

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: 8/7/2018
Time: 6:00 PM
Prepared By: C. Shefferman

Present	Name	Affiliation	Present	Name	Affiliation
✓	Caroline Weld *	SBC Co-Chair	✓	Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Daniel Ruiz	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.			
	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

PROJECT MANAGERS
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Item No.	Description	Action
31.1	<u>Call to Order</u> : 6:02 pm meeting was called to order by the SBC Co-Chair A. Cameron with 12 of 17 voting members in attendance. S. Brown of DWMP notes the meeting will follow the Power Point presentation that is being projected on the screen and to follow the agenda that was provided to the SBC prior to the meeting via Dropbox.	Record
31.2	<u>Previous Topics & Approval of July 9, 2018 Meeting Minutes</u> : A motion to approve the 7/9/2018 meeting minutes as submitted made by G. Scharfe and seconded by L. O'Donnell. Discussion: None. Vote: All in favor: Motion passes, minutes approved.	Record
31.3	<u>Invoices & Commitments for Review and Approval</u> : DWMP invoice no. 17 for SD phase activity in the amount of \$7,142.85 (invoice attached) vote expected. JCJ invoice no. 12 for SD phase activity in the amount of \$34,000.00 (invoice attached) vote expected. WT Rich Preconstruction services invoice no. 1 in the amount of \$20,000.00. A motion made by A. Zaiger to approve all three invoices as presented and 2 nd by J. Foster. Discussion: J. Rich states that the agenda lists the WT Rich invoice as \$20,000 but is actually \$15,000. Vote: All in favor: Motion passes, invoices approved.	Record
31.4	<u>Project Scope and Budget Update</u> : S. Brown provides the SBC with the PS&B update after submitting SD and reviewing with the MSBA. An outline of the discussion is below: <ul style="list-style-type: none"> ➤ PS&B went well. Anticipate receiving a favorable recommendation from project team to the board. ➤ Hope to receive formal comments by end of week. ➤ Some initial comments/requests included review of the education plan. Found a discrepancy with the plan narrative and the space summary. Team to review and provide response asap. ➤ MSBA Board meeting 8/29 to formally approve SD submission. ➤ District has 120 days after 8/29 board meeting and SD approval to secure funding. 	Record
31.5	<u>PAC Group Update</u> : C. Weld provides the SBC with an update on the PAC group. The PAC was formed with members from both the Town of Manchester, and the Town of Essex. The PAC will provide information to community members regarding the school project. Their intent is to promote the project and work towards providing a positive vote for the approval of the school building project. C. Weld states that the PAC is working to file their paperwork. Currently they have 35 people signed on to lend support and to help spread the word about the project.	Record
31.6.1	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting)</u> : P. Beaudoin inquires about next SBC meeting. Recommendation from SBC and team is to consider 9/4/18. P. Beaudoin to confirm with schedule and to let DWMP inform team if a viable option. Project team plans to meet once a month to approve invoices, provide SBC with regular update.	Record
31.6.2	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting)</u> : J. Foster inquires about final submittal for SD? J. Rich states the final number submitted \$52.3 million. S. Creighton inquires whether the trend of the MSBA is to reduce amount of funding to schools across MA? S. Brown responds that to predict trends with the MSBA can be hard to determine. The MSBA intends to spread as much money as possible to as many schools in need and to be fair about the process.	
31.7	<u>Public Comments</u> : None.	Record

31.8	<u>Adjourn</u> : A motion was made by C. Weld and seconded by J. Foster to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 6:24 pm.	Record
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Attached:

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 30 7/9/18 Meeting Minutes, Manchester Memorial Elementary School Presentation 8/7/18, DWMP Invoice no. 17, JCJ Invoice no. 12, WT Rich Invoice No. 1

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.