

Newmarket Building Committee

Newmarket Town Hall Auditorium

August 20, 2019

5:00 PM

Meeting Agenda

- I. Call to Order/Pledge of Allegiance
- II. Action items:
 - a) Approval of minutes from July 16th meeting
 - b) Update on moving and phasing at the Jr/Sr High School
 - c) Project updates
 - d) Monthly report/financial update
 - e) ~~Review of project alternates~~

TOWN OF NEWMARKET
Building Committee
Town Council Chambers
July 16, 2019
5:00 PM

Present from the Building Committee: Anne Swainbank Ellis, Alynna Lyon, Skip Manseau, Jr/Sr High Student Representative Mia Smith, Mike Kenison, Al Zink, Facilities Director Greg Marles, Elementary School Principal Sean Pine, Jr/Sr High School Principal Chris Mazzone, Vice President of Eckman Construction John Deloia

I. Call to Order/Pledge of Allegiance

The meeting began with the Pledge of Allegiance.

II. Action Items:

A. Approval of Minutes:

Skip Manseau made a motion to approve the minutes of the June 18, 2019 Building Committee meeting. Al Zink seconded. The minutes were approved unanimously.

B. Update on the Moving and Phasing at the Jr/Sr High School

Greg Marles said there is a lot of action happening at both schools. Starting with the Elementary School, they removed the parking lot at the front entrance and started implementing the new storm water measures. Things are moving ahead at a quick pace and a binder coat is expected to be put on by the end of this month. The final finish coat will be done near the end of August.

Greg Marles noted that the interior work is right on schedule, finishes are being completed and they are going to start prepping for the school year. In addition, administrative offices are getting framed out, sheetrock and wiring are all going in, and the steelwork for the new entry is being installed. They were required to bring in two contractors for demolition at the Jr/Sr High School. There are several areas and new additions that are completed and have been released to start doing new projects, such as connecting the intercom system. The Media center is all framed out as well. He added that it will continue to serve a dual function as a cafeteria until November. Overall the project is right on target. Mike Kenison asked if there have been any unexpected problems behind walls or under ceilings during the demolition phase. Greg Marles responded that nothing unexpected has shown up. They have had to remove some asbestos and upgrade the support work in a few areas. Mike Kenison also asked about the cracked support beam found in the cafetorium. Greg Marles noted it will be replaced as they move forward. He said when opening up an old building, these are all very common issues and nothing unusual has been found.

Alynna Lyon asked if the Elementary School will be close to complete by September. Greg Marles said it will be substantially completed by the time the kids go back to school with only a

few punch list items left to do such as touch up painting. Alynna Lyon also asked if there are any plans for a ribbon cutting ceremony. Mike Kenison added that this was previously discussed at a School Board meeting and thought it was best to wait until both schools are complete. Al Zink also mentioned that the School Board had discussed allowing parents and kids to do a walk-through of the Elementary School to show off to parents. Anne Swainbank Ellis suggested doing it after school starts in September.

Alynna Lyon asked for an update on the cafetorium as there have been questions from the public about where the students are going to eat. According to Greg Marles, the cafetorium should be ready by the end of October. Chris Mazzone noted the new media center will provide a lunch space for one block of lunches. In addition, he said there are two breakout spaces in the new wings as well as space in the courtyard for the upperclassmen. He also said in this last phase for the upstairs classrooms, they are down 9 classrooms, but they still have more classroom space overall than before the renovation. They will continue with classroom sharing during most of the year. Alynna Lyon asked about the Junior High wing. Greg Marles said the administrative wing and the Junior High wing will be operational and completed when school starts, though areas in the center of the school will not be open. Chris Mazzone said all High School sciences will be in brand new spaces, while High School math and social studies classes will be most affected, but he is confident with the space they have available to them. Alynna Lyon asked if there are enough quiet spaces for students and what efforts are being made to diminish the impact on student learning. Chris Mazzone stressed that Eckman has been very responsive and respectful to the school's needs over the past year and it's been easier to ask for quiet times rather than quiet spaces. Eckman has done an excellent job of adapting their work schedule to the school's needs, such as not doing noisy projects during standardized testing. Students and teachers have done a great job being flexible in dealing with disruptions.

C. Project Updates

Greg Marles said the climate control continues to be an issue. While the boilers are new, the whole system (new controls and piping) won't be up and running until March. Mike Kenison said one positive note is the parking and drop off will all be on the High School side by the beginning of the year. Only staff will park across the street and no students will be using the crosswalk. Traffic will loop around the back of the building and there's a new portico and entrance on the street side. All students will be parking behind the building and access to the fields will be open too.

Al Zink asked for an update on the drainage issue onto the street. Greg Marles explained that one of the challenges is that there are two existing catch basins that enter out onto Route 152 (at the Elementary School). The problem is they are not piped to anything and they are not owned by the school or town. They are owned by the Department of Transportation (DOT). Mike Kenison and Chris Mazzone pointed out that they fill up with water and freeze in the winter, posing a safety hazard to pedestrians. John Deloia commented on the drainage issue. Greg Marles said he is trying to work with entities to try to rectify the situation, explaining there are new water lines that will be going in and maybe they can get the DOT to work with them on fixing it. Alynna Lyon asked if the school has any liability over it. Mike Kenison said it's unlikely.

D. Monthly Report/Financial Update

Greg Marles pointed out that a lot of progress has been made since the end of June and they are actually ahead of schedule in some areas. A lot of granite has already gone in at the Elementary School and the storm water measures are in the ground, buried, and compacted at the Elementary School too. He noted that unsuitable materials are starting to diminish down from where they were a year ago, especially at the High School since there is very little excavating left to do. There is still some excavating left to do at the Elementary School. The front windows in the administrative areas at the Elementary School are starting to rust out and asbestos will continue to be an issue at the High School as they open up areas.

To date as of June 30, there is \$756,612 in total change orders that have been authorized and these include change estimates as well as any credits issued. Looking ahead, the main power cut over is up into the new cut over, and as of July the old service was shut down. The interior finishes for the new east and west wings at the Jr/Sr High School are completed. They have completed the finishes for the Special Education area at the Elementary School and that space is ready to be moved into. Renovations to both administrative areas are "knee deep" at both schools and right on target.

Greg Marles said the original bonded amount hasn't changed. The base GNP has stayed the same and what does adjust to the GNP is change orders. He discussed the approved change logs, which show what they are doing for changes, what the costs are, what the credits are, essentially where numbers are derived from. He talked about an additional handout explaining cost controls such as owner costs like the FFE (Furniture, Fixtures and Equipment), the school contingency where most of the change orders are paid through, as well as owner soft costs (i.e., engineering and architectural fees). The purpose was to give everyone a better idea where those particular line items are coming from. He explained it is broken down into expenditures based on fiscal years. They didn't buy any FFE in 2017, but they did in 2018 and 2019. There are no expenditures in 2020 as of yet. Next month will have some amounts. He said there is 4% remaining in FFE. Anticipated FFE costs that will need to be covered include landscaping costs, telephone/intercom, access systems, and lighting systems for the cafetorium. Those items add up to \$338,975. When added to the current FFE, it's showing a negative \$287,036.64 or a negative 23% in that particular line item. Greg Marles says he hopes the committee doesn't find this to be a big surprise, noting the cost structures never carried the full cost for intercom, sound systems and lighting, which is what put them into the negative. Next, Greg Marles discussed the School Contingencies line, which shows what has been expended in each fiscal year. He added in \$3,337.00 under 2020 because it was approved the day before. The balance is currently \$348,000. They are carrying a contingency potential of \$267,000; \$102,000 for unsuitables, \$130,000 for undefined change orders, and \$35,000 for additional asbestos they did not know about, which leaves this account at \$81,000 or 6% on the positive. The other area is owner soft costs, which includes engineering and architectural testing fees. To date, they are at \$396,586 in the positive side. They are projecting some expenditures to still come out of that, including engineering and architectural fees for the redesign of the SRO's office at the

Elementary School. That came to \$164,400, which leaves a \$232,186 on the positive or 7% of the total. Greg Marles asserted overall, they have more positive than negative on the FFE. He added that this line item will be included as they move ahead. He explained also that Eckman has a contingencies line included in their project with the school, so it is tracked with them. Of the \$1,322,148 budgeted, the amount expended so far is \$542,692 or 41% of that. At the end of the project, any remaining contingencies in that line item with the construction manager will be returned to the town.

Greg Marles said the rest of the financials are just construction numbers and won't fluctuate. He pointed out that if you look at the Recap, there is a formula error. He apologized for the mathematical error and explained it has been addressed in future reports. Al Zink asked about the furniture allowance. Greg Marles stated it could be off by \$30,000 to \$40,000 and right now, the \$50,000 that's in there as a place holder will be gone and fully expended by next month. At the next School Board meeting, they will be asking for \$75,000 to be approved for furnishings for the Jr/Sr High School. He said additional furnishings will need to be purchased so he does foresee them spending more money in that area. Almost all of the Elementary School furniture has been ordered and will be delivered in the next 3 to 4 weeks. There may still be a few more items needed, but there is money in the account to cover those items. Al Zink asked what if they end up going over budget on the furnishings for the Jr/Sr High School. Greg Marles said they will keep working the numbers to bring things in to better pricing for the furnishings and the landscaping as they move forward.

Alyna Lyon said Meredith Nadeau had mentioned that there is money in the regular operating budget to cover building maintenance and she asked if there's any way they can mitigate some of the FFE expenditures (such as the access/camera systems) with the operating budget or the grant from Homeland Security. Greg Marles said the grant does require that they come up with matching funds. He said some of the work that has gone on was not in the scope of the job to begin with. For instance, the protective window film, which is paid for out of those infrastructure funds that came from Homeland, is not even in this handout. Those funds come from the Operating fund. He explained that they just got the price and it came to \$12,800, and they are responsible for 20%. He discussed other items covered by the Operating fund, such as the sewer project, asserting they have been using the Operating funds when they can. There's going to be a change order shortly for some additional flooring, which will also come from the Operating fund. They use the fund as it's approved by the School Board for them to do. Greg Marles stated they are struggling with some of the original FFE expenses and moving costs and starting to get some heavy expenses. The moving expenses are already over \$35,000 and it was an original line item of \$5,000. He explained this is where they're starting to see some challenges in the expenditures that are not properly funded He says they need to stay on top of it, working it to bring it in at the proper levels. He is confident that they can do it. Al Zink commented on the sewer system and culvert replacement, which will be coming out of Operating costs, stating there's also a crunch on the operating side of the budget and he'll be looking forward to some good reporting on it, as it's getting smaller.

Mike Kenison stated the new superintendent, Susan Givens, will be starting on Thursday, July 18. He will plan on holding a meeting with her in the early Fall to discuss whether they want to do a warrant article for the bond interest. He explained a warrant article is needed in order to access the bond interest. It's currently at \$500,000 and could be used for things that are underfunded. They can look at where the project stands and see whether it makes any sense. He said that even if it's approved, they wouldn't have to use the money, but it would be there just in case it's needed. If they do move forward with it, the warrant article needs to be out by the end of the year.

The next Building Committee meeting is on August 20, 2019 at 5:00PM.

The meeting was adjourned at 6:00PM.

Respectfully submitted,
Sarah Giacconi

Project Status Report for the Month Ending July 2019

Project name: NES/NJSHS additions and renovations
 Report date: 08/13/2019

At approximately 16 months into the project, the project currently remains on schedule for overall completion in June of 2020. The project also remains within the GMP and overall project budget approved by voters.

Key Milestones Table (those that represent significant project progress)

Title	Planned start date	Current forecast completion date	Actual completion date
Granite curb installation elementary school	06/2019	07/2019	7/2019
Stormwater measures installation elementary	06/2019	08/2019	7/2019
Granite curb installation JR/SR High	06/2019	08/2019	07/2019
Elementary interior east center area completion	04/2019	07/2019	07/2019
Final Paving elementary school	07/2019	08/2019	

Progress and Deviations from Plan

Work progress has been at a quick rate: site work is moving forward with final paving being scheduled for both school buildings in August. The front entry of the JR/SR high school has been constructed and really makes the main entrance stand out as a prominent part of the school. Interior finishes are coming together with each school's main office construction, classrooms being completed, and new flooring installation. We will have all security, network, and access systems in place on or about the middle of August. We will still be very tight at getting everything completed, but we are still on pace to meet all the goals necessary to open on time. We have limited access for teachers and staff until August 26, 2019

Description	Proposed Resolution	Potential impact (dollar / schedule / quality etc)
Unsuitable materials stormwater installation	Additional fill or other engineer approved methods	Final cost \$80,872.00
Elementary front windows admin office are showing heavy rust and metal failure	review of replacing the entire window wall	additional cost which may be outside of the construction project
Additional hidden asbestos at the jr/sr high	Abated by ACM removal company.	Additional asbestos found (removal in progress)

Change Order History

Id.	Title	\$amount	Schedule change	Status (in review, agreed, withdrawn)	Comments
	See attached spreadsheet				
Total	Change orders	\$756,612	none	as of 07/30/2019	including change estimates and credits

List of add alternates and deletions will be reviewed at building committee meetings monthly.

Project Status Report for the month ending July 2019
 NES/NJSHS

30-day Look Ahead

Title	Planned start date	Current forecast completion date	Actual completion date
Paving at schools	08/2019	08/2019	
Interior finishes for the new east and west wing	11/2018	08/2019	
HVAC Commissioning Elementary	07/2019	08/2019	
JR/SR High administration renovation	06/2019	08/2019	
Elementary administration renovation	06/2019	08/2019	

Financial Status

Total Original Project	\$38,943,083.00
Revised project (incl. revenue)(sale of garage)	\$38,946,283.00
Remaining balance, encumb, project, expend	\$394,178.00
Percentage remaining	1%

GMP	
Planned total	\$33,683,898.00
Revised total (incl. changes and estimates)	\$34,432,672.19

All **known** project expenses have been encumbered as of the end of 07/30/2019

Bond interest as of 04/30/2019	\$516,870.99
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Other