

## DYIMS BUILDING COMMITTEE MEETING MINUTES



PMA Consultants

**PROJECT:** Dennis Yarmouth Intermediate MS  
**LOCATION:** Virtual Meeting

**MEETING DATE:** June 2, 2022

### ATTENDEES:

**Bldg. Committee:** ☒ Joe Tierney (JT) ☒ Sandra Cashen (SC) ☐ Robert Ciavarra (RC) ☐ George Davis (GD)  
☒ James Dykeman (JD) ☒ Carol Woodbury (CW) ☒ Chris Flanagan (CF) ☒ Mike Bovino (MB)  
☐ Robert Whritenour (RW) ☒ Ann Knell (AK) ☒ Tim Blake (TB) ☐ Cleon Turner (CT)  
☒ Jenifer Legge (JL) ☒ Phillip Morris (PM) ☒ Gary Barber (GB)  
☐ Greg Rounseville (GR) ☐ Will Rubenstein (WR) ☒ Curt Sears (CS)  
☒ David Flynn (DF)

**PMA:** ☒ Chad Crittenden (CCr) ☐ Walter Hartley (WH) ☒ Mitch Miller (MM) ☒ Nick Hull (NH)  
☐ Jon Pope (JP)

**PE (Designer):** ☐ Robert Bell (RB) ☐ Daniel Colli (DC) ☒ Andrew Hazelton (AH)  
**Traverse (Site):** ☐ Kris Bradner (KB) ☐ John Luca (JL) ☐ Justin Robertshaw (JL)  
**Guests:** ☒ Joe Glynn (JG) ☐ Eileen Whalen (EW) ☐ Todd Brayton (TB) ☒ Steven Faucher (SF)

### GENERAL

Item	Action/Due	Notes
6/2/22:01	SBC Monthly	<b>Call to Order: Roll Call: 06/02/22:</b> Meeting was called to order at 6:33 PM by Joe Tierney with 13 voting members present.
6/2/22:02	SBC Monthly	<b>Approval of Minutes: Minutes from 5/5/22</b> <b>MOTION:</b> Motion by PM, second by CS <b>DISCUSSION:</b> None. <b>VOTE:</b> AK-Y, CW-Y, SC-Y, JD-Y, CS-Y, DF-Y, GB-Y, CF-Y, MB-Y, TB-Y, JL-Y, PM-Y, JT-Y

### DESIGN & CONSTRUCTION

Item	Action/Due	Notes
6/2/22:03	PMA Monthly	<b>Master Project Schedule:</b> <b>Update 06/02/2022:</b> No discussion of project schedule.
6/2/22:04	PMA Monthly	<b>Construction Update:</b> <b>Update 05/05/2022:</b> PMA provided a construction update for the month of April. Some activities that were completed were exterior sheathing on A building, RTU curbs were set, hydronic testing completed in D and C wing, Brick façade on D building and curtain wall/glazing installed on D and C wing connecting corridors. PMA reviewed progress photos of the construction activities. <b>Update 06/02/2022:</b> PMA provided a construction update for the month of May. Some milestone activities completed were RTU's set on roof curbs, finishes starting in D wing, and the kitchen cooler/freezer installed. MM reviewed progress photos showing recent progress at interiors, exteriors and site. MM reviewed lookahead schedule. Some lookahead items are auditorium MEP's, brick veneer on building A and B and painting in C wing. Discussion: JT asks about traffic light and when it will be placed – MM says we just got pricing today and the work will take place this summer.
6/2/22:05	PMA Monthly	<b>Design Update:</b> <b>Update 05/05/2022:</b> Lighting at new turf field: Commodore is currently pricing the added lights at the turf field. Once pricing is finalized it will be reviewed with the SBC. PMA notes that they did ask Commodore to break out infrastructure work to help progress the construction on the new fields. This break out pricing will be reviewed later in tonight's meeting. <b>Update 06/02/2022:</b> Exterior Signage: Commodore is currently pricing changing some of the exterior signage. Commodore was asked to change the DYIMS lettering on the south side of the gym to say "Dennis-Yarmouth Intermediate Middle School". The two signs on the main entrances were to be changed from "Mattacheese" and "Wixon" to "DY Intermediate" and "DY Middle".

## PROJECT BUDGET

Item	Action/ Due	Notes
6/2/22:06	SBC Monthly	<b>Cashflow Update:</b> <b>Update 06/02/2022:</b> Paid to date is \$63,165,535. 24% of project time remaining, 66% of project contingency remaining.
6/2/22:07	SBC Monthly	<b>FFE/IT Status and Budget:</b> <b>Update 05/05/2022:</b> PMA reviewed update of current FFE/IT budget status. The forecast shows at the moment the total budget is about ~\$30,000 below but all items are not finalized or purchased. The phones still need to be finalized for IT as well.  <b>Update 06/02/2022:</b> PMA reviewed update of current FFE/IT budget status. The chart shows items that have PO's issued in green.
6/2/22:08		<b>Turf Field Change: Update 04/07/2022:</b> Commodore has advised that the low bidder turf contractor is non-responsive. Next low bidder has committed to meeting project schedule but cost premium is \$67,618.74. PMA to send email seeking authorization under change authorization protocol.  <b>Update 05/05/2022:</b> The turf field upcharge was approved via email on 4/9/2022 after being reviewed by the SBC on 4/7/2022.  <b>Update 06/02/2022:</b> No update at this time.
6/2/22:09		<b>Change Authorization Review: Update 05/05/2022:</b>  <b>COR #064: Teaching Screen Locations</b> <b>DISCUSSION:</b> COR 064 is to adjust the teaching screen monitor locations. The monitors were originally mounted high for a project per the contract drawings. The monitors were switched to interactive touch screen teaching boards. This is the cost to move the "rough" boxes to the required height for the interactive touch screens. <b>MOTION:</b> Motion by JL, second by JT <b>VOTE:</b> GR-Y, CW-Y, JL-Y, MB-Y, JD-Y, CT-Y, PM-Y, RC-Y, GD-Y, AK-Y, TB-Y, JT-Y, CS-Y, CF-Y, RW-Y  <b>COR #081.1: Turf Lighting Infrastructure</b> <b>DISCUSSION:</b> COR 081.1 is for the infrastructure work associated with the turf lighting. This would be the conduit and pull boxes used for the future lights (COR is not finalized for the complete lights package yet). By breaking this infrastructure work out from the total lighting COR this keeps the work on the turf fields moving forward. The pricing for the COR is not finalized as there were too many pull boxes listed and the revised number has not been submitted yet. The SBC noted they could vote a not to exceed value knowing the revised price for this COR will be less. <b>MOTION:</b> PM made a motion to approve a not to exceed price listed in COR 081.1 and have the TRC make the final approval of the revised COR, second by CS. <b>VOTE:</b> GR-Y, CW-Y, JL-Y, MB-Y, JD-Y, CT-Y, PM-Y, RC-Y, GD-Y, AK-Y, TB-Y, JT-Y, CS-Y, CF-Y, RW-Y, DF-Y  <b>COR #084: General Condition – Superintendent Upcharge</b> <b>DISCUSSION:</b> COR 084 is a request made by Commodore to upgrade the approved "assistant superintendent" charge from COR 013 to a full "superintendent". As part of the previously approved turf field change order there was an approved cost for an added assistant superintendent to help coordinate the associated work. The SBC discussed that if this was approved it would allow the new superintendent to supervise the additional upcoming exterior work as well. This would allow the current project team to focus on completing the main building. <b>MOTION:</b> Motion by CS, second by JL <b>VOTE:</b> GR-Y, CW-Y, JL-Y, MB-Y, JD-Y, CT-Y, PM-Y, RC-Y, GD-Y, AK-Y, TB-Y, JT-Y, CS-Y, CF-Y, RW-Y, DF-Y  <b>Update 06/02/2022:</b> <b>COR #081.2: Bulletin #32 - Turf Field Lighting</b> <b>DISCUSSION:</b> MM notes this cost comes from our bid savings for the turf lights. CS mentions the \$87,000 cost for the supervision and says it shouldn't even be there. MM notes that item was already noticed by PMA and we did not want the \$87,000 to hold up the decision. CC mentions the disposal of spoils and the

		<p>possibility of dumping it on site somewhere. CS notes the money approved last meeting should cover this already. GB mentions Cape cod tech cost was \$560,00 while ours was \$800,000. GB says prices are not going to go down as that was only 7-8 months ago. CW mentions approving the number as a do not exceed. GB agrees with Curt on the \$87,000 supervision cost. GB asks about the allowance repair line item and MM explains it covers anything that were to happen to the turf while installing. CC notes the allowance won't be used if nothing happens and it just would not get spent. JT asks if we get to use the remaining contingency to support this and CC notes it's all coming from one bucket anyways. MB asks if the lights extend the project does it push out the occupancy of the project? Lights should not hurt the certificate of occupancy. MB asks about use of field with this issue and MM says the gear won't really prevent you from being on the fields, but we will reach out to CB to see how this would work. SF mentions why are we lighting up both fields not just the football field. CW says you can play multiple sports on both fields. GB asks if you can light up both fields individually.</p> <p><b>MOTION:</b> Motion by CW to not exceed \$1.598M. Seconded by PM.</p> <p><b>Vote:</b> AK-Y, CW-Y, SC-Y, JD-Y, CS-Y, DF-Y, GB-Y, CF-Y, MB-Y, TB-Y, JL-Y, PM-Y, JT-Y.</p>
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#### MISCELLANEOUS

Item	Action/ Due	Notes
6/2/22:10	Record	<p><b>Public Comment/Questions:</b>  <b>Update 06/02/2022:</b> No public comment or questions.</p>
6/2/22:11	Record	<p><b>Adjournment:</b>  <b>Update 06/02/2022:</b>  <b>MOTION:</b> CS motioned to adjourn made at 7:19 PM. PM seconded.  <b>DISCUSSION:</b> None.  <b>VOTE:</b> AK-Y, CW-Y, SC-Y, JD-Y, CS-Y, DF-Y, GB-Y, CF-Y, MB-Y, TB-Y, JL-Y, PM-Y, JT-Y.  <b>Next Meeting date:</b> Tentatively July 7th.</p>

PMA Consultants assumes, to the best of our knowledge, that the above content of these Meeting Minutes depicts all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

**PREPARED BY:** Nicholas Hull, PMA Consultants LLC

**DATE:** June 2, 2022