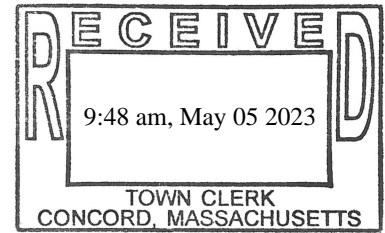




Concord Middle School Building Committee
 Dawn Guarriello, Co-Chairperson Pat Nelson, Co-Chairperson



Meeting Minutes
Thursday, March 2nd, 2023

Call to Order:

- P. Nelson called the meeting to order at 7:33AM.

Name	Present	Name	Present	Name	Present
CONCORD MIDDLE SCHOOL BUILDING COMMITTEE:					
Alexa Anderson*	P	Peter Fischelis*	NP	Chris Popov*	P
Robert Conry	P	Russ Hughes	P	Charlie Parker*	P
Court Booth*	P	Dawn Guarriello*	P	Matt Root*	P
Heather Bout*	P	Laurie Hunter*	P	Steven Stasheski*	P
Frank Cannon*	P	Matt Johnson*	P		
Justin Cameron	P	Kerry Lafleur	P		
Gail Dowd	P	Pat Nelson*	P		
Hill International					
Peter Martini	P	Ian Parks	P	Susan McCann	P
John Cutler	P	Jonathan Teixeira	P		
SMMA / Ewing Cole					
Lorraine Finnegan	NP	Matthew Rice	NP	Keith Fallon	NP
Will Smarzewski	NP	Phil Poinelli	NP	Saul Jabbawy	NP
Chase Gibson	NP	Michael Dowhan	NP	Jen Soucy	P

*P=Present, NP= Not Present *=Voting Member*

Approval of Meeting Minutes

- The CMSBC did not vote on the meeting minutes from 1/13/23, 1/26/23, or 2/14/23.

Correspondence/Communication

- The CMSBC was invited to send project updates to the local newspaper “The Bridge” who is looking to work collaboratively with the project to provide updates to the public.

OPM Update

- *Cashflow update:*
 - In the month of February project expenditures, which consisted of Hill, SMMA, and AKF+SGH invoices, were \$443,953. Total expenditures on the project to date total \$6,422,155.
 - Hill noted that the Cashflow would be updated to reflect a more accurate estimate of the General Contractors monthly invoicing.
 - Hill will adjust the cash flow again with actuals from the General Contractor when one has been procured.
- *Bid Schedule:*
 - Hill presented the updated schedule for major milestones in the General Contractor procurement process:

Task Name	Start	Finish
Draft Front End documents	Mon 1/2/23	Fri 2/17/23
Coordinate and schedule with Bid Docs Online	Mon 2/6/23	Mon 2/13/23
Draft and share ad language with TOC	Mon 2/20/23	Fri 2/24/23
Advertise in local paper	Mon 2/27/23	Wed 3/15/23



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Bid Documents available on Central Register/biddocsonline.com	Wed 3/8/23	Thu 4/6/23
Coordinate Pre-Bid conference location within Sanborn for 3/21/23	Mon 2/6/23	Fri 2/17/23
Pre-Bid Conference	Tue 3/21/23	Tue 3/21/23
Deadline for RFIs	Tue 3/28/23	Tue 3/28/23
Last Addenda out to bidders	Fri 3/31/23	Fri 3/31/23
Sub Trade bids due	Thu 4/6/23	Thu 4/6/23
GC bids due	Thu 4/20/23	Thu 4/20/23
Bid review period	Thu 4/20/23	Fri 4/21/23
Update to Bldg Committee	Thu 4/27/23	Thu 4/27/23
Contract documents prepared	Tue 2/21/23	Fri 3/3/23
Notice to proceed	Fri 4/28/23	Fri 4/28/23
Construction starts	Thu 5/18/23	Thu 5/18/23

- Members of the CMSBC informed the rest of the CMSBC that there was a motion for the upcoming Special Town Meeting to cover the funding of the Athletic Fields and Outdoor classrooms so they could be removed from bid alternates list.
 - This motion was not initiated by the CMSBC.
 - Questions arose regarding how this funding could impact the bid results as the bid due dates coincide with the Special Town Meeting.
 - Hill noted the Town has 30 days to award the contract, and the bids could be held pending the result of the vote.

New Business

- CMSBC members requested that SMMA run a new EUI model.
- SMMA noted that EUI models had been run for every design phase and the data is in every report.

Public Comment

- There were no comments from any members of the public.

Next Steps / Meeting

- The next CMSBC date will be determined by the Executive Team.

Adjourn

- Co-Chair P. Nelson adjourned the meeting at 8:10AM.