

Chariho Building Committee Meeting
July 20, 2009 – Minutes

Members Present: Chair Greg Kenney (Hopkinton), Vice Chair Holly Eaves (Charlestown), Arthur Nelson (Charlestown), Craig Louzon (Charlestown), William Day (Richmond), Erick Davis (Richmond and George Abbott (Hopkinton). Absent: Kevin Thibodeau (Charlestown), Leon Millis (Richmond), Doreen Dolan (Hopkinton) and Ann Bettinger (Hopkinton).

Also Present: Superintendent Barry Ricci, Director of Administration and Finance Brian Stanley, Director of Maintenance and Grounds Dan Cartier, Michael McKeon, Paul McAndrew and David McKinley from KBA and Clerk Donna Sieczkiewicz.

I. Call to Order

Chair Greg Kenney called the meeting of the Chariho Building Committee, which was held in the Chariho Administration Building, to order at 6:37 PM.

II. Approval of Minutes

Erick Davis made a motion, seconded by Holly Eaves and it was VOTED: To approve the minutes of July 6, 2009. In favor: Unanimous.

III. Payment of Bills

1. Erick Davis made a motion, seconded by Holly Eaves and it was VOTED: To pay the Edwards, Angell, Palmer & Dodge invoice as presented for services related to the Bond Anticipation Note. In favor: Unanimous.

2. Erick Davis made a motion, seconded by Holly Eaves and it was VOTED: To pay the First Southwest Company invoice as presented for services related to the Bond Anticipation Note. In favor: Unanimous.

3. Erick Davis made a motion, seconded by Holly Eaves and it was VOTED: To pay the Westerly Sun invoice as presented for advertisement of the technology and maintenance facility bid. In favor: Unanimous.

4. Erick Davis made a motion, seconded by Holly Eaves and it was VOTED: To pay the Westerly Sun invoice as presented for advertisement of the Middle School classroom addition bid. In favor: Unanimous.

5. Erick Davis made a motion, seconded by Holly Eaves and it was VOTED: To pay the Westerly Sun invoice as presented for the meeting agenda ad. In favor: Unanimous.

IV. Status of RFP for Construction Manager At-Risk

Superintendent Ricci stated that Michael McKeon has been very helpful in providing samples of RFPs. He noted that the best reason to get involved with a construction manager at-risk is for the design of the project. As most of the design work will be complete by the time a construction manager comes on board, he does not feel that it would make sense now to go this route and stated he has several options to offer.

Erick Davis made a motion, seconded by Craig Louzon and it was VOTED: To reopen discussion on the development of an RFP for a construction manager at-risk. In favor: Unanimous.

Discussion ensued on the reasons that have prompted the Superintendent's recommendation. It was noted that the District would be paying a fee of between 1.5 and 3.0% for a construction manager at-risk. The hiring of this person or firm should have taken place shortly after an architect was selected. As a good majority of the design work will be completed before this person/firm is selected, it just does not make sense to go this route. Michael added that he is aware of the concern of the Committee about having someone watching over the construction. The architect is responsible for the control of submittals and with the help of a general contractor or clerk of the works, will show up at least once per week for inspections. The architect has to sign an affidavit stating that they have complied with what they must. There is some control here that a construction manager at-risk does not have.

Erick Davis made a motion, seconded by Craig Louzon and it was VOTED: To continue discussion on the status of an RFP for a construction manager at-risk after the Committee discusses Item V – Clerk of the Works. In favor: Unanimous.

V. Discussion of Clerk of the Works

Superintendent Ricci stated that he has two options on ways to manage the project using a general contractor model. Option 1 would require the hiring of a full-time project manager plus clerical support. Option 2 would utilize the services of the Director of Building and Grounds and compensate him for time beyond his normal responsibilities (a Director +) with a full-time clerk of the works and clerical support. Discussion ensued on the two options offered. It was noted that a project manager will cost more. Bill Day questioned why not relieve Dan Cartier of all his responsibilities, move Dan Cook up temporarily and hire someone to cover Dan Cook's position. Superintendent Ricci replied that this option was discussed internally but we would lose Dan's skill set in the District. Option 2 would serve the District and the project. Dan Cartier was asked for his view on this. Dan noted that the disadvantage to bringing in a project manager full time is that this individual will need to be brought up-to-date on the District and the project and he (Dan) will have to handle the project while this is being done. If you go with the Director + and a clerk of the works, time would not be wasted on trying to bring someone else up to speed. Plus, he has to live with the project after it is done. Erick questioned if there would be a back-up plan in the event that Dan Cartier cannot handle everything to which the Superintendent responded that he will come back to the Committee if he feels this option is not working. Holly Eaves clarified that the extra salary for Dan would come out of the Building Committee's budget to which the Superintendent replied that it would.

Bill Day made a motion, seconded by Erick Davis and it was VOTED: To move forward with Option #2 so long as Dan Cartier is comfortable with the additional duties and contingent upon Superintendent Ricci providing a formal proposal. In favor: Unanimous.

IV. Status of RFP for Construction Manager At-Risk

Craig Louzon asked Dan Cartier for his feelings on this to which Dan agreed that he did not think it would be beneficial for the District to hire a construction manager at-risk. He did, however, think that it would be worthwhile to have Kaestle Boos plans reviewed by another person. Michael McKeon agreed that this process is beneficial to all and he had no objection to bringing someone to KBA's office and have them review the plans.

Bill Day made a motion, seconded by Erick Davis and it was VOTED: To rescind the motion made on July 6, 2009 to issue an RFP for a Construction Manager At-Risk. In favor: Unanimous.

Superintendent Ricci stated that he will prepare a management model which will include review of KBA's plans. Holly Eaves questioned if this would have to go out to bid to which Brian Stanley replied if the cost is over \$5,000, it will have to go out to bid. The Superintendent added that RFPs will have to be created for a Clerk of the Works and Plan Review.

VI. Discussion with Architect and Updates

A. Middle School Addition – Plans are at the printers and should be available by July 27th. There are 22 plan holders (individuals/firms who have paid for a copy of the drawings). A mandatory prebid meeting was held and about that many showed up. Bids will be opened on July 31st at 10:00 AM.

B. Maintenance/Technology Building – These plans are also at the printers and will be available to the 15 plan holders on July 27th. Bids will be opened on July 31st at 11:00 AM.

C. Track – Depending on the weather, paving is scheduled to begin tomorrow. Dave McKinley provided an update on the issues they have encountered. As there is a two-week wait time before synthetic can be put on the track, drainage/irrigation will be done during this time. Bill Day questioned if a fence could be put up to keep people off the track. Dan replied that a snow fence could be installed with signage. Dave noted that rain will delay the paving but they still expect to be finished by September 1st.

D. High School Addition(s) – Paul McAndrew provided updated options for the greenhouse/classroom addition. Michael McKeon requested that the Committee offer some direction so they can move forward with the design process. After some discussion, it was determined that the Committee preferred Option C with a flat roof on the additional classrooms off the media center. George Abbott requested that a 3-D view be provided and Arthur Nelson asked if KBA could bring a larger drawing of the new media center. Arthur noted that he would like to see a career center in the media area to which Michael replied they will bring some revisions to the next meeting.

Dave McKinley reminded all that the Richmond Zoning Meeting is scheduled for Monday, July 27th. Jon Anderson has reviewed the data and will be attending the meeting.

VII. Adjourn

Erick Davis made a motion, seconded by Holly Eaves and it was VOTED: To adjourn at 8:56 PM. In favor: Unanimous.

The next meeting is scheduled for Tuesday, August 11, 2009 at 6:30 PM in the Administration Building Conference Room.

Donna J. Sieczkiewicz, Clerk