

**MINUTES**  
**Green Meadow Building Committee**  
**Tuesday, January 17, 2023, 5:00 pm**  
**Remote Meeting**

Pursuant to Gov. Baker's Executive Order dated March 12, 2020, suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the School Committee has modified meeting procedures to ensure the safety of all participants. The public will not be allowed to physically access this School Committee meeting; video and audio will be turned off for the public. This meeting will be held via a virtual meeting (internet) using Zoom Technology.

**Meeting Called to Order via Roll Call at 5:02 pm**

Brian Haas - Present

Jennifer Gaudet - Present

Jerry Culbert - Present

Justine St. John - Present

Mary Brannelly - Present

Nicholas Kane - Present

Robert Rouleau - Present

Anthony Midey - Present

Wayne White - Absent

Mark Anderson - Absent

Chris DiSilva - Absent

Justin DeMarco - Present

Matthew Johann - Present

Greg Johnson – Present

Hilary Griffiths - Absent

Katie Moore, FinCom (NV) - Absent

Ken Neuhauser (NV) - Absent

Robert Savoie (NV) - Absent

Charles Gobron (NV) - Present

Others present: Christopher Arsenault, Chair, Town of Maynard Planning Board; Phil Palumbo, Colliers Project Leaders; Al Esteves, Colliers Project Leaders; Chris LeBlanc, MVG; Frank Tedesco, MVG.

Documents presented during meeting: The meeting included presentation of a PowerPoint agenda and supporting slides for each agenda item presented by Phil Palumbo and Chris LeBlanc.

**School Building Committee Meeting Minutes Approval**

Jerry Culbert introduced the agenda item of approving the School Building Committee (SBC) meeting minutes from the following meetings: 8/22/22, 9/19/22, 11/1/22, 11/7/22, and 12/19/22. Mary Brannelly requested that clarification be added to the 12/19/22 meeting

minutes regarding the emergency shelter. Additionally, Nick Kane indicated that he included some comments for correction within the 11/1/22 and 11/7/22 SBC Meeting Minutes Google Docs. The above referenced meeting minutes are to be considered approved subject to the requested changes being incorporated.

### **Project Schedule Update - Overview**

Phil Palumbo presented the current project status as well as the updated schedule revised per the "Timeline Option 1" unanimously approved via roll call vote during the 12/19/22 SBC meeting. Timeline Option 1 includes an MSBA BOD Approval target date of 6/21/23.

### **Project Schedule Update – Upcoming SBC Meetings**

Phil Palumbo went over the anticipated SBC Meetings to meet the approved timeline. The meetings included several placeholder dates. No objections to the proposed calendar dates were raised.

Justine St. John asked about the procedure for submitting any questions by the selectboard and Budget Committee on the SD submission. Phil Palumbo recommended keeping a similar procedure as the one previously used, in which questions are emailed to the SBC chair first and then forward to Phil Palumbo and Chris LeBlanc. No objections were raised.

Justine St. John and Mary Brannelly suggested making the 4/3 SD review meeting a joint meeting with SBC, Selectboard and others. No objections were raised.

### **Project Budget Update - December 2022 Invoices**

Phil Palumbo summarized the December 2022 invoices which included Colliers Project Leaders, Mount Vernon Group, and AM Fogarty. No questions or comments were made.

### **Project Budget Update – Feasibility Study Financial Status Report**

Phil Palumbo presented the overall Feasibility Study budget status. Mary Brannelly asked about the remaining budget that could be used for additional drilling. Phil Palumbo clarified this figure in budget table which was approximately \$160k.

### **Building Square Footage Update**

Chris LeBlanc summarized the design process leading up to the current phase of schematic design. He explained that schematic design is where the space requirements are flushed out and adjacencies are finalized through focused group meetings with the various end-users including admin, curriculum, music, art, special education, nurse, pre-k, kindergarten, guidance staff, and facility instructors. Chris LeBlanc presented a detailed breakdown of the program and building square footage changes, including updated building floor plans, based on the outcome of these focused group meetings. The changes were presented as follow:

### **Square Foot Cost**

Pre-K Classroom – 1,200 s.f. @ \$330/sf = \$396,000

(2) Guidance Offices – 370 s.f. @ \$330 s.f. = \$122,100

Before/After School – 750 s.f. @ \$330 s.f. - \$247,500

Total Square Footage Added – 2,320 s.f. @ \$330 s.f. = \$765,600

Brian Haas and Robert Rouleau explained/justified the need for the additional rooms, including the dedication of a Parent Room which is not listed above. Jerry Culbert, Phil Palumbo, and Mary Brannelly requested that Brian Haas and Robert Rouleau's statements be put in writing as that explanation/justification will want to be provided to multiple Boards, Committees and others.

Several considerations and recommendations were raised in reaction to Brian Haas and Robert Rouleau's explanation of the addition square footage. Items of consideration brought up can be summarized as follow:

- A dedicated before/after school program space should have been part of the program as it is needed. If the space is not incorporated into the plan, it will have to be identified elsewhere in the building after completion.
- Explain how the current program (BASEC) differs from the prior program (EXCEL) which was downsized.
- Compare the cost of the programs and revenue generation of BASEC versus EXCEL. This includes the employee benefit expenses associated with the EXCEL program.
- Consider the EXCEL lease if the contract valid for one more year. If so, a lease agreement could be put in place to potentially cover some of the costs of the bond for the school project.
- Question about voters with no young children supporting additional costs if need to subsidize the program tuition to match the community price point.
- Consider that people look for before and after programs as incentive for moving into town. BASEC has a good reputation.

### **Project Cost**

Phil Palumbo explained that the approved budget needs to not only be supported by the residents of Maynard but also needs to account for market escalations 18 months from the time of MSBA approval. This is based on the anticipated timeline of the project.

Phil Palumbo summarized the VE and Add-alternates process to the committee and explained that this process typically begins once the project is approaching the Schematic Design cost estimate, which is currently underway. Phil Palumbo clarified that the VE and Add-alternates

list included in the agenda was a starting point, and that the list will continue to be refined even after budget reconciliation.

Phil Palumbo informed the committee that design adjustments can be made after the MSBA and local vote approval if the education spaces and character of the building and site design are maintained. Phil Palumbo noted, however, that any cost increases after the MSBA budget approval will have to be funded 100% by the local share.

MVG are working on the site grading in an effort to decrease the soil export and site costs. Frank Tedesco informed the committee that everything that can be done to reduce costs will be done. Reportedly, there is a meeting scheduled for 1/18/23 with the civil engineer to discuss potential savings.

Mary Brannelly requested a narrative from MVG on the plans to reduce the project cost.

### **Project Cost – Total Project Budget Breakdown**

Phil Palumbo presented the total project budget breakdown including the estimated MSBA share.

Overall, of the estimated projects costs based on \$700/SF totaling \$79M, \$50,612,600 are considered eligible costs of which 58.76%, or \$29.7M, will be reimbursed by the MSBA. This figure works out to approximately 38% of the total project costs which is slightly higher than the 32% percent presented at the November community forum. Phil Palumbo explained that this is due to MSBA's updated reimbursement policy. Phil Palumbo clarified that future changes to the MSBA reimbursement policy after the Project Scope and Budget vote, would most likely not be applied to this project.

Phil Palumbo indicated that the base reimbursement rate is 55.63%. However, the project will work towards receiving 2 additional incentive points for LEED Certification, and the District received 1.13 additional incentive points their maintenance submission bringing the total reimbursement rate to 58.76%.

Mary Brannelly asked about the 5% total contingency included in the budget, which she thought should be closer to 10%. Frank Tedesco indicated that there are several additional contingencies worked into the budget such as a design contingency and price escalation contingencies.

Phil Palumbo clarified that the 4% construction contingency is for unforeseen construction issues and the 1% Owner's Contingency is for soft costs budget moves that may be required throughout the project.

Justin DeMarco expressed that the policy for Maynard public works projects is a 15% contingency, 5-10% construction and 5-10% design contingency. He also voiced the risk of not carrying enough contingency as it can be challenging to go back to request additional funds from the taxpayers.

### **Next Meeting Dates**

Jerry Culbert reminded the committee that the topic of the next SBC meeting on 1/30/23 is the HVAC system selection and operation budget. Additionally, he reminded the committee of the tentative meetings on 2/13/23 and 2/27/23.

Jerry Culbert made a motion to adjourn the meeting. Mary Brannelly seconded the motion, and it was unanimously approved via roll call vote.

Meeting adjourned at 6:10 pm.

Approved 1/30/2023