

APPROVED



# Foxborough Regional Charter School

## Minutes

### Finance & Facilities Committee

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#### Date and Time

Friday February 16, 2024 at 8:00 AM

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#### Meeting Format

Whether in person or online, the public is welcome to attend Board/Committee Meetings and have access to meeting minutes. Meetings are held once a month and additionally, as determined by the Board/Committee Chair. All meeting Agendas are posted on the school website at least 48 hours in advance of each public meeting.

During the meeting, the Board and its committees follow the published agenda. Gallery members are not part of the formal discussion or deliberations. Those wishing to speak at a meeting are asked to follow our [Privilege of the Floor Policy](#). To request to speak at a meeting, please complete the following [google form](#) before the start of the meeting.

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#### Committee Members Present

Karen Calvert, Lesly Michelot, Matthew Yezukevich (remote), Sergio Martin (remote)

#### Committee Members Absent

Badawi Dweik

#### Guests Present

Christine Barraford (remote), Heidi Berkowitz, Tony Pina (remote)

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#### I. Opening Items

**A. Record Attendance**

**B. Call the Meeting to Order**

Matthew Yezukevich called a meeting of the Finance & Facilities Committee of Foxborough Regional Charter School to order on Friday Feb 16, 2024 at 8:03 AM.

**C. Approve Minutes**

Tabled to next meeting.

**II. Finance & Facilities**

**A. Overview of Initiatives**

Elementary and High School projects:

Mr. Michelot introduced Mr. Tony Pina, OPM for the roof project. He reviewed the schematic design estimate including the following highlights:

The design team chosen is the same team for the middle school roof project.

Two firms submitted bids and the Studio Umbra team was selected for its qualifications and ability to meet schedule demands.

Early level estimates include high contingencies which are reduced as the project gets closer to specifications into the construction phase.

Two design estimators work independently of the architect and the OPM; one estimator assessed a contingency of 10% and the other at 15%, with a final number agreed upon at 13%.

The contingency drops as the drawings become more complete with less need for insulation.

The base scope of the project is estimated at \$3.M with a contingency of \$430K, which does not include soft costs of the architect and OPM at an additional cost of \$400K.

Timeline of base project commences at end of school year and before start of school in the fall.

Time is of the essence of moving forward with the base project; review bid by March 8 with choice by the end of the month; contractor to begin construction in June.

Concern with number of companies that have availability and capacity; sooner bids go out ahead of schedule the better outcome; although OPM's informal building up of interest in the project on the street, market is unpredictable.

Explanation of very large HVAC system open to the elements year round. Although at end of thirty-two life, this equipment will be kept in service until 2025 when it will be replaced with a more efficient system. Any consideration of adapting system was discounted as not cost effective.

An estimate of \$983K covers the elementary penthouse equipment and labor and includes replacement of the high school HVAC equipment to make it fully accessible to the gym, but not including the small amount of additional soft costs.

\$1.9M estimated cost for both elementary equipment and high school at \$965; if undertaken together an economy of means is reached at a reduction to \$1.6M – 6 to 7% savings realized if done together.

More accurate numbers will be known when general contractor is chosen. From a cash flow perspective, checks will need to be written in June; arrival of equipment expected eight months and payment due is required on receipt.

Discussion ensued on the options and advantages in cost savings for timing the projects other or separate and presentation to the Board for approval.

Mr. Pina also stated that he is working on the warranty for the elementary school gym and getting free materials for a failed installation.

## **B. Next steps**

Mr. Pina stated that time is of the essence in starting the process in order to meet the schedule deadline of timing with the school year. The longer from the construction date that bids are published the better.

Following discussion, Mr. Yezukevich stated that a followup meeting will be scheduled on February 20th to debrief from the presentation and decide on path forward before recommendation to the Board on February 21st for approval and vote. The meeting is scheduled for Wednesday morning at 8:30AM. Go ahead final instructions will be provided to Mr. Pina immediately after the meeting.

## **III. Closing Items**

### **A. Adjourn Meeting**

Karen Calvert made a motion to adjourn.

Lesly Michelot seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### **Roll Call**

Badawi Dweik      Absent

Matthew Yezukevich Aye

Sergio Martin      Aye

**Roll Call**

Heidi Berkowitz	Absent
Kathleen Crawford	Absent
Karen Calvert	Aye
Lesly Michelot	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:05 AM.

Respectfully Submitted,  
Christine Barraford

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**Documents used during the meeting**

- FRCS Roof Replacement SD Estimate - Reconciled - T and H LLC - 7 February 2024.pdf
- FRCS ES Roof Replacement SD Estimate 02.07.24 Reconciled.pdf

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The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.