



MANAGEMENT  
PARTNERS, LLC

## MGRSBC MEETING MINUTES

**DATE OF MEETING:** October 8, 2015 @ 6:00 P.M. at the Lanesborough Elementary School in Lanesborough, MA

**PROJECT:** Mount Greylock Regional Middle High School  
Dore & Whittier Project #MP

**SUBJECT:** School Building Committee Meeting (D&W#16)

<b>ATTENDING:</b>	Mark Schiek,	SBC Chair, Lanesborough
	Paula Consolini	SBC Co-Chair, Williamstown
	Douglas Dias	Superintendent, MGRSD
	Nancy Rauscher	Bus. Manager MGRSD
	Hugh Daley	Williamstown Selectman
	Carolyn J. Greene	MGR School Committee Chair
	Jesse Wirtes	MG facilities supervisor
	Mary MacDonald	Principal, MGRHS
	Lyndon Moors	MGRHS Faculty
	Chris Galib	Lanes. Finance Committee
	Thomas Bartels	Williamstown
	Bob Ericson	Lanesborough Selectman
	Rich Cohen	School Committee
	Trip Elmore	D&W OPM
	Bob Bell	Design Partnership
	Dan Colli	Design Partnership

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1. **Call to Order at 6:04 PM by M. Schiek with 13 voting members in attendance.** *The chair thanked the committee for meeting in Lanesborough in order to give Lanesborough residents easier access to the meeting.*
  2. **Approval of Minutes:**
    - a. A short overview of the September 24, 2015 Meeting Minutes was provided by the Chair.

**SBC Motion to approve the September 24, 2015 SBC Meeting Minutes by P. Consolini, 2<sup>nd</sup> by D. Dias. VOTE: 12 approve, 0 against, 1 abstain.**

**Discussion:** *Edits were suggested for the following areas:*

- *Community Outreach section should read "League of Women" voters, and the PTO gathering date should be changed to October 13<sup>th</sup>.*

PROJECT MANAGERS  
ARCHITECTS

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- Last paragraph of page 4: Add "heating sources and efficiency of radiant ceiling panels as the primary heating source". As well as provide 3 references to contact.

### 3. Invoices Submitted for Approval:

- DPC Invoice #11019 in the amount of \$92,400.00 for completion of Design Services applied to the Schematic Design Phase
- Motion to approve the DPC Invoice #11019 in the amount of \$92,400.00 by P. Consolini, 2nd by D. Dias. VOTE: 13 approve, 0 against, 0 abstain.**
- MGRSD WilliNet Invoice in the amount of \$200.00 for video coverage of the September 3, 2015 and September 24, 2015 SBC Meetings

**Motion to approve the WilliNet invoice for video coverage of the September 3 and 24<sup>th</sup>, 2014 SBC Meetings by P. Consolini, 2nd by D Dias. VOTE: 13 approve, 0 against, 0 abstain.**

- Cost Update: MGRSD Building Project Clerk Pay History Reports for pay periods beginning on 7/22/2014 through 9/29/2015 (Reports attached).

*The District reported that \$1,800 has been paid for internal administrative expenses from July 22, 2015 to September 29, 2015.*

### 4. Working Group Member Update:

**Community Outreach:** P. Consolini reported that they are keeping current with updates on Google Live and are participating with various public outreach events; see handout, as well as updating information at the local libraries.

- CM at Risk Process Update (D&W)** T Elmore reported that 3 proposals were received today, and they looked like there were some good efforts made by the 3 submitting companies to present their specific ideas on this project. There will be interviews on Oct. 22 in the afternoon at MGR Middle High School, where the Selection committee will be evaluating the 3 companies; other committee members and public are welcome to witness the interviews. The selection committee will deliberate and provide a recommendation to the SBC that evening at 5:30. The OPM would like to inform the 1<sup>st</sup> ranked firm on October 23<sup>rd</sup> to discuss the contract terms and any other committee concerns. The CM @ Risk firm will be contracted through a Purchase Order from the MGR School Committee for \$25,000 to perform the initial 1 month of estimating and scheduling services. If the project proceeds to the next step, which will be determined by the local voters in the spring of 2016, the CM @ Risk contract will be executed by the MGRSD and the CM @ Risk firm will begin preconstruction services.

6. **MSBA Board Meeting Update (D&W)** The MSBA Board Meeting was attended by D. Dias, P. Consolini, R. Bell, and T. Elmore. The board commented, Terry Kwan, that the district had done a superior job with their education program section and that the district program offered great opportunity to all students. Other districts, parents and students should look to the MGRSD Program as an example of a very strong program. D. Dias thanked the board for their support and participation with this much needed project. P. Consolini shared her experience with the previous school building programs and how this new process is superior. The MSBA Board unanimously approved the project to proceed into Schematic Design.

7. **Design Partnership Site Plan:**

B. Bell introduced a updated site plan to the SBC, see presentation slides included in the meeting packet, that addressed the development of the main bus loop and parking areas as well as side walk ramping and stairs to meet building codes. The other elements of the site around the building which include outdoor learning areas and access around the building for emergency vehicles. It was noted that the plan has been reviewed with the Williamstown Fire Chief and his response to this building option was that it is the one he preferred over all of the others from a fire safety perspective. SBC Members had comments about the control of the parent and student vehicle access and parking on lawn space behind the school. At this stage, the final details are not developed but the general concepts are presented for SBC consideration. Therefore, access details will be developed further with SBC and School input.

8. **Discussion on HVAC Systems and Facilities Work Group recommendations:**

D. Colli reviewed the CES presentation that was slightly updated from the previous SBC Meeting, see presentation slides included in the meeting packet, which showed the areas and how they would be treated by the HVAC system. The HVAC Engineer had determined that last year there were 114 days with a temperature over 75 degrees that could be considered potential air conditioning days and of those day 51 of them landed on School occupied days.

T. Elmore commented that a project that had been turned over 1 year ago in Ayer Shirley Regional School District has essentially the same systems and HVAC configuration in spaces around the building and it has been extremely well received. The contact information for their principal has been furnished to various SBC members for any questions they may have. The SBC was given other similar system references by the Architect and HVAC Engineer. M. Schiek had commented that he was able to reach one of those references for a discussion on the Radiant Panel systems and the report was that the system in connection with the make-up air systems worked very well and the space was an old poorly insulated building.

J. Wirtes commented that the Facilities Working Group had been continuing to meet and discuss various building system items. They have reviewed the boiler options that have been presented by the HVAC engineer and found that they accept that the best financially sensible option is to maintain the current 5-6 year old boiler systems and re-evaluate the boilers once

they have reached the end of their useful life in 13 years. This will also help in reducing the local project cost as any new boiler replacement would be 100% local cost and if any of the previously renovated boiler project (2008) were abandoned, the cost would be prorated for useful system life and the MSBA grant funding would be reduced by that amount. The Design team stated that they would proceed with maintaining the existing boiler and BMS control system in the Schematic Design documents.

J. Wirtes, asked if the SBC and design team could consider adding a high efficiency propane burning boiler for use as the primary boiler, with the existing 4 oil burning boilers to act as an on-demand backup. D Colli commented that he would look at the additional boiler and see if they could do a value cost evaluation to see if there were fact based benefits over time. Again, it was stated that this would be a 100% locally funded option and it was stated that this could be done at any time in the future as there is room and connections on the existing system available.

#### **9. Discussion on Ongoing Cost Saving Ideas (D&W):**

T. Elmore commented that the team and SBC are looking at all opportunities to reduce the local share costs estimated to date for this project. As the project is progressing into the Schematic Design (SD) phase, various items have been identified as not necessary to include or are considered items that might be done under another project, outside the scope of this one. Each item that has been identified has reasons why it makes sense to remove it from this project, and those items that are identified are 100% paid for by the local taxpayers, so no reimbursement will be lost. A few examples of the items being removed from the scope of this project to date are; sinks and associated casework in regular classrooms, keeping the existing (fairly new) Generator, reuse the existing parking lot, redesign the exterior wall to eliminate a 2<sup>nd</sup> stud wall, reuse the existing auditorium lighting and A/V equipment, and the list is growing. The chair allowed the community to comment, and a question was asked if we had a new project number to reflect these reductions. T. Elmore responded that the team is not the estimate source and therefore would not be putting new numbers or savings expectations out until the 2 estimators looked at the project again in early November, meaning new numbers should be available in the 3<sup>rd</sup> week of the month.

#### **10. Discussion on the Exterior Envelope Materials:**

The Exterior Working Group met and discussed the options recommended by the Architect, the direction currently is to provide a stone like base approximately 2 to 3 feet high in the front of the building only, a large sized brick (55% of the wall) above, and a metal panel system at the top portion of the exterior wall. Currently they have about 24% of glazing in the exterior wall system. Elements of the exterior system were discussed; see presentation slides included in the meeting packet, like the light baffling grills, canopy in the front, placement of the HVAC equipment and potential opportunities to house the equipment in an enclosed penthouse space.

**11. Discussion on the Interior Materials:**

The Interior Working Group has been looking into various finishes for the floor and walls to create the best long term cost efficient interior for the project. The current thought is that Polished Concrete may be the best long term floor finish for the project and offers the best maintenance surface for the custodial staff. The interior walls are a combination of stud and drywall with wainscoting in corridors and concrete block in various locations. The acoustic treatment from space to space was discussed, and the architect assured the SBC that the top of wall details effectively separate the classrooms so noise is not an issue between rooms.

The Architect also commented on the typical module size of spaces to add to the flexibility to alter spaces in the future; For example, if the 2 small group spaces on a floor were combined, they would be joined to create a similar sized classroom. The wall systems would be constructed out of studs and drywall so future renovations could be done cost effectively. There was some concern about the entrance layout and the adjacency of the main office which the Architect was asked to look into again. The Architect explained that there were options to achieve the vestibule and administration adjacency if the SBC wanted to go in that direction, but it would mean that the administration area would be disconnected from guidance and nurse areas. The overall security discussion still needed to be had with the school administration, which will be scheduled before the next SBC meeting.

**12. Other Business not Anticipated 48 hours prior to Meeting:** *None.*

**13. Public Comment:**

A question was raised by a Lanesborough resident, Tim O'Brien, if the current project doesn't pass the local funding vote what is the district's plan B. SBC member and SC chair, C. Greene responded that this is the plan and that if this does not pass; the member towns will have to bear the full cost of bringing the building up to code.

**14. Next SBC Meeting(s) and times**

- a. Thursday, October 22<sup>nd</sup>, 2015 – joint meeting with the School Committee, at 5:30, at MGRHS
- b. Thursday, November 19<sup>th</sup>, 2015 – Joint Meeting with MG School Committee
- c. Monday, November 23<sup>rd</sup>, 2015 – Joint Meeting with MG School Committee for Vote to Approve the November 19<sup>th</sup> Meeting Minutes for Certified Submission to the MSBA

**15. Adjourn**

***SBC Motion to adjourn by P Consolini, 2nd by D. Dias. VOTE: Unanimous to approve. Meeting adjourned at 8:20 PM***

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC**

Trip Elmore  
Dore & Whittier Management Partners, Project Director

Cc: Attendees, File

**The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After the minutes have been voted to approve, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.**