

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

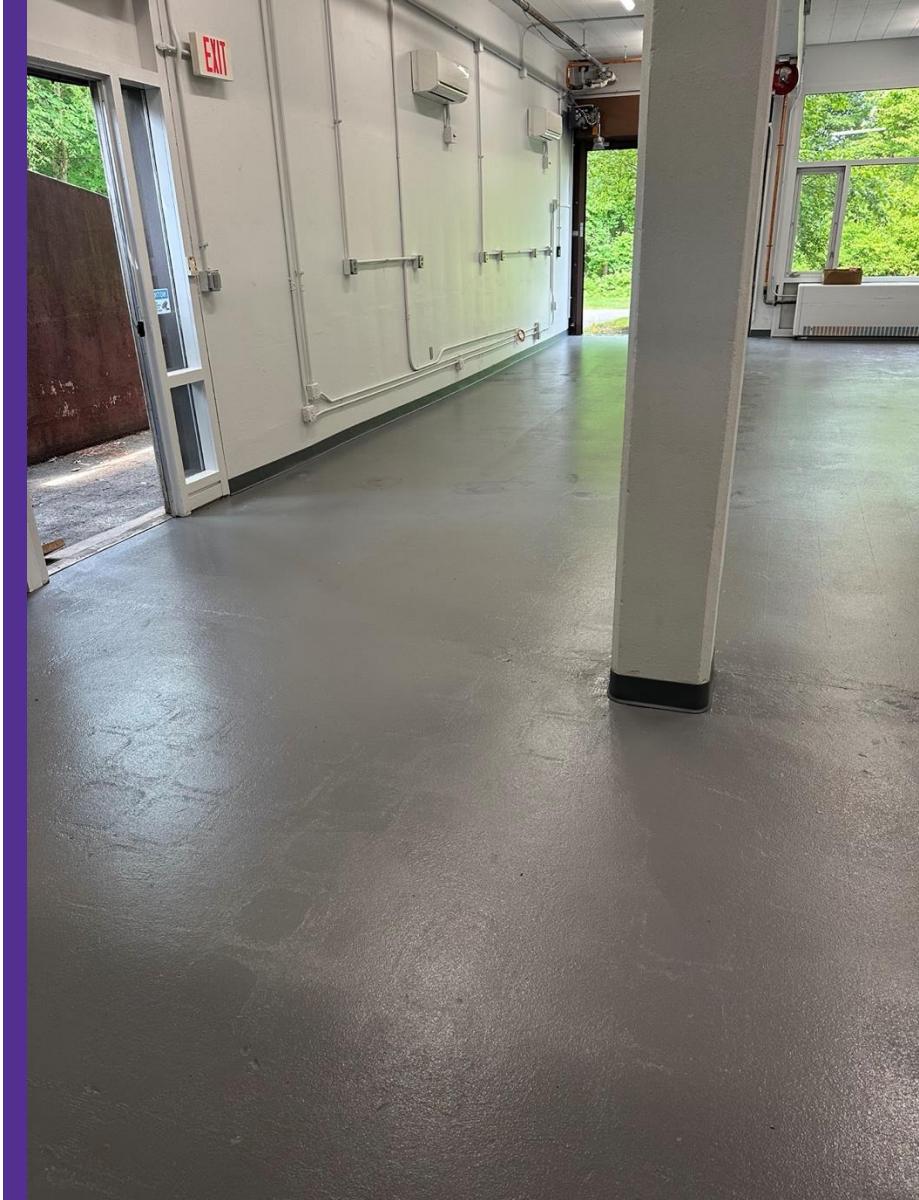


JULY 9, 2025



MAINTENANCE SHOP

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



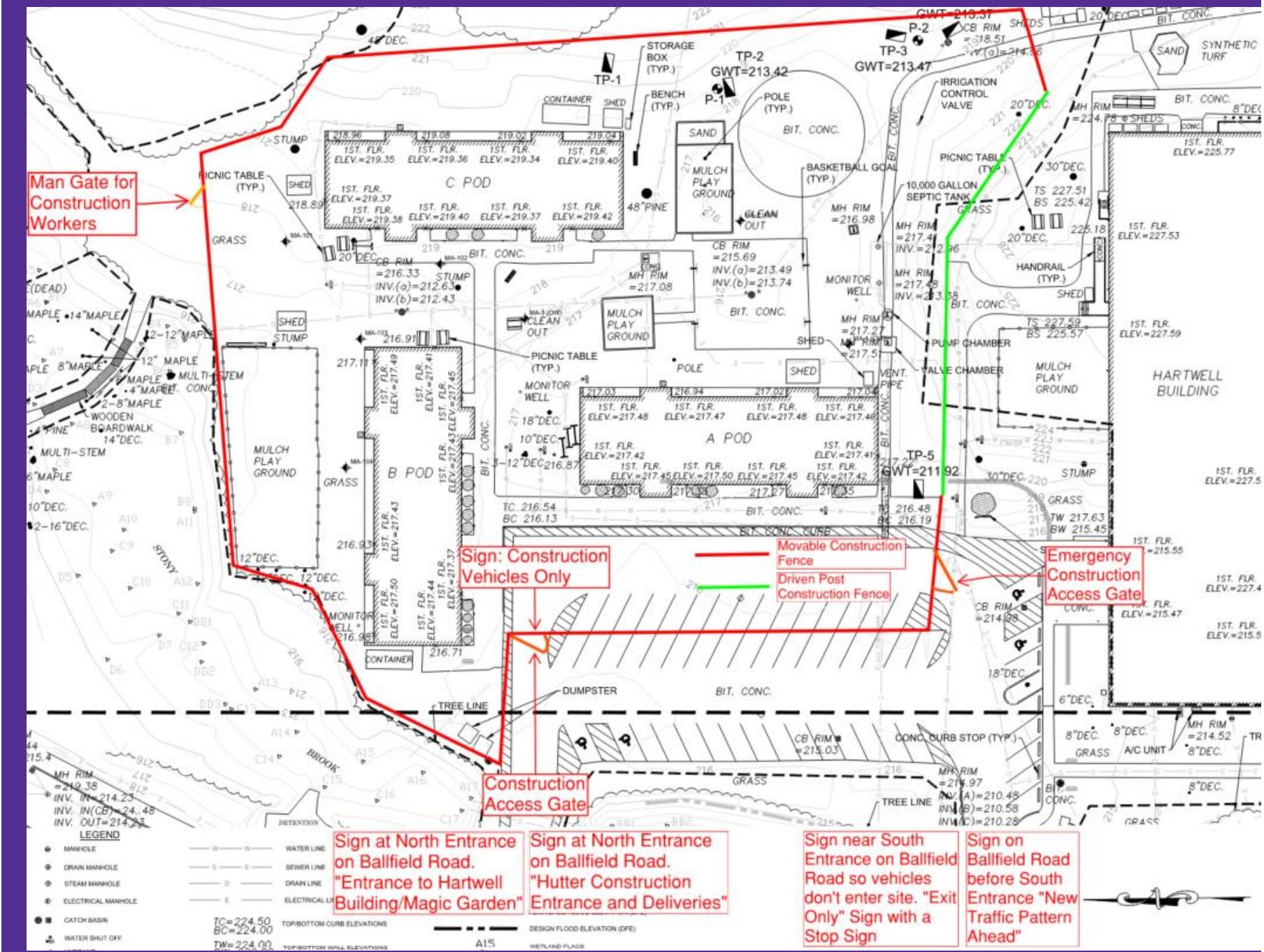
COMMUNITY CENTER CONSTRUCTION UPDATE



- 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



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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25 No School - Teacher's Workshop Hutter to Issue Pencil Req	26 No School - 9th Grade Orientation	27 First Day of School Possible FinSubCom Meeting	28	29

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

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BUDGET	COMMITMENTS	EXPENDITURE
<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		

HAVE

DEFINE FINANCIAL INSTRUMENTS

BUDGET	COMMITMENTS	EXPENDITURE
HAVE	SIGN	
<p>Total Budget</p> <ul style="list-style-type: none">• The total appropriation available to the project.	<p>Contracts</p> <ul style="list-style-type: none">• Base contracts like:<ul style="list-style-type: none">• Design• OPM• Shop GC• Main GC	
<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	<p>Change Orders / Amendments</p> <ul style="list-style-type: none">• Modifications to base contracts.	

DEFINE FINANCIAL INSTRUMENTS

BUDGET	COMMITMENTS	EXPENDITURE
HAVE	SIGN	SPEND
<p>Total Budget</p> <ul style="list-style-type: none">• The total appropriation available to the project.	<p>Contracts</p> <ul style="list-style-type: none">• Base contracts like:<ul style="list-style-type: none">• Design• OPM• Shop GC• Main GC <p>Change Orders / Amendments</p> <ul style="list-style-type: none">• Modifications to base contracts.	<p>Invoices</p> <ul style="list-style-type: none">• Progress payment applications.• Against existing commitments.• Like:<ul style="list-style-type: none">• Design/OPM invoices.• Utility fee invoices.• Permitting invoices.• Construction requisitions.
<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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BUDGET

Total Budget

- The total appropriation available to the project.

Budget Line Items

- The total broken down into individual “accounts” like:
 - Design
 - OPM
 - Construction
 - Utilities
 - Furniture, Fixtures, Equipment

COMMITMENTS

Contracts

- Base contracts like:
 - Design
 - OPM
 - Shop GC
 - Main GC

Change Orders / Amendments

- Modifications to base contracts.

EXPENDITURE

Invoices

- Progress payment applications.
- Against existing commitments.
- Like:
 - Design/OPM invoices.
 - Utility fee invoices.
 - Permitting invoices.
 - Construction requisitions.

HAVE

SIGN

SPEND

LEVEL OF RISK → APPROVAL AUTHORITY

BUDGET

COMMITMENTS

EXPENDITURE

LEVEL OF RISK → APPROVAL AUTHORITY

BUDGET	COMMITMENTS	EXPENDITURE
<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>		
<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>		

LEVEL OF RISK → APPROVAL AUTHORITY

BUDGET

Risk # 1 - Reallocation

- 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
- CCBC lead public outreach
- Town / Community approval via vote

COMMITMENTS

Risks

- Hard to stop spending if necessary.
- Vendor under contract is permitted to begin and continue work.
- Town is obligated to pay for work completed in latest period / month.
- Contract termination possible, but not immediate – costs expended but not yet invoices still need to be paid.
- Change orders are possible and might not be optional.

Current Authority

- Only if within the budget
- Financial Subcommittee:
 - Review
 - Report
 - $\leq \$25k$ Authorize
 - $> \$25k$ Recommend to CCBC
- CCBC authorize the Town to execute

EXPENDITURE

LEVEL OF RISK → APPROVAL AUTHORITY

BUDGET

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Authority – *modify?*

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Risk # 2 – Bottom Line Overrun

- Cost overruns beyond the total appropriation.

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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.**
- **Financial Subcommittee:**
 - Review
 - Report to CCBC

LEVEL OF RISK → APPROVAL AUTHORITY



BUDGET

Risk # 1 - Reallocation

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

Authority – *modify?*

- Financial Subcommittee:
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- 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.
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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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- **Provide transparency.**
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