



## TOWN OF HIGHLAND BEACH TOWN COMMISSION SPECIAL MEETING MINUTES

Town Hall / Commission Chambers  
3614 South Ocean Boulevard  
Highland Beach, Florida 33487

Date: March 28, 2023  
Time: 1:30 PM

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### **1. CALL TO ORDER**

Mayor Moore called the meeting to order at 1:30 P.M.

### **2. ROLL CALL**

Commissioner Judith M. Goldberg  
Commissioner Evalyn David  
Vice Mayor David Stern  
Mayor Natasha Moore  
Town Manager Marshall Labadie  
Town Attorney Lenard Rubin  
Town Clerk Lanelda Gaskins

#### **ABSENT**

Commissioner Donald Peters

### **3. PLEDGE OF ALLEGIANCE**

The Town Commission led the Pledge of Allegiance to the United States of America.

### **4. PUBLIC COMMENTS**

There were no public comments.

### **5. CONSTRUCTION MANAGEMENT AT RISK AGREEMENT**

#### **A. Approve and authorize the Mayor to execute a Construction Agreement between the Town of Highland Beach and Kaufman Lynn Construction for the Construction Manager at Risk for the Fire Department.**

Mayor Moore read the title.

Town Manager Labadie presented this item. There would be an amendment next week to include the guaranteed maximum price and additional provisions for the fire rescue station construction. He mentioned that April 14, 2024, was the substantial completion date for the fire rescue station project.



Jeffrey Zalkin, Vice President of Development for Kaufman Lynn Construction, introduced himself and spoke about the partnership with The Town, previous projects he has worked on, timeline concerns, and the importance of the project.

Mishel Mako, Project Executive for Kaufman Lynn Construction, introduced himself and spoke about his responsibilities with the project.

John Huddleston, Preconstruction Manager for Kaufman Lynn Construction, introduced himself and spoke about the design process and the meetings that have taken place to get them to this point.

Sam Ferreri, Principal for PGAL Architects, introduced himself and spoke about the project's challenges and the process of designing the project.

Joby Balint, Project Manager for PGAL Architects, introduced himself and spoke about the design of the project.

**Commission Comments:**

Commissioner Goldberg commented about the internal project manager on this project. Town Manager Labadie explained that he and Fire Chief Joseph will both be internal project managers. Commissioner Goldberg inquired about the milestone schedule as it relates to payment. Town Attorney Rubin explained that the agreement was monthly and based on work completed. Town Manager Labadie commented on the fund balance policy, cash flow, and how the Commission will authorize that moving forward.

Commissioner Goldberg inquired about subcontractors as they relate to the Town's responsibility. Sam Ferreri spoke about the notification system that will be put in by subcontractors. John Huddleston mentioned that there would be other subcontractors for IT and TV, but that they would be providing raceways for all those runs. Town Manager Labadie commented on existing subcontractors that the Town already works with regard to IT and Comcast Channel 99.

Commissioner David referred to Page 2, Section 1.1.16 "Guaranteed Maximum Prices" or "GMP" and suggested that the word "Village" be changed to "Town". She inquired if Kaufman Lynn Construction has their own construction workers. Jeffery Zalkin explained that Kaufman Lynn does not have its own workers and they are the construction managers who oversee everything. She referenced Page 8, Article 3, Additional Services. She asked if the Town will be getting an hourly rate. Mishel Mako mentioned he would speak with the Town Attorney about daily rates. She inquired about the process related to hurricanes. She inquired about the schedule. Mishel explained official monthly schedules would be provided. Jeffery Zalkin spoke on how the process of construction management risk creates incentive to work as fast and efficiently as possible.



Vice Mayor Stern inquired about schedules. Mishel Mako spoke on the scheduling of construction crews and the ability to make up for lost time due to weather. Vice Mayor Stern inquired about parking for construction workers. Jeffrey Zalkin explained they are still working on a parking plan for subcontractors, and they will remain in charge of executing this plan. Town Manager Labadie explained that the Town is also working with Palm Beach County Parks and Recreation staff to secure additional parking options.

Commissioner Goldberg inquired about parking flow. Town Manager Labadie explained parking will be extremely tight and they are looking at flexible schedules for certain departments. The team will send the plan to the Town Commission and the condominium presidents and managers. Library programs will be after business hours and employee parking will be from 8 AM to 5 PM.

Jeffrey Zalkin explained that the parking lot will be shut down on April 7, 2023 and on the week of April 10, 2023 a fence will go up. Town Manager Labadie mentioned that they are communicating this information via newsflash, and Manager's Monthly. The entrance will be restriped to make it clear for everyone.

Commissioner Goldberg inquired if any construction would be done to the existing fire station. Town Manager Labadie spoke briefly about some options for that space but that it would be a separate project.

Mayor Moore inquired about how this project was different from other stations Kaufman Lynn had worked on. Jeffery Zalkin spoke about lessons learned from other projects. She also inquired about supply costs. Mishel Mako spoke about purchasing items in advance to work within the schedule. Town Manager Labadie spoke about the flexibility of items the Town is procuring for the project.

**MOTION:** David//Stern - Moved to accept the contract for the Construction Manager at Risk services between the Town and Kaufman Lynn Construction, which passed unanimously 4-0.

## **6. TOWN COMMISSION COMMENTS**

Commissioner Judith Goldberg had no comments.

Commissioner Evalyn David had no comments.

Vice Mayor David Stern suggested adding an item on the next Town Commission agenda to discuss holding a public forum with the Florida Department of Transportation (FDOT) in regard to the RRR project.

Mayor Natasha Moore encouraged the residents to vote on the Town Entry Sign Contest before the March 31, 2023 deadline.



Town Manager Labadie made comments on a public forum meeting with FDOT in regard to capacity limitation, time/parking constraints with upcoming construction, and venue limitations. He indicated that FDOT could facilitate the drainage and keep two-way traffic going. He encouraged the Town Commission to think about the approach with FDOT as it relates to a scope change. FDOT will be letting the project on December 2023.

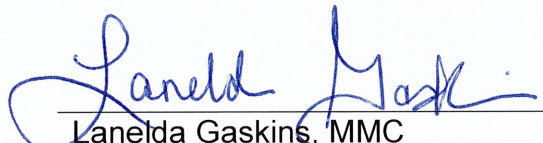
**7. ADJOURNMENT**

The meeting adjourned at 2:42 P.M.

**APPROVED** April 4, 2023, Town Commission Meeting.

ATTEST:



  
Lanelda Gaskins, MMC  
Town Clerk



Natasha Moore, Mayor

Transcribed by  
Lanelda Gaskins

04/04/2023

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the event of this meeting. Verbatim audio/video recordings are permanent records and are available on the Town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.