

CITY CLERK
GLOUCESTER, MA
2020 MAR 17 PM 2:47



GLOUCESTER CITY COUNCIL
SPECIAL Budget & Finance Committee Meeting
Tuesday, March 24, 2020– 6:30 p.m.
Kyrouz Auditorium – City Hall

Note: the regularly scheduled March 19, 2020 B&F Meeting has been cancelled and matters postponed to the April 9, 2020 meeting

REVISED AGENDA

Individual items from committee reports may be consolidated into a consent agenda.

1. *Memorandum from CFO re: request acceptance of a Construction Manager at Risk Procurement Method for the East Gloucester/Veterans Memorial Consolidated Elementary School*
2. *Supplemental Appropriation-Budgetary Request 2020-SA-28 & -29 from CFO*

COMMITTEE

Chair, Councilor Melissa Cox
Vice Chair, Councilor Scott Memhard
Councilor John McCarthy

CC: Mayor Theken
Jim Destino
Kenny Costa
John Dunn
Police Chief Edward Conley
Assistant Fire Chief Joseph Aiello
Adam Curcuru

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed & other items not listed may also be brought up for discussion to the extent permitted by law. Items may be taken out of order.

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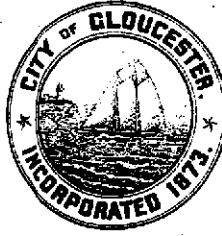
1. *Supplemental Appropriation-Budgetary Request 2020-SA-28 & -29 from CFO*

COMMITTEE
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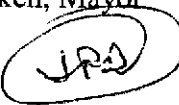
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Nine Dale Avenue
Gloucester, MA 01930



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CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Sefatia Romeo Theken, Mayor
From: John P. Dunn, CFO 
Date: March 4, 2020
Re: East Gloucester/Veterans Memorial Consolidated Elementary School
Construction Manager at Risk Procurement Method

Massachusetts General Law prescribes two methods for the procurement of building construction services. Chapter 149 defines the traditional Design – Bid – Build (DBB) method and Chapter 149A defines the alternative Construction Manager at Risk (CMR) method. The CMR delivery method can be used on any building project estimated to cost \$5.0 million or more.

At its meeting on November 14, 2019, the East Gloucester Elementary School Building Committee considered both delivery methods and voted 9 to 0 to recommend that the City use the CMR delivery method for this project. Among the points discussed prior to the vote were the following:

- The ability to prequalify and select a Construction Manager (CM) on the basis of reputation and record in controlling costs, meeting deadlines and satisfying the owners as opposed to selecting the CM based almost exclusively on the low bid.
- This method allows for the CM to be involved in the project during the design phase that leads to collaboration between the CM and the Design team. This reduces the number of questions/decisions that might come up during construction that can lead to project delays and cost increases through change orders.
- The CM assumes ownership of the construction budget early in the process of cost estimating.
- The project schedule can be sped up through the use of early packages for site work and demolition.
- This CMR method promotes a spirit of cooperation among the City as owner, the City's Owners Project Manager (OPM), the Architect, the CM and the trade contractors and greatly reduces the risk of disagreement between the parties that can extend the schedule and increase the budget.

It should be noted, the CMR method does not generally lead to a less costly project. It does however lead to a smoother project and reduces the possibility of increased project costs/delays due to change orders. The West Parish Elementary School was done as a CMR project. It came in on time and under budget. The members of the current School Building Committee who were involved in the West Parish project spoke to their satisfaction with the delivery method.

In order to proceed with the CMR method, we must submit a detailed application to the Inspector General's office. Included in that application must be evidence of an affirmative vote of the City Council to approve the CMR delivery method.

I have attached a copy of the November 14, 2019 minutes of the School Building Committee which notes the discussion and vote taken on this matter.

Please submit this request to the City Council in your next Mayor's Report. I will work with the City Clerk to fashion a motion for the City Council to vote on.

Thank you.

Project: EAST GLOUCESTER ELEMENTARY SCHOOL
Project No: H11 - 1809300
Meeting No: 18
Location: 2 Blackburn Drive, Gloucester, MA
Date: November 14, 2019
Recorded By: Chris Tremblay
Purpose: School Building Committee Meeting
File: 1809300 – A02-00

MEETING MINUTES

ATTENDEES

<i>Name</i>	<i>Initials</i>	<i>SBC Member Designation</i>
Jonathan Pope, Co-Chair	JP	School Committee Member*
Jason Rogers, Co-Chair	JR	Veterans ES Parent *
Richard Safier, Vice Chair	RS	Superintendent GPS *
Kathleen Clancy	KC	School Committee Member *
Donna Compton	DC	Purchasing Agent, City of Gloucester *
John Dunn	JD	Chief Financial Officer, City of Gloucester *
Gary Frisch	GF	Director of Finance GPS*
Grant Harris	GH	IT Director, GPS*
Aria McElhenny	AM	EGES Parent *
Ryan Marques	RM	Engineering/Construction Experience*

** School Building Committee Members Attendees in Bold*

Additional Attendees

<i>Name</i>	<i>Initials</i>	<i>Company</i>
Chris Tremblay	CT	CBRE Heery
Brad Dore	BD	Dore & Whittier
Michele Rogers	MR	Dore & Whittier
Tom Ellis	TE	CBRE Heery

Additional Distribution

Gregg Cademartori	GC	Planning Director, City of Gloucester*
Matthew Fusco	MF	Principal, Veterans ES *
Joseph Lucido	JL	Operations Mgr. City of Gloucester *
Amy Pasquarello	AP	Principal, EGES *
Sefatia Romeo-Theken	SRT	Mayor, City of Gloucester *
Jennifer Pennell	JP	Dore & Whittier

CALL TO ORDER

Call to Order

The meeting was called to order at 5:02 pm by SBC Chair Jonathan Pope.

MEETING DISCUSSIONS

Mtg - Item

Discussion / Action Item

17 - 01

Approval of Minutes

A motion was made by Richard Safier seconded by John Dunn to approve the October 17, 2019 SBC minutes. The motion was passed unanimously 8 to 0, with no abstentions.

17 - 02

Budget Update / Invoice Approval

A motion was made by John Dunn seconded by Richard Safier to approve the CBRE Heery invoice # PJIN0016451 in the amount of \$17,291.21. The motion was passed unanimously 9 to 0, with no abstentions.

A motion was made by John Dunn seconded by Richard Safier to approve the Dore & Whittier invoice # 010 in the amount of \$86,573.40. The motion was passed unanimously 9 to 0, with no abstentions.

At the end of the meeting a motion was made by Kathy Clancy seconded by John Dunn to approve the Dore & Whittier Additional Service Request (ASR) # 07 in the amount of \$13,145.00 for HML Associates to perform monitoring Well Installation and Monitoring. The motion was passed unanimously 9 to 0, with no abstentions.

CBRE Heery presented the current Budget for the Feasibility Study Agreement. Additional Service Request #07 shall be added to the budget now that it has been approved at this meeting.

17 - 03

Reports/Deliberations/Discussion/New Business/Action

Dore & Whittier provided an update on progress of additional service requests previously approved as they were included in Dore & Whittier Invoice #010. ASR #1 environmental & Phase 1 Report has remaining funds that can be moved to other additional work needed on the VMS site through SD. ASR #02 for Geotechnical investigations has several test borings completed, which has helped inform the design team of soil bearing capacity. ASR #03 for Hazardous Material Investigations, no work has been performed to date, but work may be required for the full demolition scope of work. ASR #04 for Site Survey, VMS site documentation has been completed and work on placing the building on the site has begun. The EGS and Green Street sites will be available soon so that site planning and cost estimates can be included in the SD Phase. ASR #05 Traffic study continued work with the design team to review traffic mitigation, on-site and off-site impact and circulation. ASR #06 Wetlands Flagging, Wetlands have been flagged at Green Street and VMS, both are reflected in the site survey. EGES Site, depending on the proposed work will need to be identified. Ongoing work and coordination with local conservation commission the identify the jurisdictional requirements of each wetland.

Kathy Clancy arrived after the voting on CBRE and Dore & Whittier invoices.

Tom Ellis provided a general overview of the process of the schematic design phase. After the anticipated MSBA approval of the preferred schematic design the project will enter the schematic design phase. This phase will further investigate the Veterans school site. At the end of this phase the construction drawings will have a clear enough scope to set the project funding agreement with the City of Gloucester.

Michele Rogers updated the committee with the lookahead schedule for building committee meetings and MSBA meetings until the end of the year. After the discussion with the committee there were a few revised dates including 12/05: School committee meeting to discuss the exterior design, which replaces the working group meeting on

MEETING DISCUSSIONS

Mtg – Item

Discussion / Action Item

12/03. The working group meeting will start on 12/10. The FAS meeting with the MSBA occurred yesterday 11/13/19.

The MSBA Board of directors meeting will occur on 12/11/19. Based on that timeframe the building committee meeting on 12/12/19 may be reconsidered. Dore and Whittier will update the schedule at the 12/05/19 building committee meeting.

MSBA Facilities Assessment Subcommittee (FAS) comments included discussion on air conditioning considerations for the entire building. Air quality controls considerations which could include baseline testing at the existing facility.

MSBA Preferred schematic report (PSR) submission responses to MSBA comments due on Monday 11/18/19. In general, the MSBA had many complimentary comments on the submission.

Chapter 149 vs 149a discussion. Chapter 149 is the design, bid, build delivery method (DBB). Chapter 149a is the construction management at risk delivery method (CMR). A discussion occurred weighing the benefits of both delivery methods. Chapter 149a involves the CMR coming on the project during the design phase, which is an advantage because they have the opportunity for collaboration and logistics of the work at an early timeframe. The staffing for the team is known when selecting the CMR firm and is a quality-based selection. DBB selects the lowest bid which can be an advantage to the owners, but based on past experiences the process of change orders can be very contentious and can be a budget and schedule risk. When the CMR delivery method is used the construction management firm has early buying to the schedule and can suggest early bid packages to start activities such as the site package to start prepping the site while the final details are being identified in the package. If Chapter 149a is being utilized the Inspector General will need to review and approve the construction management at risk delivery method.

Funding for CMR contractor was discussed on how that may work within the existing budget. At this time all appropriated funds for the phase have been encumbered. Brad Dore noted that the budget is tight for this phase, but based on his previous experience a budget allocation of \$25,000 should be enough to procure the CM firm at the Schematic design phase. This would allow more input from the contractor prior to the project scope and budget agreement so they have some "skin in the game".

The committee discussed the option for Chapter 149A construction management at risk delivery method. Multiple members noted how CMR project delivery method in the past for the West Parish project have had good success and that the working relationship was beneficial and not adversarial. This was in comparison to the challenges experienced on the high school project, which used a traditional design-bid-build delivery method.

Ryan Marques left the meeting.

There was a discussion on having the project delivery method voted on at the next building committee meeting on 12/05/19. After greater discussion the committee felt that they had enough information to vote on the delivery method at this meeting.

A motion was made by Kathy Clancy and seconded by Jason Rogers to authorize the use of Chapter 149a as the project delivery method. The motion was passed unanimously 9 to 0, with no abstentions.

Following the vote the final item discussed was the St. Anne Walkthrough to review infrastructure setup as this will be needed as part of the swing space estimate for the project budget. Matt Fusco and Jason Rogers shall be included in the walkthrough.

17 – 04

Adjournment

MEETING DISCUSSIONS

Mtg - Item

Discussion / Action Item

A motion was made by Jonathan Pope seconded by Kathy Clancy for the meeting to adjourn. The motion passed unanimously at 6:25 PM

Next Meeting:

Thursday December 05, 2019

ATTACHMENTS

No.

Item

Dated

Action Required

Sign In Sheet dated 11/14/19
OPM Project Budget dated 11/13/19
Designer Meeting Schedule

END OF MINUTES.


The above summary is the interpretation of items discussed and decisions reached during this meeting by CBRE Heery. Additions or corrections must be submitted in writing to the author within three days of receipt; otherwise the minutes will stand as written.

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CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Sefatia Romeo Theken, Mayor
From: John P. Dunn, CFO 
Date: March 4, 2020
Re: Health Department – COVID-19 Supplies

Being proactive, Public Health Director Karin Carroll is requesting funding to deal with potential issues that might arise from the community impact of the Coronavirus. She is requesting the following:

- \$5,000 to purchase supplies
- \$1,050 to be used for public notices and press releases through our contracted public relations agency
- \$11,250 to be available to cover the cost of a contract, temporary on-call nurse to help deliver critical support to the City's more vulnerable populations

We have transferred available amounts within the Department's Ordinary Expense accounts to allow for an immediate purchase of \$2,500 of supplies. The \$5,000 requested for supplies will replenish those Ordinary Expense accounts and provide an additional \$2,500 to purchase future supplies.

I would recommend that we fund the Ms. Carroll's request with an appropriation from General Fund Free Cash and have attached two Supplementary Appropriation Forms to do so. If you are in agreement, please forward this request to the City Council for action in your next Mayor's Report.

Thank you.

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2020**

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

APPROPRIATION # 2020-SA- 28 *Auditor's Use Only*

DEPARTMENT REQUESTING APPROPRIATION: _____ Treasurer

APPROPRIATION AMOUNT: _____ \$6,050.00

Account to appropriate from:	MUNIS ORG - OBJECT	0001/359000
	MUNIS ACCOUNT DESCRIPTION	General Fund- Undesignated Fund Balance
Balance Before Appropriation		\$719,119.00
Balance After Appropriation	#	\$713,069.00

Account Receiving Appropriation:	MUNIS ORG - OBJECT	0151052/540000
	MUNIS ACCOUNT DESCRIPTION	Health Department Supplies
Balance Before Appropriation	\$	2,772.00
Balance After Appropriation	\$	8,822.00

DETAILED ANALYSIS OF NEED(S): To purchase COVID - 19 supplies and provide funding for PR outreach

APPROVALS:

DEPT. HEAD: _____ DATE: 3/4/2020

ADMINISTRATION: _____ DATE: 3/5/2020

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2020**

****CITY COUNCIL APPROVAL- 6 VOTES NEEDED****

APPROPRIATION # 2020-SA- 29 Auditor's Use Only

DEPARTMENT REQUESTING APPROPRIATION: _____ Treasurer

APPROPRIATION AMOUNT: _____ \$11,250.00

Account to appropriate from:	MUNIS ORG - OBJECT	0001/359000
	MUNIS ACCOUNT DESCRIPTION	General Fund- Undesignated Fund Balance
Balance Before Appropriation		\$713,069.00
	#	
Balance After Appropriation		\$701,819.00

Account Receiving Appropriation:	MUNIS ORG - OBJECT	0151051/511300
	MUNIS ACCOUNT DESCRIPTION	Health Department Hourly Wages
Balance Before Appropriation	\$	1,273.00
Balance After Appropriation	\$	12,523.00

DETAILED ANALYSIS OF NEED(S): To cover COVID - 19 temporary nursing coverage if needed

APPROVALS:

DEPT. HEAD: _____ DATE: 3/4/2020

ADMINISTRATION: _____ DATE: 3/5/2020

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____