

**Town of Scituate  
School Building Committee  
Hatherly Elementary School Project  
Thursday, February 15, 2024  
3:00 – 4:00 p.m.**

**M I N U T E S**

**Committee Members Present:** Nicole Brandolini (chair), James Boudreau, William Burkhead, Jonathan Burwood, Jared Cianciolo, Jeff Halbig, Nancy Holt, Gerard Kelly, Kevin Kelly, Janice Lindblom, Tom Raab, Kristine Sheahan, and Scott Williams

**Committee Members Absent:**, Chris Carchia, Chris Cataldo, Maura Curran, Gregg Davey, Matt Marino, Bruce Marshman, Andrew Scanzillo, Stephen Shea, and Julie Ward

**Others Present:** Jon Lemieux and Steve Theran, Allyson Mahar, Vertex; Tom Hengelsberg, Don Walter, Bethany Beck, and Michelle Meier, Dore & Whittier

**1. Call to Order and Roll Call**

Nicole Brandolini called the meeting to order at 3:05PM. Roll call was taken.

**2. Meeting Minutes**

Nancy Holt made a motion to approve the meeting minutes from the January 31<sup>st</sup>, 2024 School Building Committee meeting. Scott Williams seconded. Roll Call Vote was taken. Gerard Kelly and Jared abstained. Vote - Approved 13-0.

**3. OPM Presentation**

An update on Public Meeting #6 was provided. There was a good turnout, questions were addressed and positive feedback was received. The project team will collect information from the meeting with the working group and provide an update at the next SBC meeting.

Vertex presented the updated draft MSBA 3011 Total Project Budget form from the previous meeting. Changes since the last meeting were discussed:

- Received final cost estimates with Value Engineering included
- Dore & Whittier reduced square footage in the building
- Design soft cost decreased with actual proposals
- Base reimbursement rate went down from 43 to 42.37%. This calculation is based on the Town's current economic data and factors set forth by DOR and DESE. The base rate will be locked in at Schematic Design, regardless of economic fluctuations going forward. The MSBA confirmed the actual maintenance incentive points received for the Town is 1.35%. The Town share went up slightly from the draft presented at the

previous meeting due to the reimbursement rate impact. The Committee discussed the option of decreasing the Owner's Contingency. Nancy Holt did not recommend decreasing Owner's Contingency because the impact this reduction would have on each household is very minimal at the risk of not having enough contingency for the project if it is needed. Other members of the Committee agreed Owner's Contingency should not be reduced.

Vertex noted the draft 3011 presented today is the estimated total project budget and still needs to be reviewed by MSBA before it is finalized. The Committee discussed the changes to the budget presented and potential changes going forward. Tom Raab asked if there is expected to be a variance when MSBA reviews. Vertex noted the potential sections that could be impacted. Superintendent Burkhead noted concern about cost increases and potential changes required in the future. Jonathan Burwood noted the importance of being transparent to the public and sharing all of the information as the project goes through this process. Nancy Holt noted the largest impact to taxpayers will be the interest rate for borrowing. A question related to this will be added to the FAQs and should be included in presentations going forward. Nancy Holt will be analyzing data from past building projects to share how projects have been managed in the town for future presentations. Nicole Brandolini asked if the MSBA would consider would reevaluate the maintenance incentive points. Vertex will follow up with the MSBA.

The Committee discussed the vote language for Town Meeting. The total project budget amount that will be voted at Town Meeting will be inclusive of the \$1.1M which has already been appropriated by the Town for the Feasibility Study. The question was asked if the vote language could include the budget value without the Feasibility Study. The vote language should include the total project budget amount that matches the 3011 form but an explanation of the calculation will be provided in public presentations and estimated impact to taxpayers will be adjusted accordingly.

Nancy Holt made a motion to approve the estimated construction cost and total estimated project budget as presented and to authorize the Owner's Project Manager, Vertex, to submit the Schematic Design Report to the MSBA for its consideration at their next board meeting on April 24<sup>th</sup>, 2024. Tom Raab second. All were in favor on a Roll Call vote. Vote - Approved 13-0.

Next steps include the project team finalizing the Schematic Design package and submission to the MSBA by February 28<sup>th</sup>. Dore & Whittier noted the SD report is on track to be submitted on time. The MSBA will perform an initial cursory review and immediate questions and comments will be addressed by the project team. Then a project Scope and Budget meeting will be scheduled with the MSBA. Vertex will share the complete Schematic Design package with the Committee. It was confirmed that MEPA filings are not required for the project.

#### **4. Adjournment**

Nancy Holt made a motion to adjourn. Jim Boudreau seconded. All were in favor on a Roll Call vote. Vote – Unanimous 13-0. The meeting was adjourned at 4:05PM.