

<b>WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE</b>	<b>WAKEFIELD MEMORIAL HIGH SCHOOL MEETING NOTES #29</b>
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Date:	Thursday December 08, 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 11/10/22 Permanent Building Committee/School Building Committee Wakefield Memorial High School Project were presented for review.

*Tom Galvin 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 \$144,714.00 for the Wakefield Memorial High School Project were presented for review and approval.

- 1) Leftfield LLC Invoice #19 dated 11/31/22 in the amount of \$10,000.00 for Basic Services.
- 2) SMMA Invoice #58177 dated 11/09/22 in the amount of \$74,220.00 for Basic Services.
- 3) SMMA Invoice #58369 dated 12/02/22 in the amount of \$10,125.00 for Basic Services.
- 4) SMMA Invoice #58369 dated 12/02/22 in the amount of \$50,369.00 for Environment & Site – Geotechnical Services.

*Tom Galvin made a motion to approve Leftfield LLC Invoice #19 dated 11/31/22 in the amount of \$10,000.00 for Basic Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.*

*Tom Galvin made a motion to approve SMMA Invoice #57950 dated 11/09/22 in the amount of \$74,220.00 for Basic Services presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.*

*Tom Galvin made a motion to approve SMMA #58369 dated 12/02/22 in the amount of \$10,125.00 for Basic Services presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.*

*Tom Galvin made a motion to approve SMMA #58369 dated 12/02/22 in the amount of \$50,369.00 for Environment & Site – Geotechnical Services 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 86.5% of the Feasibility Study Budget to date and has expended 81%. Uncommitted funds currently represent 13.5% of the Feasibility Study Budget to date with a total value of \$267,752.

#### 5. Project Schedule Review

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

- Public Forum #11 – December 15
- MSBA Board of Directors Meeting – December 21
- Traffic Advisory Committee (TBD/Early January)
- Public Forum #12 – January 21
- Special Town Meeting – January 28
- Ballot Election – March 11

PR inquired if the SBC would receive a written update on the December 21<sup>st</sup> MSBA Board of Directors meeting regarding project approval. MSBA will send formal notification to everyone on the Project's distribution list. That letter can be forwarded to all PBC members. LF stated that the Project has been recommended by MSBA staff to the Board of Directors for approval and that LF has never seen the Board of Directors not approve a project recommended by MSBA staff. LF is expecting that the MSBA Board of Directors will be discussing raising the Square Footage reimbursement amount for included scope and voting to approve the increase, which will be applied to the Wakefield Memorial High School retroactively. LF stated that specific values will not be known until the meeting on December 21<sup>st</sup>.

#### 6. Next Permanent Building Committee/School Building Committee Meeting will be held on January 12, 2023.

#### Attachments:

- Leftfield Presentation 12/08/22



Town of Wakefield  
Wakefield Public Schools

# WAKEFIELD MEMORIAL HIGH SCHOOL PROJECT

Permanent Building  
Committee

School Building Committee  
Meeting

December 09, 2022



# WAKEFIELD MEMORIAL HIGH SCHOOL

## **AGENDA:**

### **1. Administrative Actions**

- Review of November 10, 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 November 10, 2022 Permanent Building Committee/School Building Committee Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE		WAKEFIELD MEMORIAL HIGH SCHOOL MEETING NOTES #29	
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 Piscadio	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 Pskadio	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 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 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

# WAKEFIELD MEMORIAL HIGH SCHOOL

## 1. Administrative Actions

### *Review of November 2022 Invoices*

INVOICES						
ProPay Code	Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
0001-0000	OPM Feasibility Study/Schematic Design	LeftField	19	11/30/22	\$ 10,000.00	\$ 5,000.00
		LeftField Total:			\$ 10,000.00	
0002-0000	A/E Feasibility Study/Schematic Design	SMMA	0058177	11/09/22	\$ 74,220.00	\$ 20,250.00
0002-0000	A/E Feasibility Study/Schematic Design	SMMA	0058369	12/02/22	\$ 10,125.00	\$ 10,125.00
0003-0000	Environmental & Site	SMMA - Lahlaf Geotechnical Consulting	0058369	12/02/22	\$ 50,369.00	\$ 100,648.85
		SMMA Total:			\$ 134,714.00	
			Total All Invoices:		\$ 144,714.00	

# Wakefield Memorial High School

## 1. Administrative Actions

### Budget Update

Committed: 86.5%

Expended: 81%

Uncommitted: 13.5%

\$267,752

Wakefield Memorial High School - Wakefield, MA

November 30, 2022

Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmt'd 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%	\$ 396,730	99%	\$ 5,000	*FSA 1, 2
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,300,000	\$ (345,000)	\$ 955,000	\$ 955,000	100%	\$ 944,875	99%	\$ 10,125	*FSA 1
0003-0000	Environmental & Site	\$ 200,000	\$ 133,790	\$ 333,790	\$ 333,790	100%	\$ 233,141	70%	\$ 100,649	*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%	\$ 1,616,474	81%	\$ 383,526	
TOTAL PROJECT BUDGET		\$ 2,000,000	\$ -	\$ 2,000,000	\$ 1,732,248	87%	\$ 1,616,474	81%	\$ 383,526	

FUNDING SOURCES		Max w/ Conting.	Max w/o Conting.	Project Budget	Scope Items Excluded	Contingencies	Basis of Total Facilities Grant	Reimbursement Rate
		\$	\$					
	Maximum State Share	\$ 1,591,600	\$ 1,591,600					
	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	10/04/22	Bond	\$220,459,379	259,847	\$848.42
	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

Project Funding Agreement Budget Transfers:



# WAKEFIELD MEMORIAL HIGH SCHOOL

## 2. Schedule Update

### *Meeting Calendar Update & Review of Future Dates*

- Public Forum #11 – December 15
- MSBA Board of Directors Meeting – December 21
- Traffic Advisory Committee (TBD/Early January)
- Public Forum #12 – January 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