


CABOT SCHOOL BUILDING COMMITTEE (CSBC) + DESIGN REVIEW COMMITTEE (DRC)				MEETING MINUTES	
Newton Ed Center Room 210			<b>APPROVED</b>		
September 13, 2016					
6:00PM					
<b>ATTENDEES:</b>					
NAME	ASSOC.	PRESENT	NAME	ASSOC.	PRESENT
Margaret Albright	CSBC	Y	Peter Barrer	DRC	---
Susan Albright	CSBC	Y	Arthur Cohen	DRC	Y
Eva Thompson	CSBC	---	William Eldredge	DRC	---
Diana Fisher Gomberg	CSBC	Y	Robert A. Franchi	DRC	---
David Fleishman	CSBC	---	Tom Gloria	DRC	Y
Ruthanne Fuller	CSBC	Y	James Freas	DRC	---
Liam Hurley	CSBC	Y	Jonathan Kantar	DRC	---
Matt Hills	CSBC	---	Ellen S. Light	DRC	Y
Maureen Lemieux	CSBC	---	Marc Resnick	DRC	Y
Joshua Morse	CSBC	---	Scott Ross	DRC	---
Emily Norton	CSBC	Y	Steven Siegel	DRC	---
Cynthia Paris Jeffries	CSBC	Y	Eve Tapper	DRC	---
Angela Pitter-Wright	CSBC	Y	Deb Crossley	DRC	---
Nicholas Read	CSBC	---	Katy Max Holmes	City Planning	---
Andrea Steenstrup	CSBC	Y	Jeffery Luxenberg	NV5	Y
Setti Warren	CSBC	---	Chris Guarino	NV5	Y
Karen Wasserman	CSBC	Y	Tom Murphy	NV5	Y
Dori Zaleznik	CSBC	Y	Melissa Gagnon	NV5	Y
Michael Cronin	NPS	Y	Donna DiNisco	DDP	Y
Julie Kirrane	NPS	Y	Leno Filippi	DDP	Y
Ouida Young	ACS	Y	Craig DiCarlo	DDP	---
Alex Valcarce	NPB	Y	Jeff Oxalida	DDP	---

Dori Zaleznik called the meeting to order at 6:04PM.

D. Zaleznik noted that given Sandy Guryan's retirement, Cynthia Paris Jeffries will be co-chairing Cabot School Building Committee meetings, along with Dori Zaleznik.

Meeting attendees introduced themselves. Chris Guarino was introduced as a new member of the NV5 team.

## 1. Approval of Meeting Minutes

**Motion:** M. Albright moved to approve meeting minutes from the April 5, 2016 as well as the August 23, 2016 CSBC meetings. D. Fisher Gomberg seconded. The vote was unanimous in favor of approval for both sets of meeting minutes.

## 2. Schematic Design Update

### Budget

T. Murphy of NV5 provided an overview of the overall budget. A hard copy of the Schematic Phase Cost Estimate Comparison and the Total Project Budget (TPB) spreadsheet (in the MSBA format) were distributed to the CSBC for review. It was explained that two independent cost estimates were performed, one by the CM (WTR) and one by the designer's cost estimator (AM Fogarty). The two estimates were reconciled to a fine level of detail in terms of scope and assumptions. The lower of the two estimates, which is the designer's estimate, is being submitted to the MSBA as the estimate of record. Although the 1.5% difference between the two estimates is within range, it is expected to get tighter during the Design Development phase as the drawings are further developed.

It was explained that the design and pricing contingency number goes down at each successive phase as the drawings are further developed and the cost is absorbed into the direct cost of the project. Contingencies were noted: Design and pricing contingency (expected to go down in subsequent phases and be gone at the final estimate and be incorporated into the direct cost of the work), GMP contingency (CM contingency that cannot be spent without City approval, the balance will go back to the City at the end of the job); Construction contingency (for unforeseen conditions, change orders); Soft Owner contingency (cannot be used without City approval).

It was noted that the project team met with the City Council and School Committee last week and provided a general overview of the budget. The total project budget was explained as: \$49M estimated project cost with \$14M estimated MSBA reimbursement, which leaves the City of Newton cost at \$35M. As noted on the bottom two lines of the form, the Total Project Budget is indicated as \$49,076,576; the State Maximum Facilities Grant is \$14,213,399 which leaves \$34,863,177 as the City of Newton share. T. Murphy explained that the estimated project cost is within the District's project budget.

The Total Project Budget will be submitted to the MSBA with the Schematic Design package on or before September 29, 2016 and after that, the project team will meet in mid-October with the MSBA for a Project Scope and Budget Conference to review the numbers and make adjustments as necessary. On November 9, 2016 is the MSBA Board of Directors meeting when the project will be formally voted.

## 3. School Building Committee / Design Review Committee comments

With regard to the Total Project Budget spreadsheet, R. Fuller inquired about the difference between Equipment and Furnishings listed under Construction Costs and Furnishings and Equipment listed below. NV5 explained the numbers in construction are part of the CM GMP and are items that are fixed to the building. The numbers below are for movable furniture and equipment which will be bid and purchased outside of the GMP.

**4. CSBC to vote to approve to submit 100% Schematic Design package and Budget to the MSBA**

**Motion:** R. Fuller moved to vote to approve to submit the 100% Schematic Design package to the MSBA with the budget as presented at the meeting. D. Fisher Gomberg seconded.

**The vote was unanimous with (9) in favor and (0) opposed.**

**5. Other Business**

**Motion:** R. Fuller moved to approve the 9/13/16 meeting minutes, contingent upon NV5 emailing them to the CSBC and incorporating any comments received, prior to submitting the final minutes to the MSBA. M. Albright seconded. The vote was unanimous in favor of approving the minutes.

Upcoming meetings and milestones were reviewed:

- 09/28 DRC meeting - Vote to recommend to move to Site Plan Approval (to be confirmed)
- 09/29 Schematic Design package to be submitted to the MSBA on or before this date
- 10/19 Public Facilities meeting (for local approval)
- 11/09 Anticipated MSBA Board vote
- 11/09 Public Facilities meeting (2<sup>nd</sup> meeting, if needed)
- 11/14 Finance Committee meeting (for local approval)
- 11/21 City Council meeting

**6. Meeting Adjournment**

**Motion:** At 6:47PM, S. Albright moved to adjourn the meeting. D. Fisher Gomberg seconded. The vote was unanimous in favor of adjourning the meeting.

Respectfully submitted,

Melissa Gagnon  
NV5

[End of 09/13/16 Meeting Minutes]