

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: 01/21/2019
 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		Joe Fazio	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

PROJECT MANAGERS
ARCHITECTS

Newburyport, MA 01950
 260 Merrimac Street Bldg 7
 978.499.2999 ph
 978.499.2944 fax

www.doreandwhittier.com

Item No.	Description	Action
52.1	Call to Order: 7:00 pm meeting was called to order by Superintendent P. Beaudoin with 10 of 17 voting members in attendance.	Record
52.2	Previous Topics & Approval of December 19, 2019 Meeting Minutes: A motion to approve the 12/19/2019 meeting minutes as submitted made by A. Ingaharro and seconded by A. Urbas. Discussion: None. Abstentions: None. All in favor: Motion passes, minutes approved.	Record
52.3	<p>Construction Update: B. Paradee provides the SBC with a construction update. B. Paradee shows pictures of the progress over the last couple of weeks.</p> <ul style="list-style-type: none"> ➤ The slab pour occurred on 1/9. 330yds were poured from 7:30am – 1:30am. The duct work has begun in the classrooms and on the second floor. The hallways have been framed. Now we are ready to run the mains. The roof is on and we are in the process of beginning the stairs. The building is tight with tarps for now. The electrical outlet placements have been confirmed in the classrooms. B. Paradee also explains that all the work needed for NGrid to begin scheduling has been done. The pole is in and WTR will call for an inspection of the wires so they can energize the site. WTR is a bit ahead and we are waiting on NGrid. We continue to push them daily. Theyre doing a precheck for scheduling to get power for the elevator sub arrives in early April. Our drop dead date for power is early March. We are now looking at contingency plans with generators but we hope we do not have to go that route. In terms of schedule unfortunately everything is in NGrid's hands. <p>A.Urbas shares he was surprised to see what it looks like in person. P. Beaudoin comments it looks amazing. A. Ingaharro asks if the windows have been installed yet. B. Paradee responds no, but towards the end of the week they will begin sheathing. G. Scharfe asks if the slope stabilization has started? B. Paradee responds no, we are still finalizing the design and receiving input from subcontractors. Once the detail is complete, we will send for pricing to obtain the final proposal. C. Shefferman explains the project team hopes to have the pricing for the next meeting for full approval. J. Rich comments once we decided on helical piles it bought the project team some time. D. McDonald mentions the advantage of preloading the building is letting it sit for a bit in the soils.</p> <p>C. Shefferman shares the SBC site visit will be scheduled for February 24th @ 3:00pm.</p> <p>B. Paradee will send the latest drone video to the SBC.</p> 	Record
52.4.1	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. 32 in the amount of \$54,038.00. Discussion: None. All in favor, motion passes.	
52.4.2	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. 24 in the amount of \$642.95. Discussion: None. All in favor, motion passes.	
52.4.3	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. 29 in the amount of \$46,379.00. Discussion: None. All in favor, motion passes.	

52.4.4	<p>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. 7 in the amount of \$1,066,744.00. Discussion: None. All in favor, motion passes</p>	
52.5	<p>Change Order Update: C. Shefferman shares that the project team is waiting on a couple more clarifications to ultimately have the design cost ready to be presented to the SBC. We have been working on this situation. We were able to maintain schedule because of the slab on grade pour. A. Oldeman asks if there was an approximation for the 2 options? B. Paradee explains the \$130K option included the slope stabilization. The engineers and Geopier have satisfied LGCI's questions. We will provide all of the information in our proposal.</p>	
52.6	<p>Budget Update: C. Shefferman asks the SBC to turn to the last page of the packet for the budget update. C. Shefferman explains this is an ongoing overlook at the current deficiencies in the budget.</p> <ul style="list-style-type: none"> ➤ FF&E: This budget is currently coming in over, but we are still working on it. The team is still reviewing the MSBA/MHEC collaboration process. There are still other options such as a competitive bid process for the whole package. We are waiting on the MSBA to see if it is viable for us to work with them. We are hoping to have an update at the next meeting. ➤ Playground: We received preliminary pricing from Kompan. A meeting with the subcommittee will be scheduled. There are renderings of the design to eliminate things to get closer to the budget. A. Urbas mentions he wants to see 2 playgrounds broken out. We are hoping to have an update at the next meeting. ➤ Technology: We are hoping to have an update at the next meeting. ➤ Canopy: J. Rich says this date needs to be moved to January 2021. A decision needs to be made sooner to lock in good pricing. We also will want to wait until the last possible minute to see how much money is left to be spent. There is also a risk if we don't lock someone in they will not hold the price for a year. There's a risk of a price increase if we wait until next spring. ➤ Moving: C. Hay asks why the moving costs are so high? C. Shefferman explains there is a PH1 to PH2 move then a PH2 – PH3 move. It is hard to identify how many totes or carts will be needed. This is being used as a hold for now. This is a hety number as it is unknown. C. Hay suggests limiting the teachers on how much they can move. <p>We plan to further review the budgets and come up with total numbers for each group. There are still moving parts and additional meetings that will clarify the bottom number. We have a lot of work to do from now until 2/25. P. Beaudoin shares everything is inching closer to the budget. J. Foster asks if it will be time to make decisions and take action at the next SBC meeting? C. Shefferman responds yes, we want to lock in subcontractors and vote a number as we will need to go through the bid process. J. Foster asks who is taking care of the technology? A. Urbas responds that S. Kwiatek has asked GGD for a checklist of what would be needed. S. Kwiatek will be putting an estimate together. We need to make sure the technology goals align district wide. There has only been one meeting and haven't brought in DWMP yet. We hope to provide more detail in February. J. Foster asks if the SBC will have time if they are not ready to approve in February? C. Shefferman explains yes, we have more flexibility with furniture and we can push it off until March. P. Beaudoin explains the technology purchase is in the packages. The student device package replication is what we currently have. The biggest line item will be upgraded boards. We are now trying to figure out</p>	

	quantities. A. Ingaharro asks if the current boards can be sold or donated? P. Beaudoin shares that they plan to keep some boards in stock to use in other places in the HS/MS where the boards are phasing out. The newer chrome books don't have the appropriate drivers to communicate with the new boards.	
52.7	<p>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</p> <ul style="list-style-type: none"> ➤ Have the trades been doing field observations? B. Paradee reply's yes. SMMA was onsite today for the commissioning meeting. EDG will be onsite after welding. Geotech was onsite last week. ➤ A. Ingaharro asks for an update on the town's committees. B. Paradee shares ConCom came out a month ago. Now, the ground is frozen so they haven't been visiting the site. We are providing ConCom biweekly updates from the civil engineer. We want to be very transparent with them. The project team plans to contact the Fire Department once the stairs are complete and we can present the procedures in place. The FD is in the loop but it's best to set up a meeting to make sure they're aware. D. McDonald reminds the SBC that the FD has a bunch of requests and we have fulfilled all of them. P. Beaudoin shares we haven't heard any complaints from the boards or residents. 	
52.8	<p>Eagle's Nest: A. Cameron added this to the agenda. P. Beaudoin explains the Eagles Nest has been recommended for closedown. We are now trying to determine how to replace it. We are planning to use a subcommittee to help plan for the replacement as soon as next fall for Essex Elementary. J. Foster has been taking this and running with it. There is a desire to make this more of a community action project. Essex PTO is hosting a session for anybody who wants to weigh in. We want to then go to the school committee and present to them what was heard at the session. We are hoping to decide by the 28th. P. Beaudoin shares she wants to keep the playgrounds like the Manchester Memorial playground, but she is open to other options. A. Urbas notes the project team will not be part of this as it is a separate project. L. O'Donnell shares she does not think community engagement will work. P. Beaudoin says this is a lot more technical than she thought. The hope is to get moving in February and have the playground ready in the fall. P. Beaudoin also offers to advertise the meeting on social media.</p>	
52.9	Public Comments: None.	Record
52.10	<p>Next SBC Meeting:</p> <ul style="list-style-type: none"> • 2/25/20 @ 7:00pm 	Record
52.11	<p>Adjourn: 7:47 A motion was made by G. Scharfe and seconded by L. O'Donnell to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.</p>	Record

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.

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.