

MEETING MINUTES



MANAGEMENT
PARTNERS, LLC

Project: Manchester Memorial Elementary School
 Subject: School Building Committee Meeting
 Location: Manchester MS/HS – Library
 Distribution: Attendees, Project File

Project No: MP17-114
 Meeting Date: 02/25/2020
 Time: 7:00 PM
 Prepared By: R. Donner

Present	Name	Affiliation	Present	Name	Affiliation
	Caroline Weld *	SBC Co-Chair		Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Debi McDonald	JCJ
✓	Pam Beaudoin *	Superintendent	✓	Lauren Braren	JCJ
✓	Avi Urbas *	Dir. of Fin. & Ops	✓	Emily Czarnecki	JCJ
	Alva Ingaharro *	Essex		Dustin Lombardi	JCJ
✓	John Willis *	Principal MMES		Mike Burton	DWMP
	Jason Waldron	Dir. of Facilities		Chip Heitkamp	DWMP
✓	Andy Oldeman *	Man. Fin. Comm.	✓	Christina Shefferman	DWMP
✓	Lisa O'Donnell *	Essex	✓	Rachel Donner	DWMP
✓	Remko Brueker *	Manchester		Jon Rich	WT Rich
✓	Adam Zaiger *	Manchester	✓	Alex Corbett	WT Rich
✓	Tyler Virden *	Essex		Brian Paradee	WT Rich
✓	George Scharfe *	Manchester			
✓	Gordon Brewster *	Manchester			
	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
✓	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			

* SBC Voting
Member

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Item No.	Description	Action
53.1	Call to Order: 7:03 pm meeting was called to order by SBC Co-Chair A. Cameron with 14 of 17 voting members in attendance.	Record
53.2	Previous Topics & Approval of January 21, 2020 Meeting Minutes: A motion to approve the 1/21/2020 meeting minutes as submitted made by J. Foster and seconded by A. Oldeman. Discussion: None. Abstentions: M. Tomaiolo, G. Brewster, R. Brueker, A. Zaiger, A. Cameron. All in favor: Motion passes, minutes approved.	Record
53.3	<p>Construction Update: A. Corbett provides the SBC with a construction update. The presentation begins with images from the construction site followed by a drone video.</p> <ul style="list-style-type: none"> ➤ There is a temporary doorway that will be used to connect the new and old school for the students. ➤ Mock-Up: L. Braren and E. Czarnecki chose grout colors today. A medium gray color was selected. A window will be installed in the mock-up next week. ➤ 2nd Floor <ul style="list-style-type: none"> ○ Corridor – mechanical and electrical equipment are being installed ○ Framing the classrooms ○ Insulation is being put into the walls ○ Will begin painting the boards on Wednesday ➤ Brick will begin next week ➤ Windows will begin in April ➤ Abatement will occur over April vacation ➤ Permanent Power will begin soon ➤ Two classroom wings will come down the day school ends. ➤ Timeline: 24 Weeks until the academic building will be complete. ➤ C. Shefferman confirms the project is on time and on budget. <p>Discussion: J. Foster asks if the Pre-K wing will be coming down? C. Shefferman responds yes and the Pre-K will be moved into the new academic building. R. Brueker asks how the sub surface reinforcement is going? A. Corbett shares that the settlement is being monitored and nothing has happened. The west stair will have 14 helical piles and are targeted to be installed in March or April.</p>	Record
53.4.1	Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by L. O' Donnell for the approval of DWMP Invoice No. 33 in the amount of \$65,011.60. Discussion: None. All in favor, motion passes.	
53.4.2	Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by L. O' Donnell for the approval of JCJ Invoice No. 30 in the amount of \$57,115.11 Discussion: None. All in favor, motion passes.	
53.4.3	Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by L. O' Donnell for the approval of WT Rich Requisition No. 8 in the amount of \$790,137.58. Discussion: None. All in favor, motion passes	
53.4.4	Invoices and Commitments for Approval: A motion was made by G. Scharfe and seconded by L. O' Donnell for the approval of JCJ Amendment No. 7 in the amount of \$10,225.00. Discussion: C. Shefferman explains this JCJ amendment is for the new MMES sign. The school sign is separate from the project. This fee includes JCJ's time to design the	

	<p>sign and the consultants that are needed to provide structural and conduit. C. Shefferman explains \$40K was included in the final GMP for the sign but the design is an additional cost. J. Foster asks where the sign will be located? D. McDonald shares that the sign needs to be placed where it will not affect the wetlands. D. McDonald also says the sign will be much like the sign at the Middle/High School. All in favor, motion passes.</p>	
<p>53.5</p>	<p>Budget Update: C. Shefferman asks the SBC to turn to page 32 & 33 in the packet. C. Shefferman provides the SBC with a budget update on the 3 contingency buckets and what has been spent to date.</p> <ul style="list-style-type: none"> ➤ JCJ's Amendment 7 will come out of soft cost contingency. ➤ Change Order #1 has been approved and will come out of the construction contingency. <p>S. Creighton asks if the helical piles under the ramp were approved? C. Shefferman explains it has not been approved yet. D. McDonald shares we approved the idea of moving forward with the helical piles but have not approved the actual cost. C. Shefferman further explains we set aside \$58K in the GMP so the great news is we do not have to use contingency to cover this change order and can allocate from the allowance set up in the GMP. This is the best and most cost-effective solution. A. Urbas comments he is thankful for great coordination from the project team.</p> <ul style="list-style-type: none"> ➤ <u>Playground</u> - C. Shefferman shares there is good news about the playgrounds. We were able to keep all 3 playgrounds by working with the subcommittee and the vendor, Kompan. Kompan has provided a rendering that captures the basis of design the subcommittee was looking for. Now, all 3 playgrounds fit within our budget. ➤ <u>FF&E</u> - C. Shefferman reminds the SBC the last time FF&E was discussed we were \$250K over budget. After many meetings reviewing the furniture quantities, manufacturers, etc., we were able to lower that by \$100K bringing the new over budget total to \$148K. C. Shefferman explains E. Czarnecki will provide an update on specific furniture and how we're planning to address the overage. ➤ <u>Technology</u>: C. Shefferman shares there is only a \$4K overage for technology. S. Qwitek will have a full presentation at the next SBC meeting for approval. ➤ <u>Swingspace/Modulars</u>: C. Shefferman reminds the SBC that during feasibility we identified we may need modular. We put aside \$200K to protect us. We are confident now that we can use the \$200K to cover the overages should we need to. 	
<p>53.6</p>	<p>FF&E Update: E. Czarnecki shares with the SBC that the team has been working hard on the FF&E package. This update will provide information on schedule, and the collaboration purchasing process and where we stand.</p> <ul style="list-style-type: none"> ➤ <u>Timeline</u>: <ul style="list-style-type: none"> ○ December 2018 - We discussed the layout of the spaces with staff. ○ September 2019 - We attended furniture trade shows. The MHEC show in Worcester is where we met with vendors to look at furniture and see what could possibly help the school's culture and innovation. ○ December 2019 – Samples were delivered to the school for 2-3 weeks where the students and teachers could try them out. We then met to review the samples and narrowed down our selections. 	

	<ul style="list-style-type: none"> ○ January 2020 – We had staff meetings with different grade levels showing the different options. We then finalized our cost estimates and selected fabrics and finishes nailing down the final questions. ○ March 2020 – We have now decided to go out to bid rather than using state contract. This is the best opportunity to get the best cost. We also need to move fast because the Phase 1 installation will be in July/August of this year. We plan to order both Phase 1 & Phase 2 furniture except for equipment as it is not needed until next year. The vendors will hold pricing and deliver the remaining furniture in Phase 2. Our bid will be released on March 4th and the final numbers will be ready for SBC approval on March 24th. <p>➤ <u>MSBA Collaboration</u> – The MSBA collaboration chose KI as the manufacturer to use which we were looking at. Unfortunately, with installation it would not have been better pricing. After the price comparisons it makes more sense to go out to bid.</p> <p>J. Foster asks can you explain the installation cost? E. Czarnecki responds installation cost includes freight and delivery. Vendors usually use 8%-10% of the cost for installation.</p> <p>➤ E. Czarnecki explains the final estimate leaves us at \$148K over which is considerably less than where we were originally. We wanted to make sure we could provide furniture for the entire school.</p> <p>E. Czarnecki shares that the project team is looking for approval to put the package out to bid. J. Foster asks if this includes furniture for the entire building such as the library, music, café, etc. S. Creighton asks when putting out the bid will there be alternates. E. Czarnecki explains the furniture includes those categories and alternates are allowed. Some manufacturers or vendors will provide substitutions. We are bidding categories as all or nothing. C. Shefferman confirms we are not looking to cut furniture just looking for alternates if there is possibly a lower cost item than what was specified.</p> <p>➤ A motion was made by A. Zaiger and seconded by A. Oldeman for the approval of the current FF&E total package. Discussion: None. All in favor, motion passes.</p> <p>R. Breuker asks if they need to pay an overage, are we constrained to which contingency it would have to come out of? C. Shefferman notes that if we are not using the modular money, we could use a budget transfer to move it to owner's contingency and it would come out of there.</p>	
53.7	<p>Tech Update:</p> <p>C. Shefferman shares that S. Qwitek needs more time and technology will be discussed in March. J. Foster asks if the information will be given beforehand? C. Shefferman responds yes. A. Urbas shares an update that the technology methodology is not being changed and Manchester is remaining with the current system. The goal is to fit within the MSBA budget. Money was saved by working on the technology internally. P. Beaudoin explains that Kindergarten-3rd Grade will have iPads, 4th-5th will have Chromebooks, and carts of iPads and Chromebooks will be available to be used by all grades. MMES is moving away from the projectors and a TV Screen will be used in place. The screens are 80" and some are mobile while others are mounted.</p>	
53.8	<p>Playground Update/Approval</p> <p>C. Shefferman shares the playground update with the SBC. C. Shefferman explains there are 3 playgrounds.</p>	

	<ul style="list-style-type: none"> • Main Playground (Grades 3-5) – This is the largest playground. J. Willis comments this playground can hold up to 60 kids at a time and there will also be an adjoining area with basketball courts giving the kids plenty of space. • (Pre-K) – There is a track that runs around the outside of the playground where the kids can use cars. This playground is supposed to have a downtown village theme with a house, train, gas pump, etc. • (K-2) – This playground has a ship as the main feature point and swing sets. <p>A.Cameron asks if the playgrounds are ADA accessible? L. Braren shares that a certain amount of the playground will need to be accessible by wheelchair. There are different types of accessibility throughout the playgrounds. The whole surface is rubber so wheelchairs can access all aspects of the playground. R. Brueker asks what is the lifespan of the rubber surfaces? J. Waldron confirms the lifespan of the rubber surface is 8-10 years. C. Shefferman notes that Kompan was the most cost effective and now we are \$10K under budget. Our goal was to keep all 3 playgrounds.</p> <p>A motion was made by G. Scharfe and seconded by J. Foster for the approval of the final buyout with Kompan contract and not-to-exceed \$483K. Discussion: None. All in favor, motion passes.</p>	
53.9	<p>Change Order Review/Approval:</p> <ul style="list-style-type: none"> ➤ Helical Piles - C. Shefferman explains last time we came to the SBC with issues for the ramp and west stair. B. Paradee and A. Corbet have been working hard to get to a design that works, is safe, and cost effective. Geopier provided LGCI with an analysis on safety factors for the west stair. It was determined that slope stability is not required. D. McDonald mentions there was a lot of back and forth with LGCI and Geopier but now everyone is aligned. C. Shefferman says helical piles were the most cost-effective alternative. This also does not affect our schedule, so we were able to pour slab on grade on time. A. Corbett says there is now more concrete work involved but 14 helical piles will be installed. A. Oldeman asks what is the warranty the sub will be providing? A. Corbett responds he is unsure, but they will warranty their work. A. Zaiger explains geopier will provide a warranty. A. Corbett shares he will provide more information. ➤ A motion was made by L. O'Donnell and seconded by A. Oldeman for the approval of PCO #1. Discussion: None. All in favor, motion passes. ➤ Owner's Construction Contingency – C. Shefferman reminds the SBC that they authorized Pam to approve change orders that are less than \$50K. The cover letters outline the potential change orders to date and the back up information can be found on the FTP site. 	
53.10	<p>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting: None.</p>	
53.11	<p>Public Comments: None.</p>	Record
53.12	<p>Next SBC Meeting:</p> <ul style="list-style-type: none"> • 3/24/20 @ 7:00pm 	Record
53.13	<p>Adjourn: 8:21 A motion was made by A. Oldeman and seconded by R. Breuker to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.</p>	Record

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Meeting: School Building Committee

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Rachel Donner

Assistant Project Manager

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.