

OWNER'S PROJECT MANAGER UPDATE LINCOLN COMMUNITY CENTER PROJECT CCBC MEETING



JULY 9, 2025



MAINTENANCE SHOP

- All work is complete.
- Final payment will be processed this month.



COMMUNITY CENTER CONSTRUCTION UPDATE

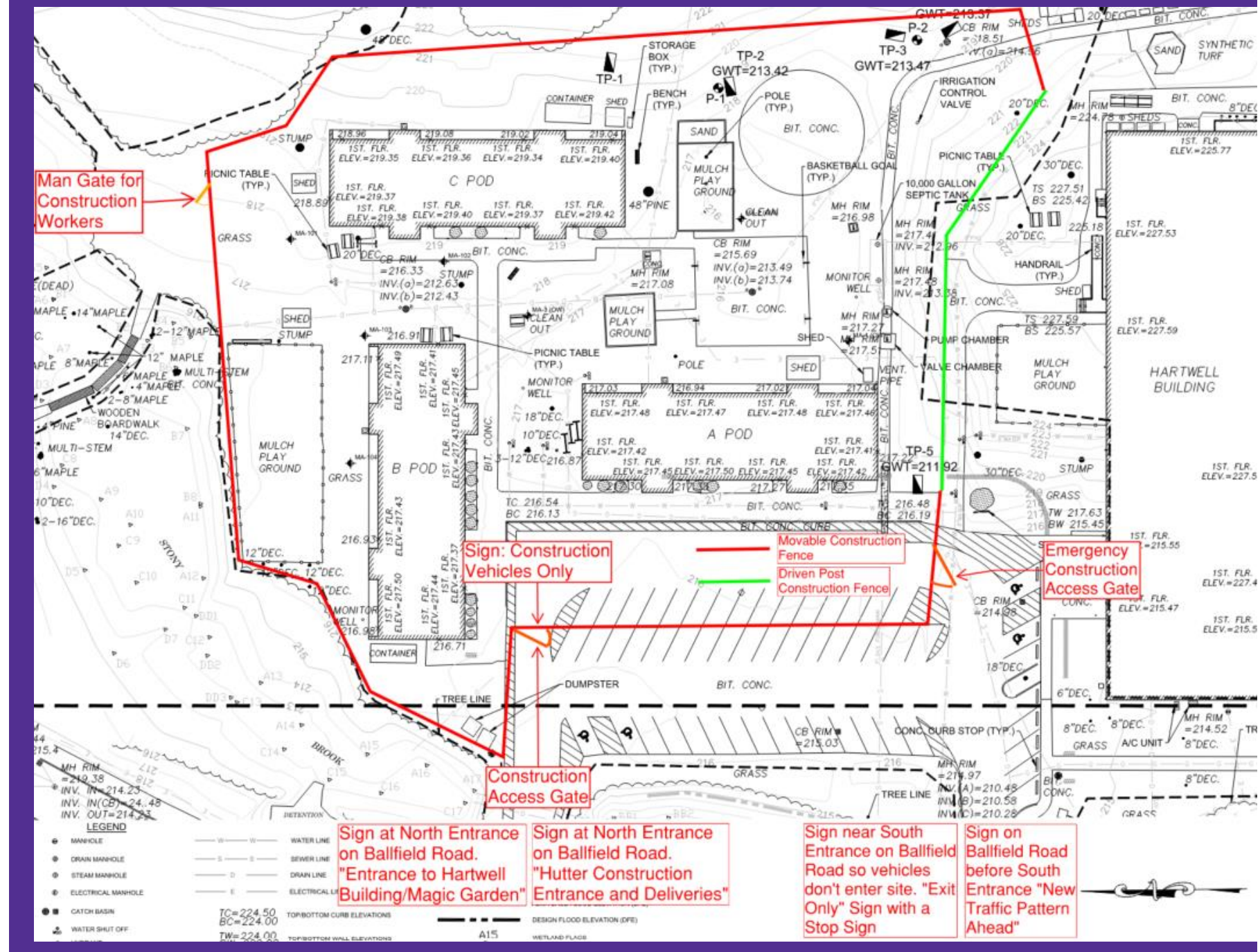


- **General Contractor's (Hutter Construction's) contract is executed.**
- **The Building Permit application is under review.**
- **The Construction Kickoff Meeting was held on Wed July 9, 2025 (this morning).**
- **Logistics for parking, drop-off and pick-up, site fencing, and traffic are being worked out.**
- **Hutter will begin installing the site fence on Friday July 18, 2025.**
- **Containment and abatement are projected to start on Monday July 21, 2025.**
- **Demolition of the three existing pods will follow abatement.**

SITE LOGISTICS

General Contractor's **DRAFT** Logistics Plan

7/9/25



MONTHLY CYCLES

- Discuss draft calendar
- Discuss roles of CCBC and Financial Subcommittee in:

Actions:

- Review
- Report
- Recommend
- Approve

Regarding:

- Commitments
- Invoicing against Commitments
- Project Financial Health



Monday	Tuesday	Wednesday	Thursday	Friday
Jul 28	29	30 Possible FinSubCom Meeting	31	Aug 1
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FINANCIAL SUBCOMMITTEE – CURRENT SCOPE

Motion Approved on January 22, 2025 via CCBC Vote

In Summary

Establish a subcommittee for the review of project financial controls.

- The subcommittee will **review** overall project financial controls and **reporting**, as well as specific **commitments** and **expenditures** recommended by the project team.
- The subcommittee will **report** to the CCBC with recommendations for official actions, where required, and comments on the overall project financial status and procedures.
- **Within the bounds of line-item budgets** pre-approved by the CCBC, the subcommittee will be able to **authorize contracts and amendments/change orders** up to an **upper limit of \$25,000**.
- The members of the subcommittee will be Todd Staples, Chris Murphy, Kim Bodnar, and CCBC co-chair Jonathan Dwyer. Dan Pereira, a representative of the OPM team, and when needed, a representative of the design team will all serve as ex-officio.
- All meetings will be public and posted, with 3 members of the CCBC required for quorum.

- **Review everything.**
- **Provide transparency.**
- **Approve any change orders or new contracts up to \$25k each.**
- **Recommend larger change orders and contracts to the CCBC.**
- **Not involved in invoice authorization or processing, but aware of procedures and status.**

DEFINE FINANCIAL INSTRUMENTS

BUDGET	COMMITMENTS	EXPENDITURE
HAVE	SIGN	SPEND

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<p>Total Budget</p> <ul style="list-style-type: none">• The total appropriation available to the project.								
<p>Budget Line Items</p> <ul style="list-style-type: none">• The total broken down into individual “accounts” like:<ul style="list-style-type: none">• Design• OPM• Construction• Utilities• Furniture, Fixtures, Equipment								
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LEVEL OF RISK → APPROVAL AUTHORITY

BUDGET	COMMITMENTS	EXPENDITURE
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<p>Risk # 1 - Reallocation</p> <ul style="list-style-type: none">• Overrun in one budget line at the expense of another line. <p>Authority – <i>modify?</i></p> <ul style="list-style-type: none">• Financial Subcommittee:<ul style="list-style-type: none">• Review, Recommend• CCBC authorize reallocation• <i>Delegate reallocation authority to FinSubCom?</i> <hr/> <p>Risk # 2 – Bottom Line Overrun</p> <ul style="list-style-type: none">• Cost overruns beyond the total appropriation. <p>Authority</p> <ul style="list-style-type: none">• Financial Subcommittee:<ul style="list-style-type: none">• Review, Recommend• CCBC lead public outreach• Town / Community approval via <u>vote</u>		

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LEVEL OF RISK → APPROVAL AUTHORITY



BUDGET

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- Overrun in one budget line at the expense of another line.

Authority – *modify?*

- Financial Subcommittee:
 - Review, Recommend
- CCBC authorize reallocation
- *Delegate reallocation authority to FinSubCom?*

Risk # 2 – Bottom Line Overrun

- Cost overruns beyond the total appropriation.

Authority

- Financial Subcommittee:
 - Review, Recommend
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- Town / Community approval via vote

COMMITMENTS

Risks

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EXPENDITURE

Not a Risk:

- Can only bill against executed contract value.
- Not possible to increase contract via billing.

Risks

- Paying for more work than has been installed.

Current Authority

- Designer & OPM review and negotiate invoices to prevent overbilling.
- Designer signs & certifies the construction requisition.
- OPM signs and certifies the package of monthly invoices.
- Town processes payment.
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 - Review
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MONTHLY CYCLES

- Confirm draft calendar
- Discuss roles of CCBC and Financial Subcommittee in:

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FINANCIAL SUBCOMMITTEE – ADD MEMBER

Motion to Add an Alternate Voting Member to the Finance Subcommittee

Motion to add Krystal Wood as a member Finance Subcommittee.

The finance subcommittee full charter will therefore be updated to be:

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Summary of Finance Subcommittee Role:

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