

## MEETING MINUTES



MANAGEMENT  
PARTNERS, LLC

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

Project No: MP17-114  
 Meeting Date: 1/8/2019  
 Time: 7:00 PM  
 Prepared By: C.Shefferman

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		Mike Burton	DWMP
✓	John Willis *	Principal MMES	✓	Steven Brown	DWMP
✓	Jay Pagliarulo	Dir. of Facilities	✓	Christina Shefferman	DWMP
✓	Andy Oldeman *	Man. Fin. Comm.		Jon Rich	WT Rich
✓	Lisa O'Donnell *	Essex B.O.S.	✓	Alex Corbett	WT Rich
✓	Remko Brueker *	Manchester			
	Adam Zaiger *	Manchester			
	Tyler Virden *	Essex			
	George Scharfe *	Manchester			
✓	Gordon Brewster *	Manchester			
	Charlie Hay *	Essex			
	Sarah Creighton *	Manchester			
	Maggie Tomaiolo *	Essex			
	Jake Foster *	Essex			

\* SBC Voting  
Member

**Action Items:**

33.6	A.Urbas	Review F&S Funds with Owner Legal Counsel
35.3	MERSD	Security System/Standards at MS/HS
36.6.2	JCJ	Confirm wood paneling either wood or MDF

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
36.1	<u>Call to Order:</u> 7:07 pm meeting was called to order by the SBC Co-Chair A. Cameron with 9 of 17 voting members in attendance. S. Brown of DWMP notes the meeting will follow the agenda that was provided to the SBC prior to the meeting via Dropbox.	Record
36.2	<u>Previous Topics &amp; Approval of December 11, 2018 Meeting Minutes:</u> A motion to approve the 12/11/2018 meeting minutes as submitted made by A. Ingaharro and seconded by L. O'Donnell. Discussion: None. Abstentions: G. Brewster. Vote: All in favor: Motion passes, minutes approved.	Record
36.3	<u>MEP Systems-MEP Subcommittee Report:</u> J. Pagliarulo provides the SBC with an update from the MEP meeting that occurred. An outline of the update is below: <ul style="list-style-type: none"> <li>➤ Manufacturers and system narratives from SD have been paired down</li> <li>➤ DD milestone includes specification details</li> <li>➤ A. Cameron expresses concern of no AC in kitchen or on the stage. MEP group responds that in the kitchen since there is negative air, it would be counterintuitive to add AC. The cafeteria however will have AC, and the air from that space will help cool the adjacent kitchen. This is the same affect that will occur between the gymnasium and the stage.</li> <li>➤ J. Pagliarulo and S. Hunt have comments and preferences to review with A. Oldeman on systems. Once received with A. Oldeman, A. Oldeman to provide feedback to GGD.</li> <li>➤ JCJ reviewing air handling units on the roof and seeing whether can relocate on top of the media center. This includes whether units need to be added to the cafeteria. Once response received from GGD, JCJ to review with subcommittee.</li> </ul>	Record
36.4	<u>Exterior &amp; Interior Update-Design Subcommittee Report:</u> R. Breuker provided the SBC with an update from the last design subcommittee meetings. The subcommittee have further developed the exterior, including materials, cladding, front entry, awnings, and coverings etc. Focus during the last meeting was the rear of the building specifically the cafeteria and kitchen.	Record
36.5	<u>Teacher Meetings-Education Subcommittee Report:</u> No additional meetings have occurred since the last teacher meetings. Currently waiting for formalized notes from project team outlining discussion and decisions made.	Record
36.6.1	<u>Site Review-Site Subcommittee Report:</u> D. McDonald provides SBC with DD permit sheet. The sheet includes a list of all permits needed, dates for meetings, and who needs to attend. D. McDonald states that her an R. Breuker met with P. Orlando the Building Inspector last week, reviewed plans, and permits needed. P. Orlando stated he saw no issues and would like further understanding of phasing and safety. Concerns include keeping students out of construction zone, construction zone out of setbacks, occupying classroom wings while construction in progress, etc. Project team (JCJ, DWMP, and WT Rich) will continue to meeting with all parties (FD, PD, ConCom, Conservation Commission, BI, etc) through DD, CD and construction to ensure constant communication.	Record
36.6.2	<u>Site Review-Site Subcommittee Report:</u> Next meeting scheduled with ConCom 1/29/19. This will be an informational meeting discussing current schedule, phasing and logistics plans regarding construction and buffer areas. WT Rich understands the special attention to the mitigation of run off and how this might affect the buffer zone. Sue Brown from ConCom	Record

	has stated importance of storm water runoff management plan with them and the planning board. D. McDonald states advantages include that the project has less coverage compared to existing site, further distance from abutters, less stacking, pull back from setbacks, improving storm water run-off, etc. JCJ working with Samiotes for comparison of coverage and how can improve.	
36.6.3	<u>Site Review-Site Subcommittee Report:</u> Further review of the building height to be evaluated and discussed with the zoning board. The Dover Amendment states that the building height will not require a variance from the zoning board. Will still want to review the height with the zoning board and ensure they understand the design the design intent through renderings and drawings.	Record
36.7.1	<p><u>Design Update-Project Update:</u> L. Braren presents SBC with exterior design slides. The design presentation is attached for reference. The update design slides were discussed and reviewed with the design sub-committee.</p> <ul style="list-style-type: none"> <li>➤ Overall Building Massing: slide shows Study B and Study C. Changes include further development of the outdoor learning space, front entry, materials, and roof details.</li> <li>➤ Building Massing Approach: slide shows Study B and Study C. Changes include further development of the renderings, and materials shown.</li> <li>➤ Building Massing Main Entry: slide shows Study B and Study C. Changes include colors, materials, windows, transitions, and more detail to the outdoor learning space porch.</li> <li>➤ Building Massing Main Entry: slide shows Study C. further development of materials, front canopy, and transitions.</li> <li>➤ Building Massing-Gym Entry: slide shows Study B and Study C. changes include further development of roof detail, colors, sun shades, overhangs, roof units, and materials.</li> <li>➤ Building Massing-View from Summer Street: slide shows Study A and Study C. Changes include roof lines, transitions, colors, materials, and more detail including landscape materials and plantings.</li> <li>➤ Building Massing-South Elevation: slide shows Study A and Study C. Changes include roof lines, transitions, colors, materials, windows, screens, and entry overhang.</li> <li>➤ Building Massing-Southwest Entry: slide shows sun shades, colored glass in between windows, different materials, and further development of the renderings.</li> </ul>	Record
36.7.2	<p><u>Design Update-Project Update:</u> L. Braren presents SBC with interior design slides. The design presentation is attached for reference. The update design slides were discussed and reviewed with the design sub-committee.</p> <ul style="list-style-type: none"> <li>➤ HUB: slide shows changes to interior finishes including specified materials, glass and glazing and further development of the stair case and entryway. Flooring will be ceramic tile.</li> <li>➤ Classroom Community-Main Level: slide shows further development of wall panels, tile patterns, wall finishes and glass and glazing. Flooring in hallways will be vinyl tile. Classrooms will be carpet tiles.</li> <li>➤ Classroom Community-Upper Level: slide shows further development of wall panels, tile patterns, wall finishes and glass and glazing.</li> </ul>	JCJ

	<ul style="list-style-type: none"> <li>➤ Typical Classroom: Slide shows furniture from chairs, tables, casework and cubbies. Marker board placement, TV's and lighting are shown.</li> <li>➤ Cafeteria: Slide shows ceiling panel details, furniture layout, and further development of specified finishes. Currently showing 4 exit doors from cafeteria. SBC would like to evaluate if all 4 are necessary.</li> <li>➤ Media Center: Slide shows ceiling tile clouds, furniture layout, wall panels and glass and glazing.</li> <li>➤ JCJ to determine whether the wood paneling in hallways and main entry's is woo or laminated MDF.</li> </ul>	
36.8	<u>Confirm Design Approach for DD Submission:</u> D. McDonald states the DD pricing set will be submitted 1/18/19.	Record
36.9	<u>Invoices and Commitments for Approval:</u> A motion was made by R. Breuker and seconded by A. Oldeman for the approval of DWMP invoice no. 20 in the amount of \$20,472.00. Discussion: None. All in favor: motion passes.	Record
36.10	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> None.	Record
36.11	<u>Public Comments:</u> None.	Record
36.12	<u>Next Meetings:</u> Our next SBC meeting will be held on 1/22/19 at 7pm at the MS/HS Library.	Record
36.13	<u>Adjourn:</u> A motion was made by A. Oldeman and seconded by L. O'Donnell to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:50 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 35 12/11/18 Meeting Minutes, JCJ Design Presentation, DWMP Meeting Presentation, JCJ Permit review and schedule, DWMP Invoice No. 20*

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.**



Christina Shefferman  
 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.**

## AGENDA

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: 1/8/2019  
Time: 7:00 PM  
Prepared By: C.Shefferman



1. Call to Order & Intro
2. Previous Topics & Approval of December 11, 2018 Meeting Minutes
3. MEP Systems-MEP Subcommittee Report
  - A. Oldeman, S. Creighton, J. Pagliarulo, S. Hunt, G. Scharfe, A. Urbas
4. Exterior & Interior Update-Design Subcommittee Report
  - G. Brewster, A. Oldeman, R. Breuker, J. Willis, C. Hay, P. Beaudoin
5. Teacher Meetings-Education Subcommittee Report
  - J. Foster, P. Beaudoin, J. Willis, M. Tomaiolo, J. Riordan, A. Collins
6. Site Review-Site Subcommittee Report
  - L. O'Donnell, S. Creighton, A. Zaiger, A. Urbas
7. Design Update
  - Review Kitchen/Servery (approval anticipated)
8. Confirm Design Approach for DD Submission
9. Invoices and Commitments for Approval
  - DWMP December Invoice No. 20 in the amount of \$20,472.00.  
Invoice attached. (vote expected).
10. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
11. Public Comments
12. Next Meetings
13. Adjourn

PROJECT MANAGERS  
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 Prepared By: C.Shefferman

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	✓	Mike Burton	DWMP
✓	John Willis *	Principal MMES	✓	Steven Brown	DWMP
✓	Jay Pagliarulo	Dir. of Facilities	✓	Christina Shefferman	DWMP
✓	Andy Oldeman *	Man. Fin. Comm.	✓	Jon Rich	WT Rich
✓	Lisa O'Donnell *	Essex B.O.S.	✓	Alex Corbett	WT Rich
✓	Remko Brueker *	Manchester			
✓	Adam Zaiger *	Manchester			
	Tyler Virden *	Essex			
✓	George Scharfe *	Manchester			
	Gordon Brewster *	Manchester			
✓	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
✓	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			

\* SBC Voting  
Member

**Action Items:**

33.6	A.Urbas	Review F&S Funds with Owner Legal Counsel
35.3	MERSD	Security System/Standards at MS/HS
35.5.1	D. McDonald	Review of initial geotechnical report/ identify further testing

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Item No.	Description	Action
35.1	<u>Call to Order:</u> 7:03 pm meeting was called to order by the SBC Co-Chair A. Cameron with 15 of 17 voting members in attendance. S. Brown of DWMP notes the meeting will follow the agenda that was provided to the SBC prior to the meeting via Dropbox.	Record
35.2.1	<u>Previous Topics &amp; Approval of November 13, 2018 Meeting Minutes:</u> A motion to approve the 11/27/2018 meeting minutes as submitted made by C. Weld and seconded by J. Foster. Discussion: None. Abstentions: A. Zaiger, J. Willis, G. Scharfe, C. Hay. Vote: All in favor: Motion passes, minutes approved.	Record
35.2.2	<u>Previous Topics:</u> S. Brown states we are waiting for updates on the following previous topics: <ul style="list-style-type: none"> <li>➤ F&amp;S Budget: A. Urbas to review balance of F&amp;S budget and determine whether can be distributed to the project fund. A. Urbas waiting for update from Budget Collaboration Group for approval.</li> </ul>	Record
35.3	<u>MEP Systems-MEP Subcommittee Report:</u> A. Urbas provides the SBC with an update from the MEP meeting that occurred on 12/7/18. (Color coded floor plan layout attached indicating areas of full A/C, partial A/C, full and partial A/C, and heating only). An outline of the update is below: <ul style="list-style-type: none"> <li>➤ Review of what was approved during SD phase</li> <li>➤ Goals for DD phase <ul style="list-style-type: none"> <li>• Heating and cooling, lighting, plumbing, electrical system</li> </ul> </li> <li>➤ LEED consultant will participate in some MEP meetings (some overlap between the groups)</li> <li>➤ Blue=Full A/C, Green=Partial A/C, Yellow=Full &amp; Partial A/C (dependent on usage), and Red=heating only.</li> <li>➤ Cafeteria and Stage have full A/C along with moveable walls in between them and the gymnasium allowing them to be enclosed separately.</li> <li>➤ No summer classes will occur at MMES</li> <li>➤ Dehumidification system offers some cooling and is efficient by conditioning the ventilation air. Majority of the time it feels like A/C.</li> <li>➤ Continue to develop and study the electrical and plumbing systems.</li> <li>➤ The kitchen is heat only. This is typical because of the exhaust fans and systems within this space. A/C coming from the cafeteria will help cool the space.</li> <li>➤ The district is to review security standards at the MS/HS building and provide the information to the team for further system development.</li> </ul>	MERSD
35.4.1	<u>Exterior Update-Design Subcommittee Report:</u> R. Breuker provided the SBC with an update from the last 2 design subcommittee meetings. The subcommittee have further developed the exterior, including proportions, glazing, envelope, materials, etc. Focus during the last meeting was the rear of the building specifically the cafeteria and kitchen.	Record
35.4.2	<u>Design Update-Project Update:</u> L. Braren presents SBC with design slides. The design presentation is attached for reference. The update design slides were discussed and reviewed with the design sub-committee. <ul style="list-style-type: none"> <li>➤ Building massing: slide shows difference between SD and Study A. Changes include different materials, colors, transitions, and structure heights.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Overall Building Massing: slide shows Study B and Study C. Changes include further development of the gymnasium roof, outdoor learning space, and renderings.</li> <li>➤ Building Massing Approach: slide shows Study B and Study C. Changes include further development of the renderings, and materials shown.</li> <li>➤ Building Massing Main Entry: slide shows Study B and Study C. Changes include colors, materials, windows, transitions, and more detail to the outdoor learning space porch.</li> <li>➤ Building Massing-Gym Entry: slide shows Study B and Study C. changes include further development of roof detail, colors, sun shades, overhangs, roof units, and materials.</li> <li>➤ Building Massing-View from Summer Street: slide shows Study A and Study C. Changes include roof lines, transitions, colors, materials, and more detail.</li> <li>➤ Building Massing-South Elevation: slide shows Study A and Study C. Changes include roof lines, transitions, colors, materials, windows, screens, and entry overhang.</li> <li>➤ Building Massing-Southwest Entry: slide shows sun shades, colored glass in between windows, different materials, and further development of the renderings.</li> </ul>	
35.5.1	<u>Design Update-Updated Workplan:</u> D. McDonald indicates that changes made to the workplan include an outline of scheduled subcommittee meetings. A. Oldeman asks whether further geotechnical surveying and analysis will occur during DD? S. Brown responds that yes we will need to further review and test soil for unforeseen' s. D. McDonald to review tests and findings from initial geotechnical report.	D. McDonald
35.5.2	<u>Design Update-Updated Schedule:</u> D. McDonald reviews updated schedule. The schedule includes all subcommittee meetings and milestones. Focusing on MEP, Design, Site, Teacher/Staff meetings, and education. DD pricing set will be issued 1/16. Overall the SBC is concerned with timing and meetings that will need to occur with the ConCom agent and conservation commission. D. McDonald to talk with Chris Bertoni and finalize next steps. JCJ to provide project team with all permits needed for the MMES project including timeline.	Record
35.6	<u>Staging/Laydown Construction Area:</u> P. Beaudoin states that they are currently reviewing the options presented with the budget collaboration group. As of now the skate park and brook street tennis courts are options. Brook street turf field is not an option. P. Beaudoin to let project team know final decision after next budget collaboration meeting.	Record
35.7.1	<u>Invoices and Commitments for Approval:</u> A motion was made by P. Beaudoin and seconded by R. Breuker for the approval of DWMP invoice no. 19 in the amount of \$20,472.00. Discussion: None. All in favor: motion passes.	Record
35.7.2	<u>Invoices and Commitments for Approval:</u> A motion was made by A. Ingaharro and seconded by R. Breuker for the approval of JCJ invoice no. 16 in the amount of \$7,000.00. Discussion: None. All in favor: motion passes.	Record
35.8	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> None.	Record
35.9	<u>Public Comments:</u> None.	Record
35.10	<u>Next Meetings:</u> Our next SBC meeting will be held on 1/8/19 at 7pm at the MS/HS Library.	Record

35.11	<u>Adjourn</u> : A motion was made by J. Foster and seconded by S. Creighton to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 7:52 pm.	Record
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**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 34 11/27/18 Meeting Minutes, JCJ Design Presentation, DWMP Meeting Presentation, JCJ Work Plan, JCJ Schedule, DWMP Invoice No. 19, JCJ Invoice No. 16, Construction Laydown Plan*

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.**



Christina Shefferman  
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.**

**Dore and Whittier Management Partners, LLC**  
 260 Merrimac Street  
 Bldg. 7  
 Newburyport, MA 01950

*Invoice, proposal or information submitted  
 for School Building Committee approval:*

**Manchester Memorial  
 Elementary School Project**

- Meeting Date: 1/8/2019
- Approval Vote: YES \_\_\_ NO \_\_\_ AB \_\_\_

Prepared by Dore & Whittier Mgmt Partners, LLC

Avi Urbas  
 Director of Finance  
 36 Lincoln Street  
 Manchester-by-the-sea, MA 01944

Invoice number 00020  
 Date 12/27/2018

Project 17-0114 MANCHESTER ESSEX  
 MEMORIAL ELEMENTARY SCHOOL

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
<b>Designer Selection and Feasibility</b>	105,000.00	105,000.00	0.00	0.00	105,000.00
<b>Amendment #1</b>	7,040.00	7,040.00	0.00	0.00	7,040.00
<b>Schematic Design</b>	50,000.00	50,000.00	0.00	0.00	50,000.00
<b>Design Development</b>	102,361.00	20,472.00	20,472.00	61,417.00	40,944.00
<b>Construction Documents</b>	87,864.00	0.00	0.00	87,864.00	0.00
<b>Bidding</b>	58,576.00	0.00	0.00	58,576.00	0.00
<b>Construction Administration</b>	1,567,114.00	0.00	0.00	1,567,114.00	0.00
<b>Close Out</b>	102,361.00	0.00	0.00	102,361.00	0.00
<b>Total</b>	<b>2,080,316.00</b>	<b>182,512.00</b>	<b>20,472.00</b>	<b>1,877,332.00</b>	<b>202,984.00</b>

Invoice total **20,472.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00019	11/30/2018	20,472.00	20,472.00				
00020	12/27/2018	20,472.00	20,472.00				
	<b>Total</b>	<b>40,944.00</b>	<b>40,944.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>