

WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE	WAKEFIELD MEMORIAL HIGH SCHOOL MEETING NOTES #29
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Date:	Thursday November 10, 2022
Location:	Virtual "Zoom" Meeting
Time:	7:00 pm
Prepared BY:	Timothy Baker – LeftField PM

Name		Present
Joseph Conway	Director of Public Works (Non-Voting)	✓
Julie Smith Galvin	Town Council (Non-Voting)	✗
Stephen P. Maio	Town Administrator (Non-Voting)	✗
Thomas Markham	School Committee Member (Non-Voting)	✗
Kevin Piscadlo	School Committee Member (Non-Voting)	✗
Dr. Doug Lyons	Superintendent of Schools (Non-Voting)	✗
Tim O'Brien	Facilities Director (Non-Voting)	✓
Joseph B. Bertrand	Permanent Building Committee, Chair (Voting)	✓
Charles L. Tarbell	Permanent Building Committee (Voting)	✓
Jason Cohen	Permanent Building Committee, Secretary (Voting)	✓
John McDonald	Permanent Building Committee (Voting)	✓
Tom Galvin	Permanent Building Committee (Voting)	✓
Marc Moccio	Permanent Building Committee (Voting)	✓
Philip Renzi	Permanent Building Committee (Voting)	✓
Wayne Hardacker	Permanent Building Committee (Voting)	✓
Richard Conway	Permanent Building Committee (Voting)	✗
Amy McLeod	Wakefield Memorial High School Principal (Non-Voting)	✗
Joseph Mullaney	Wakefield Memorial High School Asst. Principal (Non-Voting)	✗
James Sullivan	Finance Committee (Non-Voting)	✗
Ian McKinnon	Community Member (Non-Voting)	✗
Jeffrey Cohen	Community Member (Non-Voting)	✗
Elizabeth Martin	Community Member (Non-Voting)	✓
Ray Thompson	Community Member (Non-Voting)	✓
Eric Lambiaso	Community Member (Non-Voting)	✗
Thomas Stapleton	Community Member (Non-Voting)	✓
Robert Arcari	Community Member (Non-Voting)	✓
Dylan Forester	Community Member (Non-Voting)	✗
Christopher Sallade	Community Member (Non-Voting)	✓
Sandra Clarey	Community Member (Non-Voting)	✗
Eric Hubert	Community Member (Non-Voting)	✗
Christine Bufagna	Community Member (Non-Voting)	✗
Jonathan Chines	Community Member (Non-Voting)	✓
Kim Hartman	Community Member (Non-Voting)	✓
Greg Liakos	Community Member (Non-Voting)	✗
William Karvouniaris	Community Member (Non-Voting)	✗
Kevin Pskadlo	Community Member (Non-Voting)	✗
Robin Greenberg	Community Member (Non-Voting)	✗
Tom Purcell	Community Member (Non-Voting)	✗

Name		Present
Lynn Stapleton	Leftfield Project Management	✓
Adam Keane	Leftfield Project Management	✗
Jim Rogers	Leftfield Project Management	✓
Timothy Baker	Leftfield Project Management	✗

Helen Fantini	SMMA	✓
Matt Rice	SMMA	✗
Brian Black	SMMA	✓
Martine Dion	SMMA	✗
Lorraine Finnegan	SMMA	✗
Lana Prokupets	SMMA	✗
Anthony Gray	SMMA	✗
Michael Dowhan	SMMA	✗
Meagan Collins	SMMA	✗
Erin Prestileo	SMMA	✗
Laura Monies	SMMA	✗
Frank Hayes	Bond Construction	✗
David Capaldo	Bond Construction	✓
Jerry Hammersley	Bond Construction	✗
Jonathan Rossini	Bond Construction	✗
Mark Sardella	Wakefield Daily Item	✗

1. Meeting called to order at approximately 7:05PM. A quorum was present.

2. Public Participation

There was no public participation.

3. Administrative Actions

A. Meeting Minutes

The meeting minutes of the 10/20/22 Permanent Building Committee/School Building Committee Wakefield Memorial High School Project were presented for review.

Chip Tarbell made a motion to approve the Wakefield Memorial High School Meeting Minutes as presented. Seconded by Jason Cohen. Motion was approved unanimously.

B. Invoices

Four (4) invoices in the total amount of \$115,085.00 for the Wakefield Memorial High School Project were presented for review and approval.

- 1) Leftfield LLC Invoice #18 dated 10/31/22 in the amount of \$22,000.00 for Basic Services.
- 2) Leftfield LLC Invoice #18 dated 10/31/22 in the amount of \$18,150.00 for Schematic Design Cost Estimate.
- 3) SMMA Invoice #57950 dated 10/06/22 in the amount of \$74,215.00 for Basic Services.
- 4) Crowley's Clippers Invoice #55668 dated 9/01/22 in the amount of \$720.00 for Turf Field Repairs.

Charles Tarbell made a motion to approve Leftfield LLC Invoice #18 dated 10/31/22 in the amount of \$18,150.00 for Basic Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Charles Tarbell made a motion to approve Leftfield LLC Invoice #18 dated 10/31/22 in the amount of \$18,150.00 for Schematic Design Cost Estimate as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Charles Tarbell made a motion to approve SMMA Invoice #57950 dated 10/06/22 in the amount of \$74,215.00 for Basic Services presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Charles Tarbell made a motion to Crowley's Clippers Invoice #55668 dated 9/01/22 in the amount of \$720.00 for Turf Field Repairs as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

4. Budget Update

LS reviewed the current Total Project Budget which is included in the presentation attached to the meeting minutes. The Project has committed 87% of the Feasibility Study Budget to date and has expended 74%. Uncommitted funds currently represent 13.5% of the Feasibility Study Budget to date with a total value of \$267,752.

5. Project Schedule Review

LS continued by reviewing upcoming Design meetings:

- WMHS and WMGLD Coordination Meeting – November 10
- Traffic Advisory Committee (Joint Meeting with NEMT) – November 2022 (TBD)
- DCR and Wakefield Legal Counsel Meeting – November 2022 (TBD)

LF and SMMA closed the PBC meeting by reviewing additional meeting calendar updates and review of future dates:

- Professional Day Design Presentation– November 8
- MSBA Project Scope and Budget & Project Transition Meeting – November 14
- Public Forum #10 – November 14
- Public Forum #11 – December 15 (TBD)
- MSBA Board of Directors Meeting – December 21
- Special Town Meeting – January 28
- Ballot Election – March 11

LS continued by reviewing proposed project schedule, included in the Schematic Design Submission, which shows School Opening date has been pushed out for a Mid-year 2026/2027 Opening and a complete construction end date in Spring 2028. LS stressed that this was a more “conservative” schedule that all members of the project team were certain they could meet, but that nothing is preventing the new school from opening early should construction go better than anticipated. The project schedule may also evolve to include a phased opening similar to Galvin, where the new classroom wing opens to students beginning Fall 2026 and that the athletic spaces and auditorium would follow mid-year. LS emphasized that these decision would not be made until the project is well into the construction phase of the project.

6. Next Permanent Building Committee/School Building Committee Meeting will be held on December 08, 2022.

Attachments:

- Leftfield Presentation 11/10/22

Town of Wakefield
Wakefield Public Schools

WAKEFIELD MEMORIAL HIGH SCHOOL PROJECT

Permanent Building
Committee
School Building Committee
Meeting
November 10, 2022



WAKEFIELD MEMORIAL HIGH SCHOOL

AGENDA:

1. Administrative Actions

- Review of October 20, 2022 Permanent Building Committee/SBC Meeting Minutes
- Review and Approval of Monthly Invoices
- Budget Update

2. Schedule Update

- Review of Upcoming Meetings
- Schedule Review

WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions

Review of October 20, 2022 Permanent Building Committee/School Building Committee Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE		WAKEFIELD MEMORIAL HIGH SCHOOL MEETING NOTES #28
Date:	Thursday October 20, 2022	
Location:	Virtual "Zoom" Meeting	
Time:	7:00 pm	
Prepared By:	Timothy Baker – LeftField PM	

Name			Present
Joseph Conway	Director of Public Works	(Non-Voting)	✓
Julie Smith Galvin	Town Council	(Non-Voting)	✗
Stephen P. Maio	Town Administrator	(Non-Voting)	✓
Thomas Markham	School Committee Member	(Non-Voting)	✗
Kevin Piscadolo	School Committee Member	(Non-Voting)	✗
Dr. Doug Lyons	Superintendent of Schools	(Non-Voting)	✗
Tim O'Brien	Facilities Director	(Non-Voting)	✓
Joseph B. Bertrand	Permanent Building Committee, Chair	(Voting)	✓
Timothy Demers	Permanent Building Committee	(Voting)	✗
Charles L. Tarbell	Permanent Building Committee, Secretary	(Voting)	✓
Jason Cohen	Permanent Building Committee	(Voting)	✓
John McDonald	Permanent Building Committee	(Voting)	✓
Tom Galvin	Permanent Building Committee	(Voting)	✓
Marc Moccio	Permanent Building Committee	(Voting)	✓
Philip Renzi	Permanent Building Committee	(Voting)	✓
Wayne Hardacker	Permanent Building Committee	(Non-Voting)	✓
Amy McLeod	Wakefield Memorial High School Principal	(Non-Voting)	✗
Joseph Mullaney	Wakefield Memorial High School Asst. Principal	(Non-Voting)	✗
James Sullivan	Finance Committee	(Non-Voting)	✗
Ian McKinnon	Community Member	(Non-Voting)	✗
Jeffrey Cohen	Community Member	(Non-Voting)	✗
Elizabeth Martin	Community Member	(Non-Voting)	✓
Ray Thompson	Community Member	(Non-Voting)	✓
Eric Lambiaso	Community Member	(Non-Voting)	✗
Thomas Stapleton	Community Member	(Non-Voting)	✓
Robert Arcari	Community Member	(Non-Voting)	✓
Dylan Forester	Community Member	(Non-Voting)	✗
Christopher Sallade	Community Member	(Non-Voting)	✓
Sandra Clarey	Community Member	(Non-Voting)	✗
Eric Hubert	Community Member	(Non-Voting)	✗
Christine Bufagna	Community Member	(Non-Voting)	✗
Jonathan Chines	Community Member	(Non-Voting)	✓
Kim Hartman	Community Member	(Non-Voting)	✓
Greg Liakos	Community Member	(Non-Voting)	✗
William Karvouniaris	Community Member	(Non-Voting)	✗
Kevin Pskadlo	Community Member	(Non-Voting)	✗
Robin Greenberg	Community Member	(Non-Voting)	✗
Tom Purcell	Community Member	(Non-Voting)	✗
Name			Present
Lynn Stapleton	Leftfield Project Management		✓
Adam Keane	Leftfield Project Management		✗
Jim Rogers	Leftfield Project Management		✓
Timothy Baker	Leftfield Project Management		✗

Page 1 of 3



Helen Fantini	SMMA	✓
Matt Rice	SMMA	✗
Brian Black	SMMA	✓
Martine Dion	SMMA	✗
Lorraine Finnegan	SMMA	✗
Lana Prokupets	SMMA	✗
Anthony Gray	SMMA	✗
Michael Dowhan	SMMA	✗
Meagan Collins	SMMA	✗
Erin Prestileo	SMMA	✗
Laura Monies	SMMA	✗
Frank Hayes	Bond Construction	✗
David Capaldo	Bond Construction	✓
Jerry Hammersley	Bond Construction	✗
Jonathan Rossini	Bond Construction	✗
Mark Sardella	Wakefield Daily Item	✗

1. Meeting called to order at approximately 7:05PM. A quorum was present.

2. Public Participation

There was no public participation.

3. Administrative Actions

A. Meeting Minutes

The meeting minutes of the 10/06/22 Permanent Building Committee/School Building Committee Wakefield Memorial High School Project were presented for review.

Chip Tarbell made a motion to approve the Wakefield Memorial High School Meeting Minutes as presented. Seconded by Tom Galvin. Motion was approved unanimously.

4. Schematic Design Submission Review

WH commented on his surprise that the MSBA has seemingly made no recent attempt to increase the eligible square footage from \$360 psf given the remarkable increase in construction cost psf. After a brief discussion a motion was requested.

Charles Tarbell made a motion to Approve Submission of the Schematic Design Submission to the Massachusetts School Building Authority (MSBA) as presented, Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

5. Project Schedule Review

LS continued by reviewing upcoming Design meetings:

- Traffic Advisory Committee (Joint Meeting with NEMT) – October 21, 2022
- DCR - Tom Mullins to Call DCR Chief Counsel; To Provide Update to Leadership Group on October 26, 2022 on if filing an Article 97 will be required for the High School Project.

Page 2 of 3



LF and SMMA closed the PBC meeting by reviewing additional meeting calendar updates and review of future dates:

- Vote to Submit Schematic Design – October 20
- Submit Schematic Design to MSBA – October 27
- Professional Day Design Presentation– November 08
- MSBA Facilities Assessment Subcommittee– November 09 or November 11
- MSBA Board of Directors Meeting – December 21
- (2) Two Additional Public Forums– TBD; (Early December & Early January)

Phil Renzi commented that he believes additional Public Forums are needed to educate the community about the project. JB stated that he does not want these additional Public Forums to be hosted by the PBC so it does not appear that the PBC is advocating for passage of the project. The additional Public Forum in November would be hosted by the School Department and its primary focus would be on showcasing how the Education Programming influenced the current proposed design of the new High School.

The format and subject matter for the December and January Public Forums would be discussed in further detail with the Leadership Group before further discussion with the PBC.

Steve Maio also stated that there were so upcoming public events that would be good venues to display the project poster boards from Town Day where large members of the community would be able to interact with the displays. 11/8 is the General Election and the project boards could be displayed in the lobby of the Galvin Middle School, the only polling station in the Town of Wakefield. 11/19 is the Wakefield's Fall Town Meeting, also at the Galvin Middle School. The Project Display boards may then be displayed in the lobby of Town Hall until the Special Town Meeting in late January.

TB from LF suggested it may be prudent for him to reach out to the Jason Tait from the Office of the Campaign and Political Finance (OCPF) to confirm this is an acceptable action. JB agreed and requested LF to reach out. LF will confirm with OCPF before the Display Board can be displayed at the upcoming General Election on 11/8.

6. Next Permanent Building Committee/School Building Committee Meeting will be held on November 10, 2022.

achments:

- Leftfield Presentation 10/20/22

Page 3 of 3

WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions

Review of October 2022 Invoices

INVOICES						
ProPay Code	Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
0001-0000	OPM Feasibility Study/Schematic Design	LeftField	18	10/31/22	\$ 22,000.00	\$ 33,150.00
0001-0000	OPM Feasibility Study/Schematic Design	LeftField	18	10/31/22	\$ 18,150.00	\$ 15,000.00
		LeftField Total:			\$ 40,150.00	
0002-0000	A/E Feasibility Study/Schematic Design	SMMA	0057950	10/06/22	\$ 74,215.00	\$ 61,753.80
		SMMA Total:			\$ 74,215.00	
0004-0000	Other Contingency	Crowley's Clippers Inc.	55668	09/01/22	\$ 720.00	\$ 267,752.00
		Other Total:			\$ 720.00	
Total All Invoices:					\$ 115,085.00	

WAKEFIELD MEMORIAL HIGH SCHOOL

1. Administrative Actions *Budget Update*

Committed: 87%

Expended: 74%

Uncommitted: 13.5%
\$267,752

Wakefield Memorial High School - Wakefield, MA

October 31, 2022

Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments	
FEASIBILITY STUDY AGREEMENT											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 400,000	\$ 1,730	\$ 401,730	\$ 401,730	100%	\$ 386,730	96%	\$ 15,000	*FSA 1, 2	
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,300,000	\$ (345,000)	\$ 955,000	\$ 955,000	100%	\$ 893,246	94%	\$ 61,754	*FSA 1	
0003-0000	Environmental & Site	\$ 200,000	\$ 133,790	\$ 333,790	\$ 333,790	100%	\$ 150,056	45%	\$ 183,734	*FSA 1, 3, 4	
0004-0000	Other	\$ 100,000	\$ 209,480	\$ 309,480	\$ 41,728	13.5%	\$ 41,728	13.5%	\$ 267,752	*FSA 1, 2, 3, 4	
SUB-TOTAL		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,732,248	87%	\$ 1,471,760	74%	\$ 528,240		
TOTAL PROJECT BUDGET		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,732,248	87%	\$ 1,471,760	74%	\$ 528,240		
FUNDING SOURCES											
Max w/ Conting.		Max w/o Conting.									
Maximum State Share		\$ 1,591,600	\$ 1,591,600	Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate			
Local Share *		\$ 408,400	\$ 408,400								
SUB-TOTAL		\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	79.58%			
CONSTR. COST ESTIMATES											
Date		Estimator		Amount	SF	Cost Per SF					
Designer FS Cost Estimate		04/01/22		PM&C	\$175,557,629	260,027	\$675.15				
Designer SD Cost Estimate							#DIV/0!				
CM SD Cost Estimate							#DIV/0!				
Feasibility Study Agreement Budget Transfers:											
FSA BRR #1 01	9/27/2021	Transfer \$25,000.00 from OPM Feasibility Study/Schematic Design to Other Contingency to align with the OPM Contract. MSBA APPROVED Nov 8, 2021									
FSA BRR #1 02	9/27/2021	Transfer \$321,364 from Designer Feasibility Study/Schematic Design to Other Contingency and \$23,636 to Environmental & Site to align with the A/E Contract. MSBA APPROVED Nov 8, 2022									
FSA BRR #2 03	4/7/2022	Transfer \$26,730.00 from Other Contingency to OPM Feasibility Study/Schematic Design for cost estimating services (OPM Contract Amendment No. 1). MSBA APPROVED Apr 29, 2022									
FSA BRR #3 04	4/28/2022	Transfer \$57,530.00 from Other Contingency to Environmental & Site for Phase II EAS Services (A/E Contract Amendment No. 1). MSBA APPROVED July 14, 2022									
FSA BRR #4 05	8/11/2022	Transfer \$52,624.00 from Other Contingency to Environmental & Site for Hidrant Flow Test and Additional Geotechnical (A/E Contract Amendment No. 2). Circulating for Town Signatures									

WAKEFIELD MEMORIAL HIGH SCHOOL

2. Schedule Update

Review of Meetings Needed for Design

1. WMHS and WMGLD Coordination Meeting – November 10
2. Traffic Advisory Committee (Joint Meeting with NEMT) – November 2022 (TBD)
3. DCR and Wakefield Legal Counsel Meeting – November 2022 (TBD)

WAKEFIELD MEMORIAL HIGH SCHOOL

2. Schedule Update

Meeting Calendar Update & Review of Future Dates

- Professional Day Design Presentation– November 8
- MSBA Project Scope and Budget & Project Transition Meeting – November 14
- Public Forum #10 – November 14
- Public Forum #11 – December 15 (TBD)
- MSBA Board of Directors Meeting – December 21
- Special Town Meeting – January 28
- Ballot Election – March 11

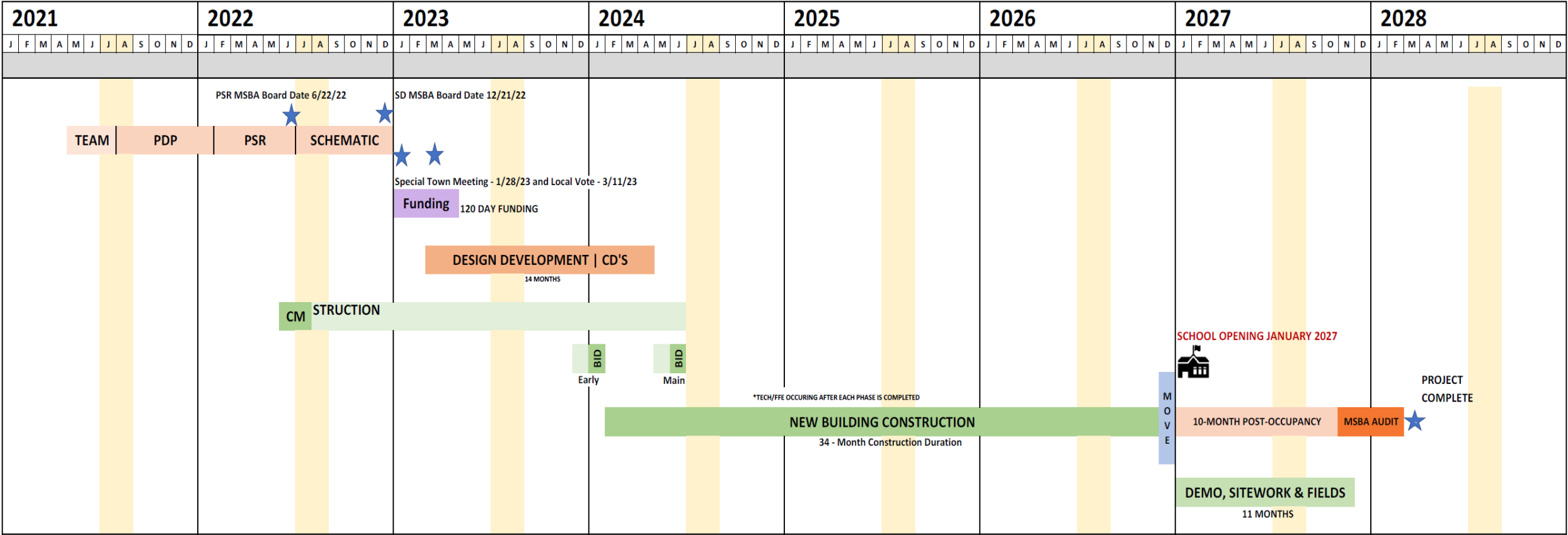
2022 - 2023
PERMANENT BUILDING COMMITTEE MEETINGS

2022		2023	
JUNE	16	JANUARY	12
JULY	14		
AUGUST	2 11 25	FEBRUARY	9
SEPTEMBER	8 22?	MARCH	9
OCTOBER	6 20	APRIL	6
NOVEMBER	10	MAY	11
DECEMBER	8	JUNE	8

WAKEFIELD MEMORIAL HIGH SCHOOL

2. Schedule Update

Project Schedule Review



Wakefield Memorial High School

2. Schedule Update

Project Schedule Review

