



MANAGEMENT PARTNERS, LLC

MGRSBC MEETING MINUTES

DATE OF MEETING: October 22, 2015 @ 5:30 P.M. at the Mount Greylock Regional Middle High School in Williamstown, MA

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

SUBJECT: School Building Committee Meeting (D&W#17)

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| ATTENDING: | Mark Schiek, | SBC Chair, Lanesborough |
| | Paula Consolini | SBC Co-Chair, Williamstown |
| | Douglas Dias | Superintendent, MGRSD |
| | Nancy Rauscher | Bus. Manager MGRSD |
| | Carolyn J. Greene | MGR School Committee Chair |
| | Jesse Wirtes | MG facilities supervisor |
| | Mary MacDonald | Principal, MGRHS – arrived at 6 PM |
| | Lyndon Moors | MGRHS Faculty |
| | Chris Galib | Lanes. Finance Committee |
| | Bob Ericson | Lanesborough Selectman |
| | Rich Cohen | School Committee |
| | Trip Elmore | D&W OPM |
| | Bob Bell | Design Partnership |

1. **Call to Order at 5:40 PM by M. Schiek with 10 voting Members, at 6 pm there were 11 voting members in attendance.**

2. Approval of Minutes:

a. A short SBC review of the October 8, 2015 Meeting Minutes was provided by the Chair.

SBC Motion to approve the October 8, 2015 SBC Meeting Minutes by P. Consolini, 2nd by D. Dias.

Discussion: Edits to: Page 5, Public Comment: Correct the spelling of “Tim O’Brien” and on Page 3, last paragraph last sentence, change “7 year” to “5 to 6 year” – in the sentence “maintain the current 5 to 6 year old boiler...”

VOTE: 10 approve, 0 against, 0 abstain.

3. Invoices Submitted for Approval:

a. DPC Invoice #11025 in the amount of \$99,599.50 for Design Services applied to the Schematic Design Phase

PROJECT MANAGERS
ARCHITECTS

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Motion to approve the DPC Invoice #11025 in the amount of \$99,599.50 by C Galib, 2nd by B Ericson. VOTE: 10 approve, 0 against, 0 abstain.

4. Working Group Member Update

Community Outreach: P. Consolini reported that:

- They had attended a PTO meeting at Mount Greylock Regional MHS and presented current project updates.
- There is an upcoming concert on October 28th at 7:30 and a pre-concert PTO reception at 7PM and they plan to be there to hand out the trifold informational project flyers at the event
- They are planning to attend and present a project update at one of the Football Dinner events
- They continue to stay current with update information at the Lanesborough Post Office, Library, and Town Hall.

5. **CM at Risk Process Update (D&W)** T Elmore reported that the interviews on Oct. 22 in the afternoon at MGR Middle High School, where postponed. The understanding by the OPM that the interviews were not considered a public "Open Meeting Law" (OML) meeting was not supported by the MGRSD legal counsel after they had contacted the Attorney General's (AG's) office. This error by the OPM in the interpretation of the "Open Meeting Law" interview status caused the CM at Risk interviews to be rescheduled to Thursday October 29th, 2015 from 3 PM to 6 PM. The CM Selection Committee will review the presentations to make a recommendation to the joint SBC and SC Meeting at 7 PM that evening.

B Ericson requested that the deliberations by the CM at Risk Selection Committee by held in Executive Session due to the sensitive contract and cost information that should be confidential and proprietary. The deliberations will be discussing the benefits of one company vs another both at the cost and proprietary level. There also exists a possibility that we may ask an individual or all firms to consider some other option(s). We, in effect, will be in negotiations, and should be in executive session for that part of our meeting (6-7PM), then reconvene to make our decision formal. This way our negotiations will remain private until after the actual contract is awarded after the project is all approved next year.

T Elmore commented that after local legal counsel's review of the OML meeting requirements, he contacted the AG's office and asked a similar question and the AG's office responded that the deliberations should also be an Open Meeting. The contract and price negotiations are not a necessary part of the selection process at this time. The CM @ Risk firm is only being hired at this time for their participation in the Schematic Design estimate and scheduling exercise, which was in the CM at Risk RFP as a set figure of \$25,000. The contract and financial negotiations would take place upon the approval of local funding in the spring. At that time, the 1st place firm would enter into negotiations with the MGRSD, if agreement could not be reached, negotiations would commence with the 2nd place firm.

T Elmore commented that the CM at Risk selection committee members may not all be able to participate and that an alternate might be nominated and voted on to the committee. He recommended that Doug Dias, District CEO and Superintendent be considered for this role.

Motion to nominate District CEO and Superintendent, Doug Dias, as the alternate CM at Risk selection committee member by B Ericson, 2nd by R Cohen, no discussion, VOTE: 11 in favor, 0 not in favor, 0 abstentions. Motion passes.

6. School Committee Vote to Accept and Enter into Negotiation with the CM at Risk Firm as recommended by the MGRSD Building Committee.

Item skipped due to the postponement of the interviews, this will be on next week's joint SBC and SC meeting agenda.

7. Design Partnership Design update (slides included in the meeting packet)

a. Site Plan: B. Bell introduced an updated site plan to the SBC, see presentation slides included in the meeting packet which addressed elements of the site around the building which include outdoor learning areas, the addition of an outdoor amphitheater and removal of parking spaces along the access road around the building for emergency vehicles. In the refinement of the building design it was noted that the new classroom wing was lowered on the site by 2 +/- feet which also changed the front entrance grades. 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.

b. Relocating and Reconfiguration of the administrative spaces: B Bell presented a revised floor plan that changed the entrance layout and the adjacency of the main office. The Architect explained that there were good options to achieve the vestibule and administration adjacency. The Life and communication skills spaces are now adjacent to the guidance and nurse areas. See revised floor plans.

SBC questions were raised about the articulation on the exterior façade and if the “bump outs” would be less energy efficient than a flat wall. The architect explains that there is further study required and that the internal flex spaces in the corridors are partially causing this articulation in the exterior. Further design study is required.

SBC question was raised about the double entry at the front entrance, which was clarified as a code and security requirement.

c. Further program refinements: (space summary included in the meeting packet)

- i. The Gym/Locker rooms/Fitness areas were adjusted to remove a corridor that resulted in an increase of 50 square feet over those areas and allowed

for an additional Laundry space (150 sq. ft.). It was noted that the MSBA may question this change as non-reimbursable.

- ii. The theater spaces have an MSBA allowable dressing room space that is represented now as double duty space for both music practice space as well as dressing room space
- iii. Kitchen and cafeteria space is being studied for a chair storage closed space
- iv. Teacher planning space has been allocated through the building but there may be areas to use portions of this space as multiple use space, item being studied.

8. Discussion on the Exterior Envelope Materials: *(See the Design Decision Handout and Presentation Slides)*

The exterior W.G. met and discussed the options recommended by the Architect, the direction currently is to provide a base 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. The building elevations showed that the sides and back of the building are primarily a brick façade. 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. Exact elevation heights of the glazing at the cafeteria and media/library are being reviewed by the Architect.

9. Discussion on the Interior Materials: *(See the Design Decision Handout)*

The Interior W.G. has been looking into various finishes for the floor and walls to create the best long term cost efficient interior for the project.

a. The basis of design is that the floor finishes are: *(See the Design Decision Handout)*

- i. Linoleum tile in the typical classrooms
- ii. Polished Concrete in the corridors, art classrooms, cafeteria
- iii. Porcelain tile in the main entrance
- iv. Synthetic carpet in the administration, media/library, music, large group, auditorium aisles
- v. Quarry tile in the kitchen and server
- vi. Sealed concrete in the mechanical rooms and utility spaces
- vii. Ceramic tile in the bathrooms and locker rooms
- viii. Specialty floor (wood, rubber) in athletic spaces; these choices allow for some flexibility for further study in the Design Development phase.

b. The basis of design is that the interior walls are; *(See the Design Decision Handout)*

- i. Stud and drywall in class rooms and corridors with 4'tile wainscoting added in corridors,
- ii. Concrete block in various locations, bathrooms and locker rooms.
- iii. Some existing walls will remain

The acoustic treatment from space to space was discussed and the architect assured the SBC, that the top of wall details effectively separates the classrooms so noise is not an issue between rooms.

10. Discussion on HVAC Systems and Facilities Work Group recommendations: *(See the Design Decision Handout)*

B Bell reviewed the handout that showed the various building areas (that have been updated to reflect the floor plan changes) and how they would be treated by the HVAC system.

J Wirtes identified the current plan to have:

- Refurbish the existing 4 boilers
- Existing fuel tank capacity would remain (20,000 gallons)
- Injector pump upgrades
- Upgrade the fuel delivery system

J. Wirtes, asked if the SBC would consider adding a high efficiency propane burning boiler for use as the primary boiler with the existing oil burning 4 boilers to act as on demand backup. This would add:

- 1 benchmark 1500 High Efficiency Condensing Propane Boiler
- A new propane storage tank
- Benefit: Hot water generation off of the new propane boiler, an offsetting cost as a domestic HW boiler would not be needed

SBC members asked if there would be cost benefits if the project included the additional boiler. J Wirtes explained that at today's fuel and efficiency calculations there are not noticeable cost benefits; however that could change as fuel prices change. 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 existing the system available. J Wirtes asked that if this option was not selected that there be future financial provisions made to fund a boiler replacement that the end of the useful life of the current boilers and that at that time it would likely make sense to replace 2 of the oil boilers with one high efficiency condensing boiler.

The Basis of Design (See the Design Decision Handout) for the project was reviewed with SBC and there were no objections raised. This basis of design is not the final decision point on all items, however it is the general guideline for what will be included in the building scope for the estimates. Refinements can be made as we go through the next design iterations after local project approval.

11. 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. T Elmore provided a list, see attached. 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. The List Includes:

- Remove high slope pitched roofs,
- Remove sinks and associated casework in regular classrooms,
- Reuse the current Boilers
- Reuse existing (fairly new) Generator,
- Reuse the existing parking lot and Auditorium Lighting and AV Equipment,
- Revise the HVAC system from all Air Conditioned space
- Redesign the exterior wall to eliminate a 2nd stud wall,
- Reuse existing Propane tanks
- Reduce building square footage (100sf)

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

13. **Public Comment:** *None*

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

- a. Thursday, October 29th, 2015 – CM at Risk Interviews, 3 PM: Turner, 4 PM: Gilbane, 5PM: Shawmut, 6 PM Selection Committee Deliberations at MGRHS
- b. Thursday, October 29nd, 2015 – Joint meeting with the School Committee, at 7 PM, at MGRHS
- c. Thursday, November 19th, 2015 – at 5:30 PM at MGRHS
- d. NO MEETING on Nov 23rd.
- e. Monday, November 30th, 2015 – Joint Meeting with MG School Committee at 5:30 PM at MGRHS for Vote to Approve Schematic Design Submission to the MSBA

15. **Adjourn**

SBC Motion to adjourn by P Consolini, 2nd by R Cohen. VOTE: unanimous to approve.
Meeting adjourned at 7:52 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.