

**MINUTES**  
**SHERWOOD MIDDLE SCHOOL BUILDING COMMITTEE**  
**June 18, 2013**

Present: Mr. Fitzgerald, Mr. Cox, Dr. Sawyer, Ms. Canzano, Mr. Morgado

Also: Mr. Queeney, Ms. Crockett, Mr. Kincaid, Mr. Driscoll, Mr. Naber

Call to order at 7:05 PM in the Conference Room of the new Sherwood Middle School.

On a motion by Ms. Canzano, second by Mr. Cox, the minutes of May 21 & May 31, 2013, were accepted.

On a motion by Ms. Canzano, second by Mr. Cox, the following bill schedules were approved:

PMA	26,000.00
Wakefield Moving & Storage	\$3,847.58
Gilbane	\$565,921.20
LPA	\$7,800.00
Gilbane	\$65,423.07
	\$668,991.85

Mr. Queeney reported that work remains well on schedule and all aspects of the project are working well with the exception of the setback and damage caused by the flood. Issues that arise are being dealt with in a timely manner.

Mr. Queeney presented and reviewed his summary of expenditures of contingencies and allowances dated June 18, 2013. After discussion and on a motion by Dr. Sawyer, second by Mr. Cox, the Committee voted to approve a BEA totaling \$5,362. Also shown were \$63,931 in CCA's reviewed and approved at a previous meeting that was shown for the first time on the summary.

Pricing will be sought to correct a small drainage issue in the front of the building. The issue of the stop sign and line painting was also reviewed once again.

Mr. Fitzgerald reported on his discussions with Mr. Ryan.

Ms. Crockett advised that matters of the chairs and delamination on some desk are ongoing and are being resolved.

Mr. Kincaid presented and reviewed the Gilbane report dated June 18, 2013. Mr. Kincaid offered his apologies for the water incident that caused so much damage. Pricing is being sought for the repairs and some work may begin on Monday with most completed by July 31<sup>st</sup>. Mr. Naber reported on the actions being taken on the insurance and recovery side of the incident. Liberty Mutual is still investigating the matter and has reached no conclusion. Gilbane will be

using Mark Winslow of their staff to oversee compliance issues. The Town will be using Dennis St Jean of ATC. The original sub-contractors and tradesmen will be used to effect repairs

The formal meeting adjourned at 7:40 PM and the Committee then toured the building.

Respectfully submitted,

Daniel J. Morgado  
Town Manager

Materials Referenced

Meeting notice with attachments dated June 14, 2013

Bill schedules as noted

Summary of Expenditures of Contingencies and Allowances dated June 18, 2013

Report prepared by Gilbane dated June 18, 2013



## Town of Shrewsbury

MASSACHUSETTS 01545-5398

June 14, 2013

To: Sherwood Middle School Building Committee  
From: Daniel J. Morgado  
Re: Next Meeting

The next meeting of the Committee will be **Tuesday, June 18, 2013, at 7:05 PM in the the conference room of the new Sherwood Middle School** to consider the following agenda:

### AGENDA

1. Call to Order
2. Accept minutes of May 21 and May 31, 2013
3. Act on bill schedule(s)

PMA	\$26,000.00
Wakefield Moving & Storage	\$3,847.58
Gilbane	\$565,921.20
	\$595,768.78

4. Report from PMA Consultants - Owner's Project Manager
  - a. Water Damage
5. Report from Lamoureux Pagano Associates
6. Report from Gilbane Building Company (GBC) - CM at Risk Firm
7. Building Committee action as necessary
  - a. Act on Bid Awards on Bid Packages (as necessary)
  - b. Act on Construction Change Authorizations (as necessary)
  - c. Act on Budget Expense Authorizations (as necessary)
  - d. Act on Allowance Expense Authorizations (as necessary)
  - e. Act on Contingency Expense Authorizations (as necessary)
8. Other business
9. Adjourn

Reference materials

**MINUTES**  
**SHERWOOD MIDDLE SCHOOL BUILDING COMMITTEE**  
**May 21, 2013**

Present: Mr. Fitzgerald, Mr. Cox, Mr. Wolohan, Ms. Canzano, Mr. Morgado

Also: Mr. Queeney, Ms. Crockett, Mr. Kincaid, Mr. Driscoll

Call to order at 7:05 PM in the Conference Room of the new Sherwood Middle School.

On a motion by Ms. Canzano, second by Mr. Wolohan, the minutes of March 19, 2013, were accepted.

On a motion by Ms. Canzano, second by Mr. Wolohan, the following bill schedules were approved:

PMA	\$1,980.00
School Department FF & E	\$2,345.43
School Department FF&E	\$153,139.44
School Department FF&E	\$5,332.50
LPA	\$7,800.00
LPA	\$13,800.00
PMA	\$26,000.00
PMA	\$30,165.00
Gilbane	\$759,282.65
	\$999,845.02

Mr. Queeney reported that work remains well on schedule and all aspects of the project are working well. Issues that arise are being dealt with in a timely manner.

Mr. Queeney presented and reviewed Change Order #10 and his summary of expenditures of contingencies and allowances dated May 21, 2013. He also reviewed the Sherwood Middle School Financial Summary that he has prepared. After discussion and on a motion by Mr. Cox, second by Ms. Canzano, the Committee voted to approve Change Order #10 and a BEA totaling \$1,657 and CCA's totaling \$1,307.

Ms. Lizotte advised that the building is settling in well and issues that develop are being addressed by Gilbane. One issue is the matter of balancing that is being worked on.

Ms. Crockett reported that a commissioning agent funded directly by the MSBA is involved in this process and has provided an excellent result to date.

Mr. Fitzgerald raised the issue of the visibility of the stop sign. Mr. Kincaid will have the paint redone but something more may need to be done to avoid motorists failing to stop.

Mr. Fitzgerald reported on the status of Mr. Ryan's document request. A series of documents are available for him to review.

Mr. Kincaid presented and reviewed the Gilbane report dated May 21, 2013. Gilbane expects to be off the site by the time school resumes in late August. The matter of the removal of excess soil was discussed. Rather than paying for disposal, the solution was to elevate the baseball field and surrounding area. The cost for this work after credits is \$62,620<sub>±</sub>.

On a motion by Ms. Canzano, second by Mr. Wolohan, the Committee voted to accept this solution pending final review of all values and documentation.

The meeting adjourned at 8:10 PM.

Respectfully submitted,

Daniel J. Morgado  
Town Manager

#### Materials Referenced

Meeting notice with attachments dated May 17, 2013

Bill schedules as noted

Summary of Expenditures of Contingencies and Allowances dated May 21, 2013

Change Order #10

Report prepared by Gilbane dated May 21, 2013



Town of Shrewsbury, Massachusetts  
 Sherwood Middle School Project

**SHERWOOD MIDDLE SCHOOL**  
**Summary of Expenditures of**  
**Contingencies and Allowances**

June 18, 2013



PMA Construction Services  
 Owner's Project Manager

**Allowance Expenditures (AEAs)**

\$ 2,761,615.00	Total Value of various categories as of establishment of GMP
\$ 1,787,900.31	Expenditures Previously Accepted by Building Committee
\$ -	AEA's Reviewed and Presented This Month for Building Committee ratification
\$ 973,714.69	Value of Allowance balances remaining
65%	Percentage Consumed

This Month:

AEA #	Description	Amount
	none to report	
<b>TOTAL \$</b>		<b>-</b>

**CM Contingency Expenditures (BEAs)**

\$ 1,030,485.00	Value of category as of establishment of GMP
\$ 276,373.73	Expenditures Previously Accepted by Building Committee
\$ 5,362.00	BEA's Reviewed and Presented This Month for Building Committee ratification
\$ 748,749.27	Value of CM Contingency balance remaining
27%	Percentage Consumed (including requested issues)
96%	Percentage Complete (as of GBCo May 2013 Req. adj. for unspent CM conting & Allowances)

This Month:

BEA #	Description	Amount
ATP 158	Add mobilization for Asphalt Reclaim	\$ 5,362.00
<b>TOTAL \$</b>		<b>5,362.00</b>

**Owners Construction Contingency Expenditures**

\$ 1,851,268.00	Value of Category as of establishment of GMP
\$ 720,321	Executed Change Orders Authorized by Building Committee
\$ 63,931.00	Authorized Expenditures Not Yet Compiled into Change Order (see below)
\$ 1,067,016.00	Value of Owner Construction Contingency balance remaining
42%	Percentage Consumed
96%	Percentage Complete (as of GBCo May 2013 Req. adj. for unspent CM conting & Allowances)

This Month:

CCA #	Description	Amount
ATP 154	Reduction of Misc Iron Scope	\$ (2,400.00)
ATP 156	Furnish hold-open arms for door closers	\$ 3,707.00
ATP 157	Soils with high arsenic levels: regrade to leave on site	\$ 62,624.00
<b>TOTAL \$</b>		<b>63,931.00</b>

**Owners Soft Cost Contingency Expenditures**

\$ 762,741.00	Total Value of various categories as of establishment of GMP
\$19,560.00	Expenditures Previously Approved
\$ -	Consultant Requests for Amendment Presented This Month for Bldg Comm. ratification
\$ 743,181.00	Value of CM Contingency balance remaining
3%	Percentage Consumed
96%	Percentage Complete (as of GBCo May 2013 Req. adj. for unspent CM conting & Allowances)

# Memorandum



Sherwood Middle School  
GBC Project #: 5074

To: **Sherwood Middle School Building Committee**  
From: **Walt Kincaid – Project Manager**  
CC: **Jim Driscoll – Project Executive**  
Date: **June 20, 2013**  
Re: **CM Report**

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## **Construction Activity this Period**

- Partial removal of pavement
- Continued Excavation and grading for road connection and parking area
- Commenced new drainage lines and manhole installation
- Commenced site lighting base and conduit installation

## **Key Dates/Upcoming Activities**

### **Site Work**

- Pulverize remaining parking and sidewalk area and relocate fencing. (after summer recess commences – 6-24)
- Complete grading a northern part of athletic field and start irrigation installation
- Start curbing, remainder of concrete side walks
- Resume loam screening operation

### **Water Damage Restoration**

- Drywall contractor to mobilize on Monday 6/24
- Service Master to remove Lockers (last area not addressed by dryout effort)

## **Other Business:**

- Construction Payment Application #28 (period ending May) : \$ 65,423.07
- ACM Foundation Removal – Magnitude Savings: \$150,000





