

## Project Minutes

Project Name:	New Stoneham High School	Project Number:	20033
RE:	School Building Committee Meeting	Meeting Date:	4/7/2025
Prepared by:	Sarah Traniello	Meeting No:	96
Location:	Remote Participation via Zoom		
Distribution:	Attendees (MF)		

Attendees

<b>PRESENT</b>	<b>NAME</b>	<b>AFFILIATION</b>	<b>MEMBER</b>
Remote	Marie Christie	Co-Chair, School Building Committee	Voting
Remote	David Bois	Co-Chair, School Building Committee; Community Member with Architecture Experience	Voting
Remote	Nicole Nial	School Committee Member	Voting
Remote	Raymie Parker	Select Board Member	Voting
Remote	Douglas Gove	Community Member with Engineering Experience	Voting
Remote	Stephen O'Neill	Vice-Chair, Community Member with Engineering Experience	Voting
Remote	Josephine Thomson	Community Member	Voting
Remote	Jeanne Craigie	Town Moderator	Voting
Absent	Lisa Gallagher	Community Member; School Secretary; Past member, Middle School Building Committee	Voting
Remote	Sharon Iovanni	Community Member	Voting
Remote	Cory Mashburn	Community Member, Finance and Advisory Board	Voting
		Community Member with Construction Experience	Voting
Remote	David Pignone	Select Board, Athletic Director, Member knowledgeable in educational mission & function of facility	Voting
Remote	Kevin Yianacopolus	Local Official responsible for Building Maintenance	Voting
Absent	Dennis Sheehan	Town Administrator	Non-Voting
Absent	Leia DiLorenzo-Secor	Town Budget Director	Non-Voting
Absent	David Ljungberg	Superintendent of Schools, Secretary of School Building Committee	Non-Voting
Absent	Kathryn Castonguay	Assistant Superintendent of Schools	Non-Voting
Absent	Bryan Lombardi	Stoneham High School Principal	Non-Voting
Remote	Brian McNeil	Town Facilities Director	Non-Voting
Remote	April Lanni	Town Procurement Officer / MCPPO Certified	Non-Voting
Remote	Brooke Trivas	Perkins&Will	
Remote	Stephen Messinger	Perkins&Will	
Absent	Patrick Cunningham	Perkins&Will	
Remote	Brad Pineau	Perkins&Will	
Remote	Andrea White	Perkins&Will	
Absent	Douglas Faria	EDvance Technology Design	
Remote	Andrew MacNeil	Consigli Construction	
Remote	Todd McCabe	Consigli Construction	
Remote	Kyle Raposa	Consigli Construction	
Absent	John Cutler	SMMA	
Remote	Sarah Traniello	SMMA	
Remote	Julie Leduc	SMMA	

Item No.	Action	Discussion
96.01	Record	<p><b>Call to Order</b></p> <p>7:00 PM, Co-Chair M. Christie called the meeting to order with Roll Call of all members in attendance and those remote according to the listing on Page 1.</p> <p>This meeting will be held via video conference and in person and will be posted on the Town’s website.</p>
96.02	Record	<p><b>Approval of Minutes</b></p> <p>M. Christie asked if there was a motion to approve the minutes of the March 17, 2025 meeting.</p> <ul style="list-style-type: none"> <li>• <b>Motion to approve minutes of the March 17, 2025 School Building Committee meeting made by J. Craigie and seconded by C. Mashburn.</b></li> <li>• <b>Roll call taken based on voting members shown on Page 1.</b> <ul style="list-style-type: none"> <li>○ <b>R. Parker and J. Craigie abstained as they were not present. The motion passed with all affirmative responses.</b></li> </ul> </li> </ul>
96.03	Record	<p><b>Approval of Designer Amendment No. 37</b></p> <p>J. Leduc described Designer Amendment No. 37 has been in review and discussion by the D. Sheehan, the Co-Chairs, SMMA and Perkins&amp;Will to review Designer Amendment No. 37 over the 3 weeks to ensure it includes a comprehensive and thorough capture of costs. The Amendment is to cover additional services for punch list, managing of deficiencies and observations and back punching of the buildings beyond the 60 days after Buildings A/B/C achieving Substantial Completion. Previously when issued as a proposal it did not include Consultant invoices which has been included in this proposal up to February 2025.</p> <p>R. Parker asked if another invoice like this one will be submitted to the District before the end of all the sign-offs of all the punch list. <i>J. Leduc displayed the Punchlist and Observation Dashboard provided by Consigli showing those Punchlist items that are currently open, Ready to Close and Closed; Work to Complete that is Open with the subs, Ready to Close by the CM and Closed; and All A/E/Owner Observations that are currently open with the CM, Ready to Close with the A/E and Closed. There are a total of 9116 items with 2542 that are currently open, 3727 items that are ready to close and 2847 items that are already closed. J. Leduc advised that most likely next month another Amendment for approval with an invoice will be received by the District to cover a portion and/or the remainder of the items that need to be closed through work over the April Vacation Break and Summer Break before school opens in September.</i></p> <p>K. Raposo reviewed the matrix with the SSBC. <i>A PDF of this document will be sent to the SBC by S. Traniello of SMMA for record so that it is able to be referenced for record more clearly as it was rather small and difficult to read on the screen.</i></p> <p>K. Raposo has a spreadsheet showing the plan of activities that Consigli is working through items, connecting to the schedule, analysis of resolution of items and working through those items that have many moving parts to get closed out. D. Bois would like to have a forecast of what is going to be resolved and closed month over month so that there is monetary projection of what the costs could potentially be and will be monthly to get these items closed. D. Bois advised that he wants to make sure that another deadline is not missed and when we come to SSBC meetings the committee members want to know what to expect to see at each of the upcoming meetings.</p> <p>J. Leduc advised that each month there should be acknowledgement of the punch list and back punching efforts for Perkins&amp;Will and the SSBC will have the roadmap of expectation month over month and schedule of exactly what will be achieved monthly until completion to quantify</p>

Item No.	Action	Discussion
		<p>the amounts being requested for approval before approved by the SSBC. Perkins&amp;Will advised that there is the possibility of performing some of the punch listing and back punching performed remotely and then there is the deficiencies and observations to be resolved The latter are the bigger buckets and take a bit more time to go through as a team to determine the path forward.</p> <p>J. Leduc advised that there is \$3.5M in potential risk left on this project that is inclusive of all the changes that still have yet to be vetted and there is \$1M that still remains in Contingency. In total, there is \$4.5M remaining however if all#3.5M of the changes are accepted, then \$1M remains in Contingency.</p> <p>R. Parker advised that there is an item for an upcoming meeting to review these big ticket items that make up this \$3.5M in risk to see if some of them can be resolved that J. Leduc listed. B. Trivas and Perkins&amp;Will team have a path forward for the expectations from D. Bois for what the SSBC would like to see going forward. B. Trivas advised that a detailed schedule from Consigli as to when things will be due will assist in the facilitation of D. Bois and the SSBC’s request.</p> <ul style="list-style-type: none"> <li>• <b>R. Parker made the motion to approve Designer Amendment No. 37 in the amount of \$197,376 and seconded by S. Iovanni.</b> <ul style="list-style-type: none"> <li>○ <b>Roll call vote taken. J. Craigie abstained from voting. Motion passed by majority voting in affirmative with one abstention. .</b></li> </ul> </li> </ul>
96.04	Record	<p><b>Discussion / Correspondence / New Items</b></p> <ul style="list-style-type: none"> <li>▪ <b>School Building Committee Membership</b> <p>M. Christie advised that with the elections occurring this past week, D. Bois and M. Christie received and email from C. Mashburn resigning from the School Building Committee since he is now part of the School Committee. M. Christie would like to have C. Mashburn remain on the School Building Committee as he has been a valuable member of the team for the past 6 years and always contributes his insight. The Finance Committee will replace C. Mashburn’s seat but M. Christie would like to continue to have C. Mashburn as a part of the School Building Committee, if he would consider staying. There is still an opening remaining from Paul Ryder and proposed M. Christie make the motion with D. Bois holding the gavel.</p> <ul style="list-style-type: none"> <li>○ <b>N. Nial made the motion to keep C. Mashburn on the School Building Committee with a second to the motion by S. Iovanni.</b></li> <li>○ <b>Roll call vote, motion passes unanimously.</b></li> </ul> <p>J. Craigie asked if C. Mashburn wants the seat and remain on the School Building Committee. <i>C. Mashburn advised he does want it as he has been on the SSBC for 6 years and we are not finished yet.</i></p> <p>J. Craigie supports it and agrees to have C. Mashburn remain on the plaque as it stands. R. Parker advised that Al Talerico was on the SSBC at the beginning of the project and this makes 2 openings available. Finance Committee will place another member on the SSBC.</p> </li> </ul>
96.05	Record	<p><b>Public Comment</b></p> <p>None</p>
96.06	Record	<p><b>Next SBC Meeting:</b> Monday, April 14, 2025, at 7:00 pm</p>
96.07	Record	<p>J. Craigie motioned to adjourn the meeting at 8:11pm. S. Iovanni seconded the motion. The motion was carried unanimously.</p>

Attachments: [Agenda](#); [Designer Amendment No. 37](#)

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes.

## Agenda

Project	New Stoneham High School	Project Number	20033
RE	School Building Committee Meeting	Meeting Date	4/7/2025
Prepared by	Julie Leduc and Sarah Traniello	Meeting Time	7:00 PM
Meeting Location	Central Middle School Media Center 101 Central Street, Stoneham, Massachusetts Remote Participation via <b>Zoom</b> (see below)	Meeting No.	96
Distribution	Attendees (MF)		

1. Call to Order
2. Approval of Minutes – March 17, 2025
3. Approval of Invoices and Commitments
  - [Approval of Designer Amendment No. 37](#)
4. Discussion/Correspondence/New Items
5. Committee Questions
6. Public Comments
7. Next Meeting: [April 14, 2025](#)
8. Vote to Adjourn

**Login:**

<https://us06web.zoom.us/j/88066785998?pwd=AFATM36KzbrSZUHVC7DiOZJT39CnBT.1>

**Dial: (929) 436-2866 Passcode: 059934**

*The items listed are those reasonably anticipated by the Co-Chairs which may be discussed at the meeting. Not all items may in fact be discussed and other items not anticipated may also be brought up for discussion to the extent permitted by law.*

# Perkins&Will

**Date:** 3.31.2025

Mr. Dennis J. Sheehan, Town Administrator  
Stoneham Town Hall  
35 Central Street, Second Floor  
Stoneham, MA 02180

**Re: Additional Services #37: Design Team Services Encumbered Beyond 60 Days After Substantial Completion**

Dear Mr. Sheehan,

The Design Team has remained fully committed to the Stoneham High School project and will continue to do so until its completion. As outlined in our request for Additional Services (dated November 13<sup>th</sup>, 2024), the Design Team and Consultants have provided additional services beyond the 60-day period following Substantial Completion. The Design Team has continued to offer Construction Administration Phase services for the main building beyond November 1st, 2024. In this request for additional services, we were asked to document additional encumbered work by the Design Team from November 2<sup>nd</sup> through February 28<sup>th</sup>, 2025. This Additional Service Request #37 is for services encumbered as follows:

1. **Perkins&Will** Additional Services November 2<sup>nd</sup> to February 28<sup>th</sup>
2. **Consultant** Additional Services August 16<sup>th</sup> to February 28<sup>th</sup>

## **1. Perkins&Will Additional Services (November 2<sup>nd</sup>, 2024– February 28<sup>th</sup>, 2025)**

### **1. Temporary Certificates of Occupancy (TCO's).**

- a. Five (5) TCO's (descriptions: 1. ABC 20 people only; 2. ABC 200 people only; 3. ABC except IPPR, Terrace, and Roof; 4. ABCD except Auditorium; 5. ABCD except Roof).
- b. Preparation of eight (8) Affidavits (dates: 8/21/24, 8/23/24, 8/27/24, 10/4/24, 11/1/24, 1/3/25, 1/16/25, 2/21/25).
- c. Coordination with Consultants for each TCO and affidavit process.
- d. Preparation and modification of Conditional Letters.
- e. Review of supporting documentation by Others (Code Report, etc).

### **2. Deficiencies and Open Observations.**

- a. Ongoing field observations and reporting (Areas ABCD).
- b. Documenting new deficiencies (#29 and #30).
- c. In-field reviews of deficiencies and incomplete work.
- d. Meetings and site visits to review strategies to resolve significant deficiencies – facilitating the CM's efforts to address open items (weekly/ bi-weekly).

### **3. Punchlisting and "Backpunching".**

- a. Punchlisting for Architecture (first review of newly installed work).
- b. "Back-punching" for Architecture (first, second review of previously installed work).
- c. Facilitation of punchlisting for all trades including MEPFP and Theater.
- d. Second round review observations and punchlist follow-up with Contractor.
- e. Facilitation of Consultant site visits and walks including Lighting and MEPFP.

### **4. Ongoing CM and Contractor Support.**

- a. Site walks of auditorium and ancillary spaces (per request of CM and Subs).
- b. Related meetings, communications, site walks, reviews, and documentation.
- c. RFIs, Submittals, and Mock-Ups (new items for main building).
- d. Representation at testing, walk-throughs, and meetings required or requested by AHJs, OPM, and/ or CM.

## 5. Owner Additional Requests and Support.

Date: 3.31.2025

Re: Additional Services #37:  
 Design Team Services  
 Encumbered Beyond 60  
 Days After Substantial  
 Completion

- a. Kitchen Changes (multiple meetings with Owner, documentation, reviews, etc).
- b. Trees and Plantings: Franklin entry, abutters, campus (design team meetings, emails, reviews with Owner, site walks, documentation, etc).
- c. Wetlands Coordination (review of shared documents, comments, meetings, communication with Consultants).
- d. IRA Financial Support (emails, meetings, collection and review of documentation, facilitation with Consultants, etc).

### Perkins&Will Add Services are as follows:

* November 2024	\$ 26,570
* December 2024:	\$ 53,345
* January 2025:	\$ 28,495
* February 2025:	\$ 30,960
<b>TOTAL Add Service</b>	<b>\$ 139,370</b>

Extended CA Past 60 days Substantial Completion  
 published: 3/28/2025

Architecture			ACTUAL LABOR: MAIN BUILDING ONLY				ACTUAL LABOR: MAIN BUILDING ONLY			
			November: 11/2/2024 - 11/22/2024				December: 11/23/2024 - 12/31/2024			
Perkins&Will	Title	MSBA hourly rate	hrs	base	total hrs	Fee	hrs	base	total hrs	Fee
Brooke Trivas	Managing Principal	\$ 150.00	4	0	4	\$600	6	0	6	\$900
Patrick Cunningham	Design Principal	\$ 150.00	3	0	3	\$450	2	0	2	\$300
Stephen Messinger	Project Architect	\$ 130.00	116	10	106	\$13,780	184	28	156	\$20,280
Brad Pineau	Project Architect	\$ 130.00	88	14	74	\$9,620	199	30.5	168.5	\$21,905
Adam Liu	Designer	\$ 80.00	103	96	7	\$560	211.5	113	98.5	\$7,880
Lizzy Dame	Project Architect	\$ 130.00	0	0	0	\$0	16	0	16	\$2,080
Vital Albuquerque	Project Architect	\$ 130.00								
Jeff Brussel	Project Architect	\$ 130.00								
Andrea White	Interior	\$ 130.00	12	0	12	\$1,560	0	0	0	\$0
			326	120			618.5	171.5		
			<b>November:</b>		<b>206</b>	<b>\$26,570</b>	<b>December:</b>		<b>447</b>	<b>\$53,345</b>

November: (~3 weeks)

December: (~5 weeks)

published: 3/28/2025

Architecture			ACTUAL LABOR: MAIN BUILDING ONLY				ACTUAL LABOR: MAIN BUILDING ONLY			
			January: 01/01/2025 - 01/31/2025				February: 02/01/2025 - 02/28/2025			
Perkins&Will	Title		hrs	base	total hrs	Fee	hrs	base	total hrs	Fee
Brooke Trivas	Managing Principal		11	0	11	\$1,650	16	16	0	\$0
Patrick Cunningham	Design Principal		14	0	14	\$2,100	8	8	0	\$0
Stephen Messinger	Project Architect		133	22	111	\$14,430	131.5	40	91.5	\$11,895
Brad Pineau	Project Architect		147	88	59	\$7,670	166	59	107	\$13,910
Adam Liu	Designer		144	141	3	\$240	100.5	71	29.5	\$2,360
Lizzy Dame	Project Architect		13.5	0	13.5	\$1,755	0	0	0	\$0
Vital Albuquerque	Project Architect						13.5	0	13.5	\$1,755
Jeff Brussel	Project Architect						8	0	8	\$1,040
Andrea White	Interior		22	17	5	\$650	25	25	0	\$0
			484.5	268			468.5	219		
			<b>January:</b>		<b>216.5</b>	<b>\$28,495</b>	<b>February:</b>		<b>249.5</b>	<b>\$30,960</b>

January: (~4 weeks)

February: (~4 weeks)

\*Notes:

1. **Base Work.** All hours listed as "base" within the spreadsheet above represent ongoing project work that would be required during this phase of the project regardless of schedule of opening of the main school building. This is shown for transparency and not charged as part of the add service.
2. **Security.** Architectural hours related to security (26 hours by SM = \$3,380) have been deducted from this additional service and are captured under a dedicated Not-To-Exceed add service for Security related items (Amendment #36). Those include anything related to lockdowns, door hardware, security, card readers, or other elements. Denoted by purple mark within spreadsheet above.

**Date:** 3.31.2025

**Re:** Additional Services #37:  
Design Team Services  
Encumbered Beyond 60  
Days After Substantial  
Completion

**2. Consultant Additional Services (August 16<sup>th</sup>, 2024 – February 28<sup>th</sup>, 2025)**

Consultants Requested Add Services is for work encumbered, beyond the 60 days after Substantial Completion, which includes the following:

1. Facilitating multiple additional affidavits.
2. Punchlisting.
3. Observations and issuances of deficiency reports.
4. Additional staffing due to compressed schedule and construction delays.
5. Additional meetings and review for AV integration due to contractor schedule delay.
6. Facilitation and support of CM and Contractor's efforts to complete construction.
7. Owner requested design work and support (this includes facilitation and support of wetlands project and IRA documentation, parking and striping studies, trees and plantings, other non-security related design modifications, etc).

**Consultant Requested Add Services are as follows:**

* B+AC	\$14,500
* Warner Larson	\$6,951
* IMEG	\$15,285
* Bala	\$16,670
* Edvance	<u>\$4,500</u>
<b>Total</b>	<b>\$57,906</b>

**TOTAL ADDITIONAL SERVICES #37 SUMMARY:**

Consultant Add Services (Aug 16, 2024 – February 28, 2025):	\$ 57,906
Perkins&Will Add Services (Nov 2, 2024 – February 28, 2025)	<u>\$ 139,370</u>

**Total Additional Service Request** **\$ 197,276**

Let us know if you have any questions.

Sincerely



**Brooke Trivas**  
Managing Principal, K-12 Practice Leader  
Perkins&Will

cc: Perkins&Will Team, Julie Leduc- SMMA, file



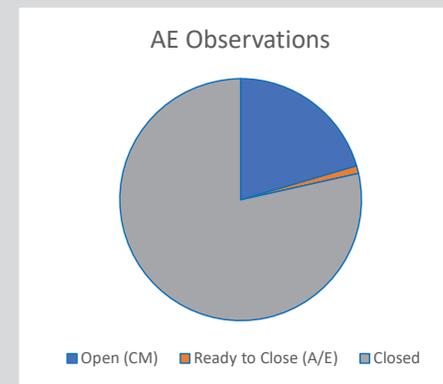
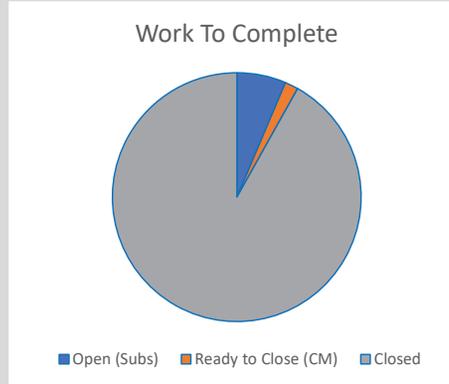
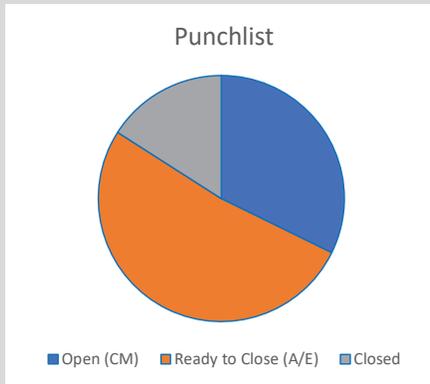
## Punch List & Observation Dashboard

Total Items: 9116

Total Open: 2542

Total Ready to Close: 3727

Total Closed: 2847



Punchlist		Work to Complete		AE/Owner Observations	
Open (CM)	2305	Open (Subs)	76	Open (CM)	161
Ready to Close (A/E)	3698	Ready to Close (CM)	21	Ready to Close (A/E)	8
Closed	1140	Closed	1091	Closed	616
% Complete	68%		94%		79%

**Description of Each Category:**

**Punchlist:** These are remaining tasks or issues raised by the design team once the room/area has been completed by the CM.

**Work to Complete:** These are remaining tasks or issues identified by the CM that need to be addressed by subcontractors, prior to the design team punching the space.

**AE/Owner Observations:** These are unsatisfactory items raised by the design team prior to the area being completed by the CM.

830 remaining open items are scheduled to be completed during April Break.

1729 remaining open items to be completed during Summer 2025 due to access, material availability, and/or scope duration.

**\*NOTE:** Punchlist does not include A/E review of exterior façade and Spartan Place.

Open Items by Trade	
Drywall	286
Curtainwall/Glazing	53
HVAC & Controls	9
Plumbing	12
Masonry	13
Roofing	90
Waterproofing	27
Fireproofing	35
Doors/Frames/Hardware	120
ACT	428
Misc. Metals	10
Finish Carpentry	61
Fire Protection	5
Specialties	7
Painting	707
Electrical	49
Firestopping	5
Flooring	291
Tile	64
Equipment	59
Signage	5
Miscellaneous	238