittee made a big difference.

Question #10 Understanding Carver’s Program Objective.

One building solution for a two building problem.

Preschool…how do they fit it? They have to be part of this.

Energy efficient/green building-they have experience with both. Discussed LED lighting.

Question #11 Describe Past Key Issues on School Projects.

Feasibility phase.

Design phase. We don’t want surprises.

Construction phase. Quality control…OPM should be able to manage this.

Engaging community is essential.

Liz, who handles the punch list at end of project? Dan and his team stay on until the end. Architects and engineers and Skanska team.

Commissioning. MSBA hires commissioning agent now. They deal with all systems. They make sure you are getting a complete building with training for all systems.

#12 MSBA OPM Experience (non-accelerated repair).

Discussed list of schools.

Why Skanska?

Reply: We are good…we know this isn’t an easy decision.

Personal experiences…they have in-depth expertise to help resolve issues.

Very familiar with MSBA and their guidelines

Timing is great. They are finishing two projects now.

Strong team, can’t wait to be working here in Carver.

Jack of all trades…Skanska is it. They have 9500 contacts nationwide.

Any other questions:

John Cotter asked about the financials, direct costs 96%? John thoughts this seems high. Dan replied that he can’t answer.

Are you an in house firm? Do you sub anything out? No, everyone is in house; valuable resources.

James O’Brien asked about negatives of having all done in house? Dan Tavares replied that they look at it from a very objective standpoint. They haven’t seen any disadvantage of that.

Richard Ward thanked the trio for their time and presentation.

Liz noted MSBA submission deadline of Friday with their top 3.

Interview with Joslin, Lesser & Associates started at 9:10 pm.

Joslin, Lesser & Associates introduced themselves to the Building Committee. Bill Cunniff (project manager) has 30 years of experience; was chairman of a School Building Committee; managed 25 school projects, including Billerica and Norfolk projects in rural areas. Jeff Luxenberg (project director), Stuart Lesser and Jennifer Gareau (assistant project manager) were introduced.

They have presentation. If there are any questions, please interrupt. Presentation will address all questions.

100% APPROVAL FOR 15 LOCAL PROJECTs

Question #1: Brief overview.

Building Committee members were introduced to Joslin, Lesser & Associates. Project Management is all they do. Senior level people will be there helping day to day. Stuart Lesser understands public sector work. 16 MSBA projects (9 have elementary grades).

Question #2: Why do you and your team feel that you are the best fit for this project and Carver? Their reply: substantial experience with MSBA; public sector focus; budget experience; get public involved; experience with today’s schools; understands CM at risk; has done more CM at risk projects than anyone else in state; understands budget. Manages many projects in rural communities. They have public forums. They start early to get people involved. All 15 projects have gotten approval. You can call us 24/7; we are available.

Project Team includes Building Committee. We work with you to get your needs out and get building you want. Work with town personnel, school committee, school administration, parents and students. This is collective effort.

Question #3. How many hours does your firm expect to spend on this project as it moves forward through closeout of the project in total and by phases?

Bill Cunniff - 16 to 24 hours/week

Jeff Luxenberg - 4 to 8 hours/week

Jennifer Gareau - 12-16 hours/week

We put in whatever it takes. We are there to get job done.

Managed 16 MSBA core projects….discussed rural projects. Discussed past projects; gave brief overview of the 16 projects.

Uxbridge (answers #9) ..this project failed three times previously. They attribute their success with doing their homework, getting things done early.

Stoneham

Questions # 6 & 11

Two possible sites narrowed down to.

One elementary school had addition for 7 and 8, added 5 and 6. Reduced per square foot. Two schools operational while two being worked on.

Caleb Dustin Hunking School (#11) Bill Cunniff. He spoke about his past experiences.

Former chairman of ZBA in Quincy. MSBA allowed for four different make ups of the school. Need to do due diligence. Has experience working with town officials and budget.

Bill Shaw, Project Rep. Grafton (question #7)

Licensed architect with 30 + years experience. Will be on site full time during construction.

Was project rep for Grafton High School

Currently project rep for Wilmington High School

Question #7 Challenge of change orders.

Metal panels-school and building committee didn’t want them on gym. They had a plan to incorporate different material. It was a credit change order. Over $200,000 credit back. They were able to put an additional turf field in.

Wilmington project-unforeseen materials on site. When removing tennis courts, they found 10-12 inches of additional asphalt. They were able to work with engineers to reuse materials. This ended up being 0 cost to project.

Question #8 Describe your philosophy of design bid build and CM at Risk project.

20 projects…excellent method.

Why? We feel advantages are:

* Select contractor
* Ability to release early packages
* CM becomes part of team during design

Expertise in negotiating GMPs

Has managed more CM projects than any other firm

Site…..

Options: three options.

Bill went over the issues. Student safety during construction, traffic/construction logistics, cost-effective solution; approval of Carver voters.

Bill discussed monthly reports

Executive summaries, updates, any issues, photos, budget update.

They are only firm that has provided these reports on time.

Liz asked if they were submitted electronically, the reply was yes.

Bill Shaw stated that a big role for him would be on site quality management. He will be reviewing drawings early on and continuously. Daily basis, monitoring. Producing daily reports. Loads of photos taken.

Change Order Process (#7)

Bill Cunniff went over the change order process and how this company deals with them.

Southbridge 0.8%

Billerica 2.8%

Uxbridge 3.4%

Grafton 6.4

Heather asked if there were any challenging of change orders?

Bill replied that once a change order was submitted. In end, however, owner did have to pay for change in doors. In this case, the owner had to absorb the cost.

Jeffrey Luxenberg discussed the CM at risk’s duties.

Liz had a comment for the committee. MSBA awards reimbursement point(s) if we have a CM at Risk. Sometime, it saves money.

James O’Brien asked if there is a detriment to using a CM? Jeff replied that now its norm. Most CMs are union. On a small fire station projects, using CM, is a bit more work. On a school project, there is definitely an advantage.

Jennifer Gareau, Assistant Project Manager.

Very exciting part of her job is to do community outreach. They have had100% approval for their projects from MSBA.

Get them involved early; hold public forums. Keep public informed with accurate information. Brochures. Can help create website or help with your website.

Proposed milestone schedule reviewed.

A lot of your work that you have done is still valid.

Material required 7 weeks before MSBA meetings. They make sure everything is there.

QUESTIONS…..

Dan Ryan asked renovation/new construction/model school programs with scheduling, cost, change orders. Jeff replied that in a new building, there are less change orders.

If building is beyond original life, it is cheaper to build new.

Jon Delli Priscoli asked about GMP project. Refunds to owner sometimes? How does that work in public sector? Not only will you get that back in the end, they have to come back to us. Grafton was 2-3 million under project. All of their CM projects have money coming back.

John Cotter asked if they sub out cost estimate? Jeff Luxenberg replied that they use Peter Bradley, who has a lot of experience. They are not a cost estimator. He doesn’t feel that it needs to be in house.

Do you sub out anything else? No, Jeff replied.

Ruby Maestas asked Bill Shaw about renovation and how would you work with School Administration with an issue regarding safety, etc.? He replied that schools had to continue to run while we were building. Basically, every morning he met with Supt. of Construction. He would go through his work plan to see how that will interact with school events. They will need entire school year schedule of events of any key events when construction cannot happen. They keep track of that on a daily basis. We will be notified of any impact; we will know what is going on.

Two or three week look ahead schedule so they will know what is coming up ahead of time.

Richard Ward thanked Joslin, Lesser and Associates for being here this evening.

Liz Sorrell noted we will turn in our top 3 selections by Friday.

Dave Siedentopf (MCPP0) spoke to JDC and reminded him that his scores could not be included unless he attended all of the interview sessions.

Motion made by John Cotter to adjourn meeting at 10:20 pm.

Seconded by Heather Sepulveda.

Unanimous.

Respectfully submitted,

Kelly Yenulevich

Building Committee Recording Secretary