

AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

SCHOOL BUILDING COMMITTEE (SBC) MEETING #4

March 27, 2023

Agawam Public Library Community Room

3:00PM

Meeting Minutes for March 27, 2023

A scheduled meeting of the High School Building Committee was held on March 27, 2023 at 3:00pm at the Community Room at the Library. Committee members and attendees present were:

<u>Voting Member</u>	<u>Present</u>	<u>Absent</u>	<u>Notes</u>
William Sapelli-Chair	X		
Jim Blain	X		
Jennifer Bonfiglio	X		
Raymond Casella	X		
Robert Clickstein	X		
Louis Conte	X		
Dawn DeMatteo	X		
Sheila Hoffman	X		
Timothy Karetka	X		
Brian Melloni	X		
Brian Pagella	X		
Anthony Suffriti	X		Arrived at 3:29pm
Robin Wozniak		X	
Christopher Caputo	X		
<u>Project Team Members</u>			
Linda Liporto	X		Leftfield - Senior Project Manager
James Riefstahl	X		Leftfield - Project Director
Jim Rogers		X	Leftfield - Owner
Adele Sands		X	Leftfield - Education Liaison
Jay Faxon		X	LeftField MEP
Kent Kovacs	X		Flansburgh - Principal-in-Charge
Vince Dubé	X		Flansburgh - Project Manager
Madeleine Le	X		Flansburgh - Project Architect
Roberta Nardi		X	Flansburgh - Project Designer

7 voting members required for a quorum

Meeting was called to order by Chair-Mayor Sapelli at 3:05pm.

1 – Agenda

James Riefstahl and Linda Liporto briefly went through the agenda for the meeting and introduced members of the Flansburgh Team in attendance to the Committee.

2 – Approval of February Minutes

Mayor Sapelli made a motion to approve the minutes of February 14, 2023. Christopher Caputo seconded the motion and it was unanimously approved via roll call.

3 – Approval of Invoice(s)

Linda Liporto requested a vote to approve LeftField's invoice for February totaling \$20,000. Jennifer Bonfiglio made the motion to approve, seconded by Dawn DeMatteo. The motion was unanimously approved via roll call vote.

4 – OPM & Designer Updates

Designer Selection Process – Complete: Linda Liporto and James Riefstahl, LeftField gave an update on the Designer Selection Panel (DSP), summarized as follows: On Tuesday, March 14th the DSP interviewed the 3 firms Caolo & Bieniek, Flansburgh, and JCJ Architecture. The DSP voted to proceed with Flansburgh Architects, with the majority of 1st place votes going to Flansburgh. Second place was JCJ and third place was Caolo & Bieniek.

Flansburgh Presentation: The Flansburgh Team – Kevin Kovacs, Vince Dubé, and Madeleine Le – presented to the Committee a condensed version of what was presented at the DSP interview.

5 – Designer Contract

Linda Liporto provided an overview of the Designer contract to the School Building Committee. Their contract was set up as follows: Feasibility Study (lump sum) - \$365,000; Schematic Design (lump sum) - \$320,000; Reimbursable allowances - \$100,000; for a total of \$785,000.

LeftField explained the differences between payment of lump sum and allowances. With lump sums, the vendor is entitled to the full fee, and is usually paid in accordance with a pre-determined fee schedule. Allowances are used when a type of scope is expected to be performed, but the exact quantity is unknown at the time of contract. It is a best-guess, and the vendor is only entitled to the expenses that it costs them to perform this work.

The total contract value was \$15,000 under the initially allotted budget. These savings were moved to the Other budget line where it can be utilized for other project costs.

LeftField reviewed the value of their contract as compared to other projects and found it in line with other architect's contracts.

LeftField provided the following motion:

Motion to approve the Feasibility Study/Schematic Design Flansburgh contract as presented for a total contract fee of \$785,000, which is comprised of \$685,000 of a lump sum fee for basic services and \$100,000 of fee dedicated to reimbursable services allowance.

This motion was moved by Jennifer Bonfiglio and seconded by Sheila Hoffman. The motion was unanimously approved via roll call vote.

6 – Next Steps

LeftField provided a brief overview of the project, with Flansburgh noting their agreement with the schedule as laid out.

7 – Public Comment

There was no public in attendance, therefore no public comment.

8 – New Business

There was no new business.

9 – Next Meeting

The Committee and Project Team agreed to schedule the SBC meetings for every 2nd and 4th Monday of the month, at 3pm, in the Agawam Public Library Community Room, with the option to be hybrid and/or virtual as desired.

10 – Adjournment

A motion to adjourn was made by Christopher Caputo, seconded by Mayor Sapelli. The motion was carried unanimously, via roll call vote. The meeting was adjourned at 4:15pm.