

OWNER'S PROJECT MANAGER UPDATE (v1) LINCOLN COMMUNITY CENTER PROJECT CCBC MEETING



DECEMBER 17, 2025



AGENDA

1. Introduction (7:00 pm)
2. Open Comment (7:05)
3. OPM Status (7:10)
 - A. Construction Update
 1. Perimeter Extension
 2. Project Schedule and *Decisions to Authorize Contract Amendments*
 - B. Owner Procurement: FF&E Budget Update
 - C. CPA Application and *Decision Whether or Not to Withdraw It*
 - D. Review of Exterior Finish Samples from Hutter
4. FLCOA Fundraising Subcommittee for LCC (7:35)
5. Communications Subcommittee (7:50)
6. CCBC Administration (7:50)
 - A. Decision: Approve minutes of meeting on Nov. 19, 2025
 - B. Next meetings: Jan. 21, Feb. 25, Mar. 18, 2026
7. Adjourn (8:00)

3 – OPM Status

3.A – Construction Update

CONSTRUCTION UPDATE

Crews are continuing work on footings, walls, waterproofing, and insulation through the end of the year



CONSTRUCTION UPDATE



Concrete placement is following specified procedure for cold-weather installation.



CONSTRUCTION UPDATE

Concrete quality testing and soil compaction testing are ongoing.



CONSTRUCTION UPDATE



CONSTRUCTION UPDATE



Early January 2026 will bring exciting transition as we begin work on under slab utilities and start preparations for structural framing.

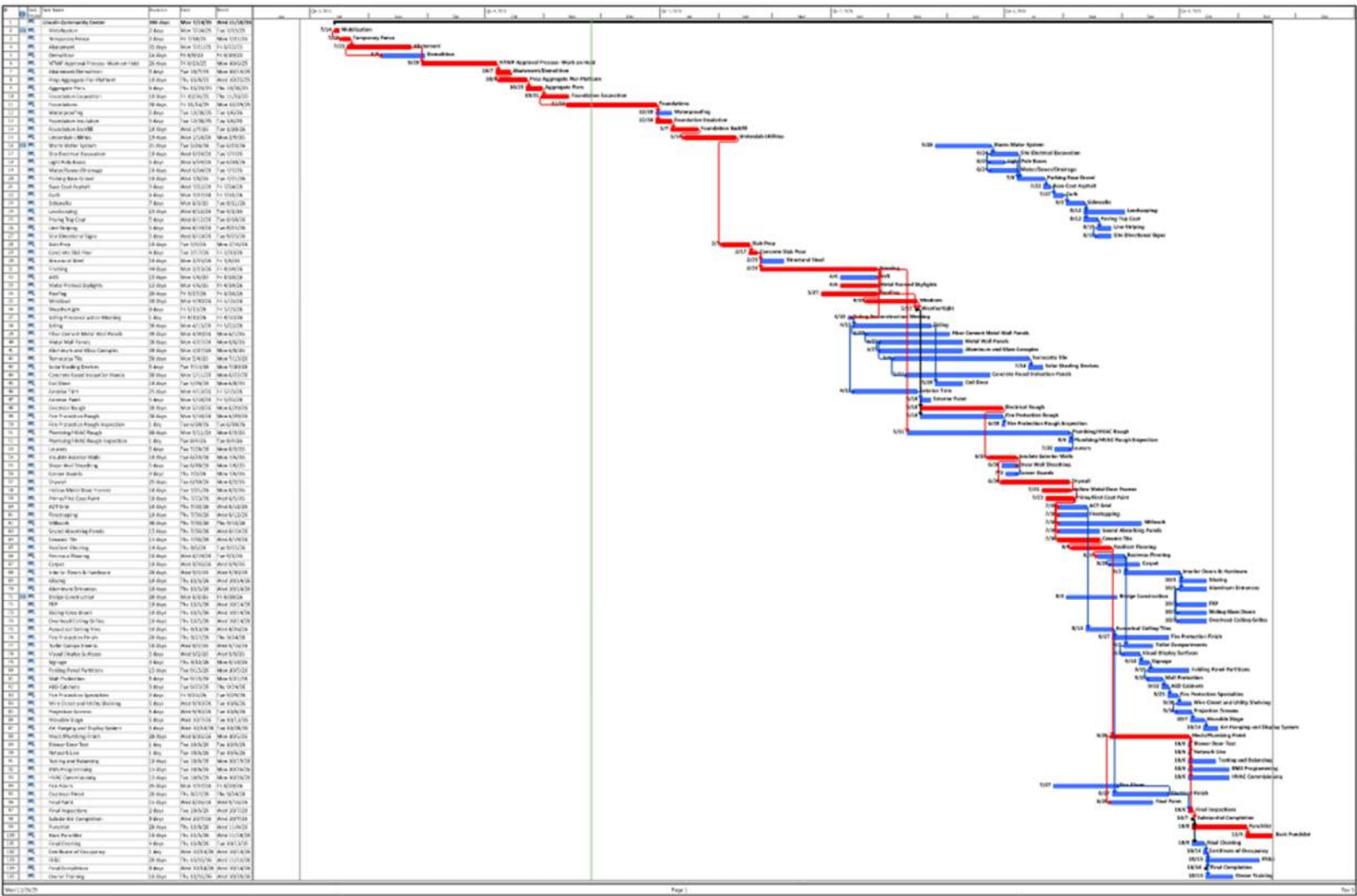
CONSTRUCTION SCHEDULE UPDATE

Construction Schedule:

- Baseline & latest GC schedules were issued to CCBC prior to this meeting.
- The schedule submissions are still pending revisions by the General Contractor per review comments from the project team.

Abatement Delay:

- Abatement delays of approx. 26 business days is pending approval in this meeting (team to review in next section)

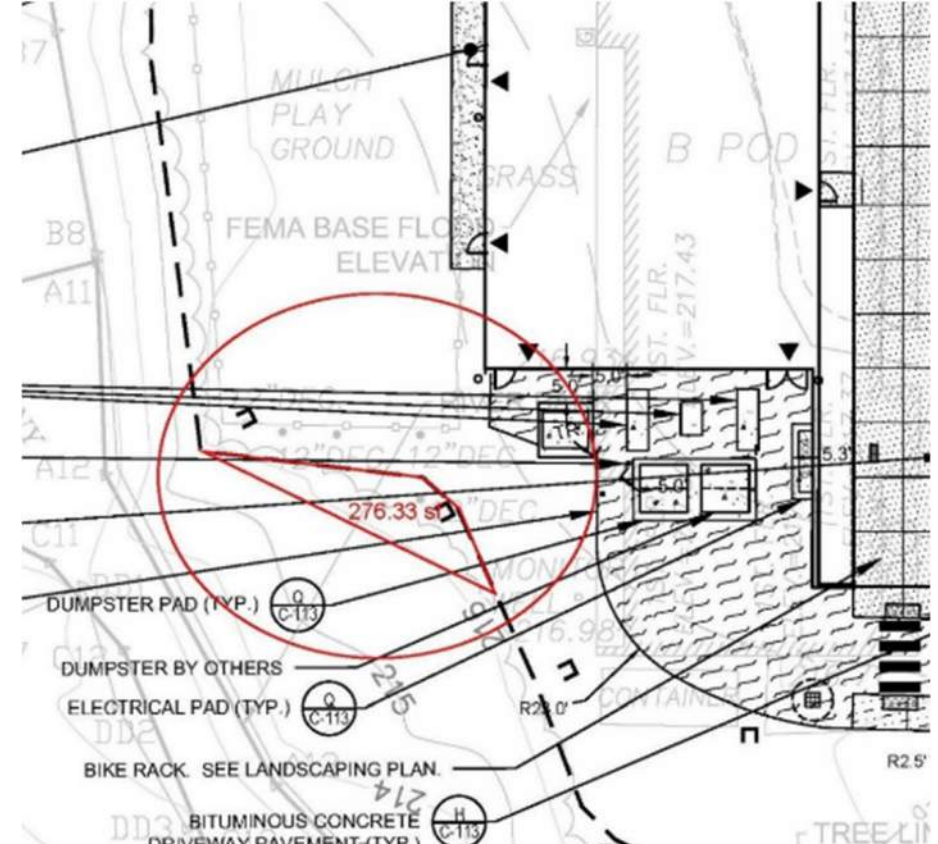


3 – OPM Status

3A.1 – Fence Perimeter Extension

OPM STATUS – 3A.1 – FENCE PERIMETER EXTENSION

Overview

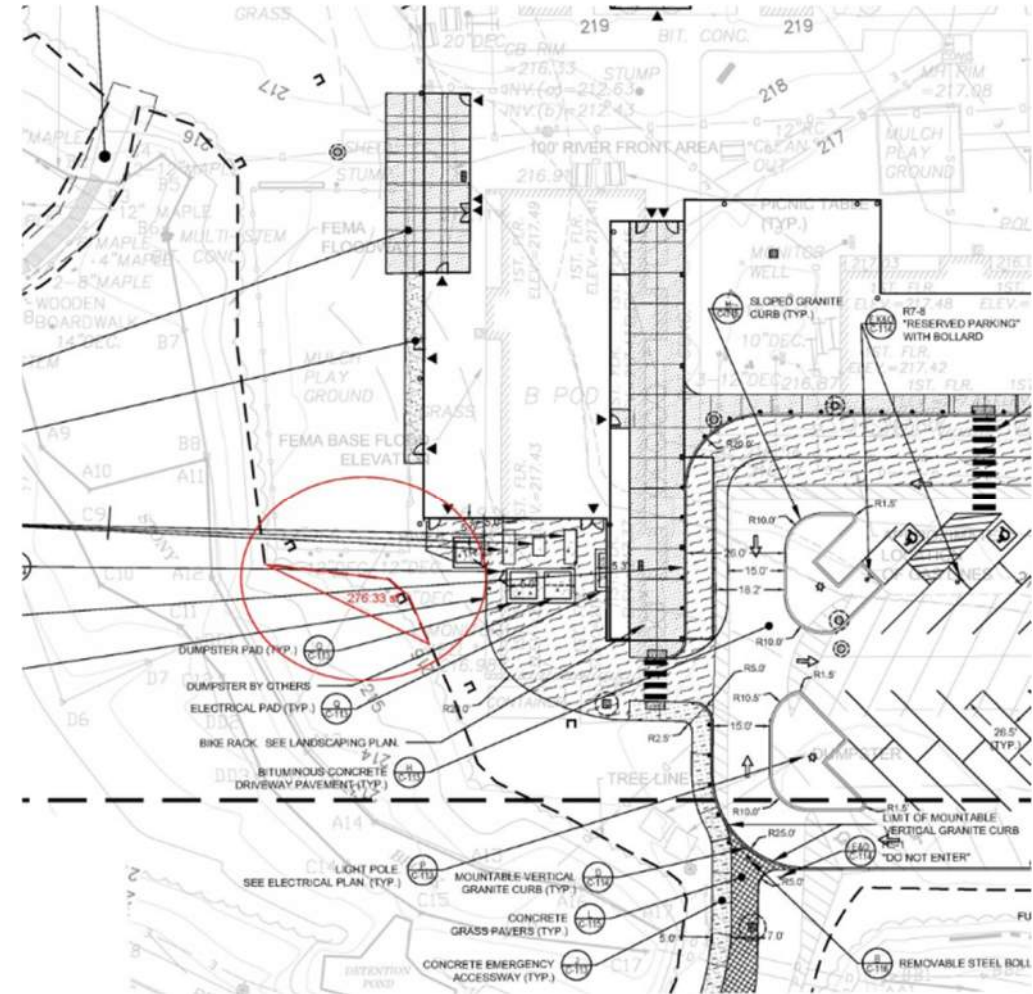


The Town of Lincoln requested a minor plan change to temporarily expand the “limit of work” boundary by approximately 280 sq. ft. on the northwest side of the Community Center project site to create a 30-foot-wide construction access corridor.

OPM STATUS – 3A.1 – FENCE PERIMETER EXTENSION

Overview

- This expansion is necessary to allow construction vehicles access to the east side of the site, avoiding the Hartwell Main septic system, which cannot support heavy vehicle loads and is critical for ongoing building operations.
- The expansion area consists mainly of invasive brush and three 12-inch diameter maple trees, all of which will be removed for the project.
- The area will be fully restored after construction, including removal of gravel, soil remediation, seeding with a native mix, and planting three native trees and four native shrubs
- The request was reviewed and **ultimately approved at the December 9, 2025 Planning Board meeting and the December 10, 2025 Conservation Commission meeting.**



3 – OPM Status

3A.2 – Construction Schedule & Professional Services Contract Amendments

3A.2 - Extension of project schedule and associated services

GC Schedule Extension – What Happened

Recapping What Happened:

- Demolition and abatement work stopped on 8/29/25 because asbestos-containing materials were discovered sandwiched on top of the foundation and below the masonry walls.
- It took 26 workdays to develop a Non-Traditional Work Plan, submit to MassDEP, revise the plan as required, obtain approval and re-mobilize.
- Hutter Construction is requesting an extension of the project’s substantial completion date by 26 workdays. The GC’s cost of the extension was rolled into the abatement change order and is already executed.
- The Design and OPM services for construction oversight need to be extended to match the updated construction schedule.

	Demo/ Abatement Work Pause		Project Substantial Completion Delay
From	8/30/25		8/31/26
To	10/6/25	>>	10/5/26
Calendar Days	37		35
Work Days	26	=	26
Work Weeks	5.2		5.2

3A.2 - Extension of project schedule and associated services

GC Schedule Extension – Schedule Impact

ID	 Task Mode	Task Name	Duration	Start	Finish	Qtr 2, 2025 AprMayJun	Qtr 3, 2025 JulAugSep	Qtr 4, 2025 OctNovDec	Qtr 1, 2026 JanFebMar	Qtr 2, 2026 AprMayJun	Qtr 3, 2026 JulAugSep	Qtr 4, 2026 OctNovDec	Qtr 1, 2027 JanFebMar
1		Lincoln Community Center	346 days	Mon 7/14/25	Wed 11/18/26								
2		Mobilization	2 days	Mon 7/14/25	Tue 7/15/25		7/14						
3		Temporary Fence	2 days	Fri 7/18/25	Mon 7/21/25		7/18						
4		Abatement	25 days	Mon 7/21/25	Fri 8/22/25		7/21						
5		Demolition	16 days	Fri 8/8/25	Fri 8/29/25		8/8						
6		NTWP Approval Process- Work on Hold	26 days	Fri 8/29/25	Mon 10/6/25		8/29						
7		Abatement/Demolition	5 days	Tue 10/7/25	Mon 10/13/25		10/7						

3A.2 - Extension of project schedule and associated services

GC Schedule Extension – Proposed Motion

Proposed Motion:

Authorize the Town of Lincoln to **execute a change order to Hutter Construction’s** contract

for **\$0 and 35 calendar days**

to **extend** the project’s **substantial completion** date

from 8/31/26 to 10/5/26,

due to the discovery of unforeseen asbestos-containing materials that had required the filing of a Non-Traditional Work Plan for MassDEP approval, which delayed abatement and demolition work.

The Design and OPM team have reviewed the schedule impact and recommend approval of the schedule extension as fair and beyond the General Contractor’s control.

FUNDED FROM:
None required.

VOTE OUTCOME:	
X	APPROVED
	NOT APPROVED
	CONTINUED

		Demo/ Abatement Work Pause		Project Substantial Completion Delay
From To		8/30/25	>>	8/31/26
		10/6/25		10/5/26
Calendar Days		37		35
Work Days		26	=	26
Work Weeks		5.2		5.2

3A.2 - Extension of project schedule and associated services

Design Services Construction Administration Extension – Proposed Motion

Proposed Motion:

Authorize the Town of Lincoln to **execute a change order to ICON Architecture’s contract**

for no more than \$28,365.00

to extend the duration of construction administration services by 35 calendar days

to the updated substantial completion date of 10/5/26

per the General Contractor’s updated contract schedule.

The OPM has reviewed and recommends execution to the Town per this project’s standard procedures.

FUNDED FROM:

The “Design” budget line has \$58k of uncommitted funds reserved specifically for schedule delays. This action uses 49% of the Design schedule contingency and leaves 51% = \$29,635 in reserve.

VOTE OUTCOME:

X	APPROVED
	NOT APPROVED
	CONTINUED

	Demo/ Abatement Work Pause		Project Substantial Completion Delay
From	8/30/25		8/31/26
To	10/6/25	>>	10/5/26
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Work Days	26	=	26
Work Weeks	5.2		5.2

3A.2 - Extension of project schedule and associated services

OPM Construction Administration Extension – Proposed Motion

Proposed Motion:

Authorize the Town of Lincoln to **execute a change order** to **Accenture I&CP’s OPM contract**

for **no more than \$23,700.00**

to **extend** the duration of construction administration services by **35 calendar days**

to the updated **substantial completion** date of **10/5/26**

per the General Contractor’s updated contract schedule.

Calculated based on:

- Base contract \$/workday in construction phase.
- Waiving any escalation of labor rates.

FUNDED FROM:

The “OPM” budget line has \$39,400 of uncommitted funds reserved specifically for schedule delays. This action uses 60% of the OPM schedule contingency and leaves 40% = \$15,700 in reserve.

VOTE OUTCOME:	
X	APPROVED
	NOT APPROVED
	CONTINUED

	Demo/ Abatement Work Pause		Project Substantial Completion Delay
From	8/30/25		8/31/26
To	10/6/25	>>	10/5/26
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Work Weeks	5.2		5.2

3A.2 - Extension of project schedule and associated services

Summary of Schedule and Service Extension

CONTRACT	COST EXTENSION	TIME EXTENSION
HUTTER CONSTRUCTION	\$0 additional (\$19,758 approved in abatement change)	26 WORK DAYS
ICON ARCHITECTURE	\$28,365	
ACCENTURE I&CP	\$23,700	
<u>TOTAL:</u>	<u>\$52,065</u> (\$71,823 with approved GC cost)	<u>26 WORK DAYS</u>

FUNDED FROM:
Schedule Contingencies within
Design and OPM Budget Lines

	Demo/ Abatement Work Pause		Project Substantial Completion Delay
From	8/30/25		8/31/26
To	10/6/25	>>	10/5/26
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Work Weeks	5.2		5.2

3 – OPM Status

3B – Owner Procurement: FF&E Budget Update

OPM STATUS – 3.B – OWNER PROCUREMENT

FF&E Budget Update

	BUDGET	ESTIMATE	DELTA	NOTES:
KITCHEN EQUIPMENT	\$ 178,194	Estimate \$ 197,764 Grant \$ (20,865)	\$ 1,295	Per 5/21/25 Singer Kittredge Proposal Grant will be covering the refrigerator, freezer, and steam warming/holding table roughly \$20K value.
		\$ 176,899.00		
FURNITURE	\$ 200,000	Estimate \$ 348,680 LEAP Funded Furniture \$ (72,112)	\$ (76,568)	Furniture Estimate value is derived as an average between latest KI and Teknion Quotes. ICON and Furniture Subcommittee working on final pricing package. Note: all LEAP furniture will be funded entirely by LEAP.
		\$ 276,567.89		
PLAYGROUND	\$ 172,060	\$ 250,000	\$ (77,940)	TBD - Placeholder for now (3 quotes are being gathered by TOL)
ROLLER SHADES	\$ 62,300	\$ 62,300	\$ -	TBD - Project team is soliciting pricing from GC
IT EQUIPMENT	\$ 50,000	\$ 50,000	\$ -	TBD - Placeholder for now TOL is pulling together quotes with IT Dept.
TOTAL	\$ 662,554	\$ 815,767	\$ (153,213)	

OPM STATUS – 3.B – OWNER PROCUREMENT

Contingency Update

	Value	% of original contingency	% of project budget
Original Contingency	\$ 1,826,841	100%	7%
Estimated Current Withdrawals*	\$ 236,269	13%	1%
Remaining Contingency	\$ 1,590,572	87%	6%
Known Risks, estimated	\$ 120,000	7%	0%
Remaining Contingency, Less Risks	\$ 1,470,572	80%	6%

At Last Presentation, Projected Remainder was: 90%

* Includes estimates for changes being priced and negotiated.

OPM STATUS – 3.B – OWNER PROCUREMENT

Contingency Update

Withdrawals:		of contingency	
New Information:	\$	205,277	
Design CA Extended 26 work days	\$	28,365	1.6%
OPM CA Extended 26 work days	\$	23,700	1.3%
Owner Procurement Potential Overruns	\$	153,212	8.4%
Floor Cleanouts Relocated (estimated)	\$	-	0.0%
Previously Presented:	\$	30,992	
Estimated Current Withdrawals*	\$	236,269	12.9%

* Includes estimates for changes being priced and negotiated.

3 – OPM Status

3.C – CPA Application Decision

OPM STATUS – 3.C – CPA APPLICATION DECISION

Keep or Withdraw Application for CPA Funds?

Proposed Motion:

The CCBC

- ☒ Withdraws
- ☐ Does Not Withdraw

the application for CPA funding that, if approved, would offset the cost of playground surfacing and playground equipment at the new community center.

VOTE OUTCOME:	
X	APPROVED
	NOT APPROVED
	CONTINUED

3 – OPM Status

3.D – Exterior Finish Samples



3.D EXTERIOR FINISHES- BUILDING RENDERINGS



3.D EXTERIOR FINISHES – BUILDING RENDERINGS



3.D EXTERIOR FINISHES- BUILDING RENDERINGS

