



WINOOSKI SCHOOLS

We are the future.

Winooski School District (WSD)
Capital Project Executive Committee
Wednesday, December 16, 2020 @ 5:15 pm
Zoom Meeting info: <https://wsdvt.zoom.us/j/96368609227>
Join by Phone: +1 929 436 2866

Agenda **5:15 pm**

1. **Call to Order: 5:16**
2. **Attendees:** Sean McMannon, Tom Barden, Mike Hollister, Cam Featherstonhaugh, David Epstein, Bert Delabruere, Krista Parisi, Cheyne Racine, Mike Decarreau, Alex Yin, Jon Rauscher
3. **Agenda Review:**
4. **Public Comments:**
5. **Discussion:**
6. **Capital Project Updates:**
 - a. Finance - Nicole Mace (WSD) and Tom Barden (Owner Project Manager)
 - i. Construction contingency is still the same. Haven't touched the construction contingency.
 - ii. Regular Monthly meeting with USDA in regards to budget and contingency have been set starting January.

*Mike D. - worked with Tom to clarify how change orders work and how credits and deductions are noted on these documents. Clarified that he may not see a net change and only a change to the specific line items in the change order.

- b. Facilities - Cheyne Racine (WSD)
 - i. All looks good on his end.
- c. City Projects - Jon Rauscher (City of Winooski)



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- i. Bid date for the City Project is delayed due to a lack of stakeholders providing what is needed. New bid date will be fall of next year. School will not be impacted by this project at this time.
- ii. Private development has not responded to the City regarding the traffic study and Coffee Shop that they want to put in front of the school.
- iii. Relatively small property tax increase expected in the new budget.
- d. Site work and Scheduling - Tom Barden (Owner Project Manager)
 - i. Interior walls going up in the middle school addition. Concrete in new maintenance area.
 - ii. Tom extended an invite to Mike D. and Alex Y. for a tour of the job sight. Recommends leadership team and school board attend this tour as well. Alex and Mike to meet on Friday morning to tour the job sight.
- e. Design - David Epstein, Cam Featherstonhaugh (TruexCullins)
 - i. Finishing changes to drawings based on VE list. TruexCullins may have found additional savings while working on the drawings. Feels the VE items will not affect the overall project.
 - ii. Furniture is the next big push and will need to be focused on in January due to shipping times for ordered items. Existing furniture will be used in swing spaces while others will need to be furnished with new items. Order time of end of February, early march.
 - iii. Tom Barden spoke to the group regarding the Albany College of Pharmacy and our attempt to make contact regarding furniture they may have that can be repurposed. Mike D. will try making contact with the group if needed.
 - iv. Security Consultant Meeting is on the books for tomorrow. We will start firming up the security design. The main focus of this meeting will be about protocol and daily operations.
- f. Construction - Bert DeLaBruere, Mike Hollister (ReArch)
 - i. All subs have been awarded with the approved VE. All subcontractors are working on their submittals. Once those submittals are in ReArch will work to get them approved and get the materials ordered.



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- ii. Area A (Middle School Addition) is moving along, roofing almost complete and mechanical unit to be installed by the end of January. Interior framing is continuing.
- iii. JFK addition is moving forward and interior work will start once Middle school is complete.
- iv. ReArch will be working on submittal approvals from subcontractors.
- v. Critical path is the new gym and new maintenance building. Need contract work done by early February to move staff into these spaces in March or April. We are on track to have this work completed by the March date.
- vi. Signing of Owner Change Orders - Mike H. would like to move to a system that allows us to sign the change order the month that it is due. Sean M. suggests that Mike D. & Alex Y. may be set up to approve without bringing the entire Change Order to the board. Mike and Alex feel comfortable making these decisions if the changes are expected and not completely out of the blue. Tom B. explained that 2 types of change orders will be in place - 1 will be items affected by VE the other will be when we are drawing on contingency.

*Mike D. - Clarification on subcontractors and submittals. Bert explained that the subcontractors need to have submittals/estimates approved before they can order the necessary materials. Prices/cost at this point are pretty much fixed. Goal items may need to be finalized and could show more savings once the drawings are reviewed. Any savings are headed toward contingency costs.

*Mike D. Requested update on underground water leak by the kitchen. Tom believes that the malfunctioning hot water pump could be a part of this leak but we still have no concrete answers.

7. Next Meeting:

- a. January 13, 2021 @ 5:15 PM

8. Adjourn: 6:18