

## WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD MEMORIAL HIGH SCHOOL WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE WAKEFIELD MEMORIAL HIGH SCHOOL MEETING NOTES #30

Date:	Thursday January 19, 2023			
Location:	Virtual "Zoom" Meeting			
Time:	7:30 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)	✓
Chip Tarbell	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)	×
lan 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	<b>✓</b>
Adam Keane	Leftfield Project Management	<b>✓</b>
Jim Rogers	Leftfield Project Management	*
Timothy Baker	Leftfield Project Management	<b>√</b>



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 12/08/22 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 \$50,259.55 for the Wakefield Memorial High School Project were presented for review and approval.

- 1) Leftfield LLC Invoice #20 dated 12/31/22 in the amount of \$5,000.00 for Basic Services.
- 2) SMMA Invoice #58572 dated 01/10/23 in the amount of \$10,125.00 for Basic Services.
- 3) SMMA Invoice #58572 dated 01/10/23 in the amount of \$2,645.50 for Environment & Site Services.
- 4) SMMA Invoice #58572 dated 01/10/23 in the amount of \$32,489.05 for Environment & Site Services.

Chip Tarbell made a motion to approve Leftfield LLC Invoice #20 dated 12/31/22 in the amount of \$5,000.00 for Basic Services as presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve SMMA Invoice #58572 dated 01/10/23 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.



Chip Tarbell made a motion to approve SMMA Invoice #58572 dated 01/10/23 in the amount of \$2,645.50 for Environment & Site Services presented. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve SMMA Invoice #58572 dated 01/10/23 in the amount of \$32,489.05 for Environment & Site Services 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 86.5% of the Feasibility Study Budget to date and has expended 83%. Uncommitted funds currently represent 13.5% of the Feasibility Study Budget to date with a total value of \$267,752. Cash Flow Projections have been extended through project completion.

#### 5. MSBA Reimbursement Update

MSBA's eligible cost per square foot for construction was increased from \$360/SF to \$393/SF and the eligible site costs were changed from 8% of construction costs to a maximum of \$39/SF at the December 21, 2022 MSBA Board meeting.

MSBA's maximum grant to the Town will now be \$64,984,456 which leads to a Town share of \$208,266,447.

The Town share would be lower if we don't spend the \$13,227,563 in contingencies or if any of the other budget lines are underspent or if we value engineer scope as the design develops, or if bids come in lower than projected.

#### 6. Revised Tax Impact

LF previewed the Town Presentation on Tax Impact for the January 21, 2023 Public Forum and the January 28, 2023 Special Town Meeting.

LF discussed mitigating factors that may reduce the tax impact including the Wakefield Senior Tax Discount Program. Town matches 150% of the State's Senior Circuit Breaker Income Tax Credit, which can potentially could produce up to a \$1,800 per year tax break for qualified seniors. Applications and more information can be found at the Wakefield Assessor's Office. An additional potential mitigation factor is the Impact of new growth (new development) \$5 Million in new growth results in about \$100 off the average tax bill. New Development projects currently in the local approvals pipeline are not factored into the revised tax impact figures.

#### 7. Cost of Doing Nothing

- Risk NEASC decertification
- · Piecemeal capital expenditures
- Whole-scale accessibility expenses
- Risk not obtaining MSBA approval for years



- NO improvements to delivery of education
- Possible reduction in property values
- Possible reduction in State education funding

#### 8. Project Schedule Review

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

- Traffic Advisory Committee (TBD If Project is Approved)
- Public Forum #12 January 21
- Special Town Meeting January 28
- Ballot Election March 11 (Tentative)

PR stated that the revised tax impact schedule slides were a great update and the "Cost of Doing nothing" provided practical context surrounding the vote decision.

JB inquired about what methods of voting will be available for the proposed Ballot Election on March 11, 2023. JC, member of Wakefield Town Council, stated that "no excuse" absentee ballots will be available in accordance with M.G.L. "No Excuse" absentee ballots act similarly to "early voting' in that no limitation are applied and anyone can vote ahead of election day. Exact voting procedures/policies, time, and location will be posted to the Town Clerk's page and the Project Website.

9. Next Permanent Building Committee/School Building Committee Meeting will be held on February 09, 2023.

#### Attachments:

• Leftfield Presentation 01/19/23

Town of Wakefield
Wakefield Public Schools

# WAKEFIELD MEMORIAL HIGH SCHOOL PROJECT

Permanent Building
Committee
School Building Committee
Meeting
January 19, 2023



## **AGENDA:**

#### 1. Administrative Actions

- Review of December 08, 2022 Permanent Building Committee/SBC Meeting Minutes
- Review and Approval of Monthly Invoices
- Budget Update

## 2. Project Cost Update

- MSBA Reimbursement Update
- Revised Tax Impact

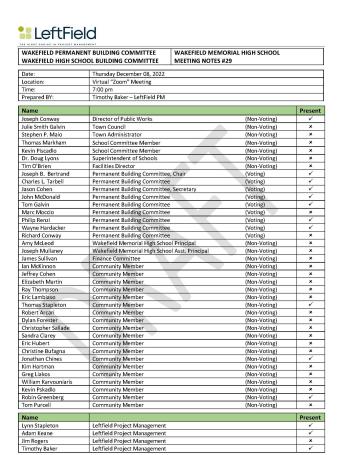
## 3. Schedule Update

- Review of Upcoming Meetings
- Schedule Review



## 1. Administrative Actions

Review of December 08, 2022 Permanent Building Committee/School Building Committee Meeting **Minutes** 





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

Page 1 of 3

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

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 LeftField

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

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

- 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 21st 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 21st.

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

#### Attachments

Leftfield Presentation 12/08/22

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## 1. Administrative Actions

Review of December 2022 Invoices

INVOICES							
ProPay Code	Budget Category	Vendor	Invoice #	Date	Amount	Î	Balance After Invoice
0001-0000	OPM Feasibility Study/Schematic Design	LeftField	20	12/31/22	\$ 5,000.00	\$	ā
*		LeftField Total:			\$ 5,000.00		
0002-0000	A/E Feasibility Study/Schematic Design	SMMA	0058572	01/10/23	\$ 10,125.00	\$	u u
0003-0000	Environmental & Site	SMMA - CDW Consultants	0058572	01/10/23	\$ 2,645.50	\$	98,003.35
0003-0000	Environmental & Site	SMMA - GM2 Associates	0058572	01/10/23	\$ 32,489.05	\$	65,514.30
		SMMA Total:			\$ 45,259.55		
			Total	All Invoices:	\$ 50,259.55		

# 1. Administrative Actions Budget Update

Committed: 87%

Expended: 83%

Uncommitted: 13.5%

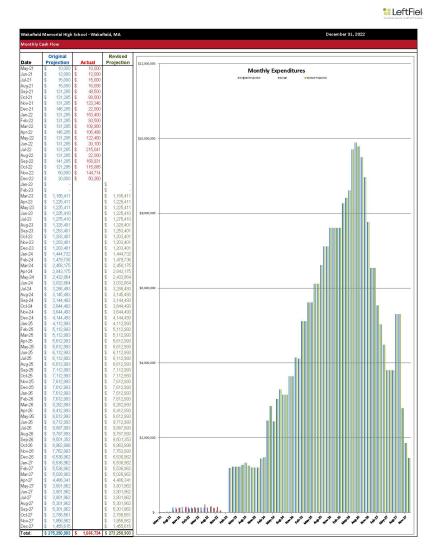
\$267,752

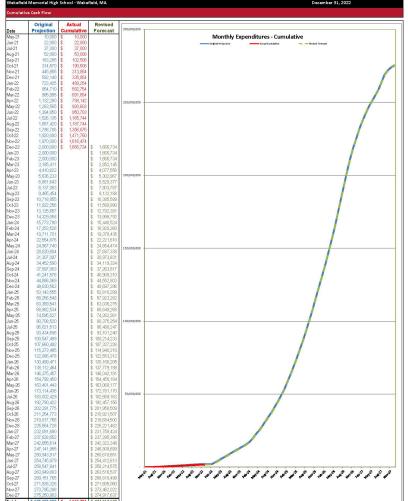
akefield Me	emorial High School - Wakefield, MA								\$	December 31, 20
tal Project	Budget Status Report									
roPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
Ī	FEASIBILITY STUDY AGREEMENT									
0001-0000	OPM Feasibility Study/Schematic Design	\$ 400,000	\$ 1,730	\$ 401,730	\$ 401,730	100%	\$ 401,730	100%	\$ -	*FSA 1, 2
0002-0000	A&E Feasibility Study/Schematic Design	\$ 1,300,000	\$ (345,000)	\$ 955,000	\$ 955,000	100%	\$ 955,000	100%	\$	*FSA 1
0003-0000	Environmental & Site	\$ 200,000	\$ 133,790	\$ 333,790	\$ 333,790	100%	\$ 268,276	80%	\$ 65,514	*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	s .	\$ 2,000,000	\$ 1,732,248	87%	\$ 1,666,734	83%	\$ 333,266	
1	ADMINISTRATION									
0101-0000	Legal Fees	\$ -		\$ -	\$ -				\$ -	
	Owner's Project Manager	\$ 7,932,981	\$ -	\$ 7,932,981	\$ -	0%	\$ -	0%	\$ 7,932,981	
0102-0400	Design Development	\$ 665,798		\$ 665,798	\$ -	0%	\$ -	0%	\$ 665,798	
0102-0500	Construction Documents	\$ 1,018,280		\$ 1,018,280	\$ -	0%	\$ -	0%	\$ 1,018,280	
0102-0600	Bidding	\$ 254,570		\$ 254,570	\$ -		\$ -	0%	\$ 254,570	
0102-0700	Construction Administration	\$ 5,483,045		\$ 5,483,045	\$ -	0.0	\$ -	0%	\$ 5,483,045	
0102-0800	Closeout	\$ 411,288		\$ 411,288	\$ -	0%	\$ -	0%	\$ 411,288	
0102-0900	Extra Services	\$ -		\$ -	\$ -		\$ -		\$ -	
0102-1000	Reimbursable Services	\$ 25,000		\$ 25,000	\$ -		\$ -		\$ 25,000	
0201-1100	Cost Estimates	\$ 75,000		\$ 75,000	\$ -		\$ -		\$ 75,000	
0103-0000	Advertising & Printing	\$ 75,000		\$ 75,000	\$ -	0%	\$ -	0%	\$ 75,000	
0104-0000	Permitting	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0105-0000	Owner's Insurance	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	
0199-0000	Other Administrative Costs	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!	\$ -	
Į.	SUB-TOTAL	\$ 8,007,981	\$ -	\$ 8,007,981	\$ -	0%	\$ -	0%	\$ 8,007,981	
	A&E									
	A/E Basic Services	\$ 21,152,620	\$ -	\$ 21,152,620	\$ -		1972	0%	\$ 21,152,620	
0201-0400	Design Development	\$ 4,454,590		\$ 4,454,590	\$	0%	\$ -	0%	\$ 4,454,590	
0201-0500	Construction Documents	\$ 8,909,180		\$ 8,909,180	\$ -	0%	\$ -	0%	\$ 8,909,180	
0201-0600	Bidding	\$ 890,910		\$ 890,910	5 -	0%	\$ -	0%	\$ 890,910	
0201-0700	Construction Administration	\$ 5,784,290		\$ 5,784,290	5 -		\$ -	0%	\$ 5,784,290	
0201-0800	Closeout	\$ 1,113,650		\$ 1,113,650	\$ -	0%	\$ -	0%	\$ 1,113,650	
0201-9900	Other Basic Services	\$ .	*	5 -	5 -		\$ -		\$ -	
0202 0002	Extra/Reimbursable Services	\$ 1,225,000	\$ -	\$ 1,225,000	\$ -		\$ -	0%	\$ 1,225,000	
0203-9900	Other Reimbursables	\$ 430,000		\$ 430,000	5 -	0%	5 -	0%	\$ 430,000	
0204-0200	HazMat (incl. monitoring)	\$ 275,000 \$ 315,000		\$ 275,000	\$ -	0%	\$ -	0%	\$ 275,000 \$ 315,000	
0204-0300	Geotechnical/Geo-Environmental	*,		\$ 315,000	5 -	0%	•	0%	***	-
0204-0400	Site Survey & Site Requirements	\$ 75,000		\$ 75,000	5 -	1 - 1 - 1	\$ -	0%	\$ 75,000	
0204-0500	Wetlands	\$ 20,000		\$ 20,000	5 -		\$ -	و به نفر	\$ 20,000	
0204-1200	Traffic Studies	\$ 110,000		\$ 110,000	> -	0%	> -	0%	\$ 110,000	
- 1	SUB-TOTAL	\$ 22,377,620	5 -	\$ 22,377,620	5 -	0%	\$ -	0%	\$ 22,377,620	
	SITE ACQUISITION					,				
0301-0000	Land/Bldg. Purchase/Associated Services	\$ -		\$ -	\$ -		\$ -	#DIV/01	\$ -	
	SUB-TOTAL	ς .	ς .	ς .	ς .	#DIV/0!	ς .	#DIV/01	ς .	



1. Administrative Actions
Budget Update

 Cash Flow Projections have been extended through project completion







**LeftField** 

## 1. Administrative Actions

MSBA Reimbursement Update

- MSBA's eligible cost per square foot for construction was increased from \$360/SF to \$393/SF and the eligible site costs were changed from 8% of construction costs to a maximum of \$39/SF at the December 21, 2022 MSBA Board meeting.
- MSBA's maximum grant to the Town will now be \$64,984,456 which leads to a Town share of \$208,266,447.
- The Town share would be lower if we don't spend the \$13,227,563 in contingencies or if any of the other budget lines are underspent or if we value engineer scope as the design develops, or if bids come in lower than projected.

## 2. Project Costs Update

Revised Tax Impact

Preview of the Town Presentation on Tax Impact for the January 21, 2023 Public Forum and the January 28, 2023 Special Town Meeting

# Estimated Annual Tax Impact

	Assessed Property Value					
Year	\$400K	\$600K	\$800K	\$1M		
2024	\$13	\$19	\$26	\$32		
2025	\$43	\$64	\$86	\$108		
2026	\$215 - \$237	\$323 - \$356	\$431 - \$475	\$538 - \$593		
2027	\$385 - \$417	\$578 - \$625	\$771 - \$834	\$964 - \$1043		
2028	\$643 - \$718	\$964 - \$1078	\$1286 - \$1437	\$1608 - \$1797		
2029	\$682 - \$781	\$1023 - \$1172	\$1365 - \$1563	\$1706 - \$1953		
2047	\$681 - \$781	\$1022 - \$1172	\$1362 - \$1563	\$1703 - \$1954		
2057	\$204 - \$234	\$306 - \$352	\$408 - \$469	\$510 - \$587		
2058	\$41 - \$47	\$62 - \$71	\$83 - \$95	\$104 - \$119		

# Calculate the Tax Impact for Your Property

	Rate per \$100,000				
Year	4.25%	5.5%			
2024	0.03	0.03			
2025	0.11	0.11			
2026	0.54	0.59			
2027	0.96	1.04			
2028	1.61	1.8			
2029	1.71	1.95			
•••					
2047	1.7	1.7			
•••					
2057	0.51	0.59			
2058	0.1	0.12			

Example:

\$550,000 property Year 2027

With a 4.25% rate  $550 \times 0.96 = $528$ 

With a 5.5% rate  $550 \times 1.04 = $572$ 

# Mitigating Factors

## Wakefield Senior Tax Discount Program

- Town matches 150% of the State's Senior Circuit Breaker Income Tax Credit
  - Potential \$1,800 per year tax break for qualified seniors
  - > Apply with our Assessors Office

Maximum property value \$884,000

Income caps

Single: \$62,000

Head of household: \$78,000

Married: \$93,000



# Mitigating Factors

Impact of new growth

• \$5 Million in new growth results in about \$100 off the average tax bill

# Cost of Doing Nothing

- Risk NEASC decertification
- Piecemeal capital expenditures
- Whole-scale accessibility expenses
- Risk not obtaining MSBA approval for years
- NO improvements to delivery of education
- Possible reduction in property values
- Possible reduction in State education funding



## **Schedule Update**

Meeting Calendar Update & Review of Future Dates

- Traffic Advisory Committee (TBD If Project is Approved)
- Public Forum #12 January 21
- Special Town Meeting January 28
- Ballot Election March 11 (Tentative)

## 2022 - 2023 PERMANENT BUILDING COMMITTEE MEETINGS

2022 2023

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