

**NAUSET PUBLIC SCHOOLS
MEETING MINUTES of the
NAUSET HIGH SCHOOL BUILDING COMMITTEE
MEETING DATE and TIME:
Wednesday, June 12, 2024 @ 5:30PM**

Remote Meeting Via Nauset School District Zoom

This meeting took place remotely pursuant to the law signed by Governor Baker on June 16, 2021 – An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, which includes an extension, until March, 2025, of the remote meeting provisions of his March 12, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law.

Member Attendance: Greg Levasseur, Bob Capurso, Pat Clark, Jody Craven, Ron Collins, Tom Faris, Tom Fitzgibbons, James Nowack, Harry Terkanian, Kathleen Tringale and Giovanna Venditti

Members Not in Attendance: Lisa Orlandella, Jacqui Beebe, Brooke Clenchy and Chris Easley

Non-Member Attendance: The NRHS SBC Professional Team: Amanda Sawyer, Peter Gaudreau, Sandra Saccone and Josh Munoz

1. **Call to Order**

Chair Levasseur called the meeting to order at 5:30pm, declared a quorum present and read the meeting participation and recording statements.

2. **Agenda Changes:** No agenda changes.

3. **Citizens Speak:** There were no citizens who asked to speak.

4. **Priority Business**

A. Flansburgh Architects Progress Report: Jorge Cruz / Peter Gaudreau

The design team has been reviewing the submittals, pay applications and PCO's. The punch list is on-going for Building E and next week will start on Building G and then move to N Building and F Building by the end of the summer. Field reports are being prepared and numerous meetings are attended by the Flansburgh team (i.e. change order group and coordination meetings).

Building E finishing up on the finishes and signage and the elevator company is on-site today to get the elevator up and running for the move.

Building G work includes toilet petitions, flooring is on-going, installation of window shades and folding glass walls.

Building N work includes window shades, flooring and exterior metal panels.

The roof work includes duct work and walkway pads.

B. Review, Discuss and Vote Change Order #19

Chair Levasseur reported the Change Order Group had met 2 weeks in a row this month and have brought the number of change orders for meeting approval down to 17. They are working hard to watch the bottom line of the contingency fund so there are ample monies available going into Phase 2.

Ms. Saccone reviewed each line of Project Change Orders as summarized in the slide for Change Order #19.

MOTION: Chair Levasseur made a motion to approve Change Order #19 in the amount of \$74,393.58. Mr. Wade seconded the motion and via roll call vote, all members voted in favor.

C. CHA Monthly Update: Sandra Saccone, Amanda Sawyer

Ms. Saccone explained she and the CHA Team have been overseeing a lot of work going on to finish Phase 1. The move into Phase 2 is scheduled to happen July 8 – 12, 2024. The big move will take all of the existing programs and departments into the new buildings, E, F, G and N. The same week the FF & E move in will start as well.

The various vendors will be onsite throughout the summer to stage their equipment and the FF & E in the gym (protective floor coverings will be in place). There will be many people moving throughout the building using the elevators. The CHA Team will be overseeing the work happening in every building, every day doing their field reports and monitoring activities.

As part of the furniture installation, they are working with Flansburgh and Stefura who worked originally with the Owner to put together the furniture packages. Since it is their design and layout for the rooms, they have been asked to come back and work on site to sign off when the furniture is delivered and make sure it is all assembled correctly and placed in the proper locations.

D. Review and Vote Fees for FF& E Consultant

The Designer Fee Proposal – On site supervision of new furniture delivery compensation:

Stefura Associates – Phase 1 -	\$29,600
Stefura Associates – Phase 2 -	\$20,600
Flansburgh Mark-up \$50,200 @ 10%	\$ 5,020
Total Fee	\$55,200

MOTION: Chair Levasseur made a motion to authorize the moving fees as outlined by Ms. Saccone in the amount \$55,200. Mr. Fitzgibbons seconded the motion and via roll call vote all members voted in favor.

E. Review & Vote Moving Company Fees

Ms. Saccone reported that 7 – 8 vendors were contacted to solicit proposals for moving services.

Compass Moving and Storage out of South Dennis was the low bid at \$47,040. The next closest bid came from the company who performed the Phase 1 move, Five Collage Movers at \$90,300. Their office is

located in Northampton, MA and the rates for crews to stay overnight in the summertime make it very costly and as such reflects in their bid.

Ms. Saccone found that Compass Moving and Storage have done several moves for various schools on the Cape and have 8 full-time crew members who come with experience. The owner will also be on site overseeing the move. Ms. Saccone reported she is confident in referring Compass Moving and Storage of South Dennis for the Phase 2 move in the amount of \$47,040.

MOTION: Chair Levasseur made a motion to authorize Compass Moving and Storage to be available to do the move for \$47,040. Mr. Fitzgibbons seconded the motion and via roll call vote, all members voted in favor.

MOTION: Chair Levasseur made a motion to approve Boston Kiln to move the kiln in the amount of \$1,800 from C Building to N Building. Mr. Fitzgibbons seconded the motion and via roll vote all members voted in favor.

F. Discuss Status of Construction Contingency at End of Phase 1B / Beginning of Phase 2

No discussion on this agenda item.

G. Discuss and Vote Proposed Cost Estimating Fees

Ms. Saccone explained this CHA's cost mitigating services, which is a rigorous review of any kind of value engineering options that may come up or any change order mitigation. Especially noticeable in the recent PCO's review and the mark-up, it can become complicated and Ms. Saccone said this service would review the PCO's in a more minute way, to make sure all the costs and mark-ups are correct, as well as look at the scope of work and make sure the cost addendums match up. This work can take a lot of time, therefore looking at a lump sum for the change order mitigation; this would occur July through March. If it's found the service is not needed, then it would stop. However, there is a considerable amount of work to be reviewed in Phase 2.

Change Order Mitigation – July 1, 2024 – March 31, 2025

Contract Amount: \$44,550 Monthly Rate: \$4,950

Value Engineering – June 2024 – December 2024

Contract Amount: \$32,760 Monthly Rate: \$5,460

Total Contract Amount: \$77,310

Chair Levasseur explained this would come out of the Owner's Contingency. Flansburgh is working on a list of VE items to reduce the scope of the work if value is worthwhile. They are working on bolstering the contingency because there are some major issues coming up in Phase 2 that are already known about.

Currently there is about \$3.5 to \$3.6 million in the Owner Contingency available; the items in Phase 2 that have been identified may be costly, so it is very important to get the proper value of the costs, especially if modifications of the project will be made with Brait Builders.

Chair Levasseur noted that he believes spending the money temporarily will help get more value in the project change orders.

MOTION: Chair Levasseur made a motion to recommend the CHA Fee Proposal Change Order Mitigation and Value Engineering contract in the amount of \$77,310 to be paid from the Owner's Contingency Fund. Mr. Capurso seconded the motion and via roll call vote, all members voted in favor.

H. High School Team Progress Report

Mr. Capurso presented a slide presentation of the most current project work on the school campus.

Ms. Saccone reviewed the construction timeline and work still to be accomplished in each building

5. Payment of Bills / Warrant

Mr. Nowack presented warrant #EP-57. He removed the invoice for Cape Cod Alarm Co., Inc. in the amount of \$72.00.

Brait Builders	\$3,988,341.12
Cape Cod Trailer Storage	\$ 705.00
CDW Government	\$ 89,822.25
Daedalus Projects	\$ 73,000.00
Fenagh, LLC	\$ 20,582.10
Flansburgh Associates	\$ 114,945.84
M. A. Fraser	\$ 718.19
Robert B. Our	\$ 790.00
TOTAL	\$4,288,904.50

MOTION: Mr. Nowack made a motion to approve warrant #EP-57 in the amount of \$4,288,904.50. Mr. Collins seconded the motion and via roll call vote, all members voted in favor.

6. Approval of Minutes – May 8, 2024

MOTION: Chair Levasseur made a motion to approve the minutes of May 8, 2024. Mr. Fitzgibbons seconded the motion and via roll call vote, all members voted in favor.

7. Other Business Not Anticipated by the Chair

No issues were discussed.

8. Next meeting Wednesday, July 17, 2024 at 5:30pm

MOTION: Chair Levasseur made a motion to adjourn the meeting at 6:35pm. Mr. Fitzgibbons seconded the motion and all members were in favor.

Respectfully submitted,
Amanda V. Lapierre
Recording Secretary