

## 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: 5/8/2018  
 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	✓	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.	✓	David Pereira	GGD
✓	Lisa O'Donnell *	Essex B.O.S.	✓	Dominic Puniello	GGD
✓	Remko Brueker *	Manchester	✓	Jon Rich	WT Rich
✓	Adam Zaiger *	Manchester	✓	Mike Michaud	WT Rich
✓	Tyler Virden *	Essex			
✓	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
24.1	<u>Call to Order:</u> 7:13 pm meeting was called to order by the SBC Co-Chair A. Cameron with 16 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
24.2	<u>Previous Topics &amp; Approval of April 26, 2018, and May 1, 2018 Meeting Minutes:</u> A motion to approve the 4/26/2018 and the 5/1/2018 meeting minutes as submitted made by A. Ingaharro and seconded by J. Foster. Discussion: None. Abstentions: S. Creighton. Vote: All in favor: Motion passes, minutes approved.	Record
24.3.1	<u>Invoices and Commitments for Approval:</u> DWMP Invoice No. 14 for SD phase activity in the amount of \$7,142.85 (invoice attached) vote expected. Motion made by G. Scharfe to approve invoice no. 14 in the amount of \$7,142.85 2 <sup>nd</sup> by S. Creighton. Discussion: None. Vote: Unanimous to approve.	Record
24.3.2	<u>Invoices and Commitments for Approval:</u> JCJ Invoice No. 9 for SD phase activity in the amount of \$49,473.00 (invoice attached) vote expected. Motion made by G. Scharfe to approve invoice no. 9 in the amount of \$49,473.00 2 <sup>nd</sup> by S. Creighton. Discussion: None. Vote: Unanimous to approve.	Record
24.3.3	<u>Invoices and Commitments for Approval:</u> W.T. Rich SD Preconstruction P.O. in the amount of \$20,000.00 (p.o. attached) vote expected. Motion made by G. Scharfe to approve P.O. in the amount of \$20,000.00 2 <sup>nd</sup> by S. Creighton. Discussion: None. Vote: Unanimous to approve.	Record
24.4	<u>Schedule/Budget Update:</u> S. Brown reviews the schedule update slide as well as the project budget slide. A recap of the discussion is outlined below: Schedule: <ul style="list-style-type: none"> <li>➤ 5/22-SBC Meeting-Design Update</li> <li>➤ 5/30-Community Meeting No. 4</li> <li>➤ 6/12-SBC Meeting-Review Cost Estimate</li> <li>➤ 6/26-SBC Meeting-Review Cost Estimates-SD Approval</li> </ul> Budget: <ul style="list-style-type: none"> <li>➤ Currently there is \$34,546.97 left in the project budget for the feasibility and schematic design phase of the project.</li> </ul>	Record
24.5	<u>CM at Risk Procurement Update:</u> S. Brown provides SBC with an update regarding the CM at Risk procurement. WT Rich joined the SBC meeting. WT Rich preconstruction services p.o. was approved this evening and will move forward with attending meetings, and providing services during the Schematic Design phase.	Record
24.6.1	<u>Project Update:</u> GGD presented the SBC with MEP options. An outline of the discussion is below: <ul style="list-style-type: none"> <li>➤ Mechanical Systems <ul style="list-style-type: none"> <li>• 7 Options</li> <li>• Life Cycle Cost Analysis</li> <li>• Building Energy Management System Overview</li> <li>• Electrical Systems</li> <li>• Utility Incentives</li> </ul> </li> </ul>	Record

- HVAC-Mixing vs. Displacement Systems
  - Displacement system:
    - Ventilation air is provided from high efficiency heating/cooling RTU w/ ERV
    - Air is delivered at low velocity and at low levels within the space
    - The system uses naturally occurring buoyant forces within the space to create a vertical rise of the air throughout the space
    - 2-4" F differential supply air to space
    - Supply air rises when heat source is contacted
    - Displaces room air upward
    - Air rises with pollutants to ceiling
    - Air returns at ceiling back to air handling unit
    - Pros: excellent pollution removal, very low noise levels, very low air velocity, low moisture levels, reduced cooling loads, reduced initial cost, variable volume reheat is not required, high ventilation effectiveness
    - Cons: requires perimeter radiation heating, requires perimeter radiation cooling to maintain full AC setpoints during peak cooling conditions
  - Induction (Active chilled beams) Units
    - Ventilation air is provided from high efficiency hot water coil heating/chilled water coil cooling RTU w/ ERV
    - Primary (ventilation) air is supplied to plenum and discharges through nozzles
    - Room air is induced through the heating/cooling coils
    - Mixture of primary and room air is delivered to room through diffuser slots
    - Condensate drain pans and piping system for condensate removal
    - Pros: Energy efficient, low noise levels, flexibility of installation, moderate first cost, simplified controls (no fans), lower maintenance (no terminal filters)
    - Cons: requires increase coordination with "ceiling" system (e.g. additional piping, HW, CHW, & condensate piping), requires additional ventilation air in some cases, increase energy consumption vs. dehumidified air system
- Preliminary Decision Points: RTUs: Enclosed vs. Exposed
  - Enclosed:
    - Protection from salt air
    - Ease of maintenance
    - Acoustical control
    - Additional costs (envelop and additional ductwork/louvers)
  - Exposed:
  - Salt-rated equipment possible
  - Lower costs
  - Reduced expected service life versus enclosed units

	<p>After reviewing the mechanical system options and comparison sheet the MEP subcommittee made a recommendation to the full SBC to select Option 1, Displacement Dehumidification. A motion was made by S. Creighton and seconded by J. Foster to accept the recommendation and select Option 1, Displacement Dehumidification. Discussion: None. All in favor: motion passes.</p>	
<p>24.6.2</p>	<p><u>Project Update:</u> GGD presents the SBC with building management system controlling HVAC and lighting information. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ System (zone) scheduling</li> <li>➤ Occupied-unoccupied control</li> <li>➤ Night setback operation</li> <li>➤ Lighting control system integration</li> <li>➤ Increased energy savings</li> <li>➤ Integrate with preventative maintenance scheduling</li> <li>➤ Building Dashboard energy metering system</li> <li>➤ Utility bill data</li> <li>➤ Building automation systems data</li> <li>➤ On-site generation system data</li> <li>➤ Submetering data</li> <li>➤ High efficiency LED lighting with occupancy sensor &amp; daylight harvesting       <ul style="list-style-type: none"> <li>• Dual technology occupancy sensor &amp; daylight photometer</li> <li>• Lighting control system</li> <li>• LPD target of .4 to .5</li> </ul> </li> <li>➤ Addressable lighting control system       <ul style="list-style-type: none"> <li>• Occupancy sensor</li> <li>• Daylight sensor</li> <li>• BMS integration</li> <li>• Addressable groups</li> </ul> </li> <li>➤ 100-125 KW Generator (estimated size)       <ul style="list-style-type: none"> <li>• Load breakdown for life safety equipment:           <ul style="list-style-type: none"> <li>○ All exit signs and emergency lighting in the areas listed below are fed by life safety emergency power               <ul style="list-style-type: none"> <li>▪ Corridors, electrical rooms, gymnasium cafeteria, media center, lobbies, central admin, health suite, toilets, cafetorium, data rooms, kitchen &amp; server, exterior building mounted lights, were required by code (egress)</li> </ul> </li> </ul> </li> <li>• Load breakdown for optional standby equipment:           <ul style="list-style-type: none"> <li>○ Equipment listed below is fed by optional standby power               <ul style="list-style-type: none"> <li>▪ Boilers, water pumps, door access controls, security systems, cctv, atc controls, strategically located receptacles, electronic faucets, heating and ventilation systems required for freeze protection, cooling unit serving head end room &amp; IDF rooms, unit heater serving water service room, equipment within the head end and IDF rooms, fire alarm system, refrigeration</li> </ul> </li> </ul> </li> </ul> </li> <li>➤ Integrated Electronic Security System       <ul style="list-style-type: none"> <li>• Security System Components           <ul style="list-style-type: none"> <li>○ Access Control, CCTV, Intrusion, Integration</li> </ul> </li> </ul> </li> </ul>	<p>Record</p>

	<ul style="list-style-type: none"> <li>• Sequence of Operations of Key Elements           <ul style="list-style-type: none"> <li>○ Typical access control door</li> <li>○ Main entrance</li> <li>○ CCTV video retrieval</li> <li>○ Intrusion system</li> </ul> </li> <li>➤ Utility Incentives           <ul style="list-style-type: none"> <li>• Custom Measure Approach</li> <li>• Energy Conservation Measures               <ul style="list-style-type: none"> <li>○ High efficiency lighting</li> <li>○ Daylight harvesting</li> <li>○ High efficiency cooling and heating</li> <li>○ VFS's on pumps</li> <li>○ High efficiency domestic water heaters</li> <li>○ AHU low fan power</li> <li>○ Enhanced kitchen hood controls</li> </ul> </li> </ul> </li> </ul>	
24.6.3	<p><u>Project Update:</u> JCJ presents the SBC with project update slides. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Meetings:           <ul style="list-style-type: none"> <li>• MEP Sub-Committee</li> <li>• Technology program</li> </ul> </li> <li>➤ Upcoming:           <ul style="list-style-type: none"> <li>• Hydrant flow text 5/9</li> <li>• Safety and security 5/16 tbd</li> <li>• Landscape 5/16</li> <li>• Community Meeting #4 5/30</li> </ul> </li> </ul>	Record
24.7.1	<p><u>Design Update:</u> L. Braren from JCJ presents building precedents and imagery slides to the SBC. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Area Comparisons in SF           <ul style="list-style-type: none"> <li>• Lower Level=2,315 sf</li> <li>• First Floor=59,145 sf</li> <li>• Second Floor=24,025 sf</li> <li>• Total net SF=56,974 sf</li> <li>• Total Gross SF=82,800SF (PSR), 85,485 SF (5/8)</li> <li>• Gross Up Factor=1.45 (PSR), 1.50 (5/8)</li> <li>• Overage (GSF)=2,685 sf</li> </ul> </li> </ul> <p>After reviewing the area comparisons sheet, the SBC agreed that JCJ needs to continue to work on getting the Gross Up Factor lower and total Gross SF as low as possible. JCJ to continue to work on sf and discuss with Design Sub Committee.</p>	Record
24.7.2	<p><u>Design Update:</u> E. Czarniecki from JCJ presents Interior Inspiration slides to the SBC. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Inspiration for design stems from the ocean, including sea glass, light wood, and sea tones</li> <li>➤ Solid vinyl tile flooring, carpet tile flooring and sealed concrete flooring with shells and sea glass are a few of the ideas that JCJ presented</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Furniture inspiration in project rooms, cafeteria, gymnasium, stage, media center and classrooms were presented</li> </ul> <p>Further decisions and development of the interior design materials and furniture will need to be determined as part of the SD submission. An interior design subcommittee will be formed.</p>	
24.7.3	<p><u>Design Update:</u> L. Braren from JCJ presents site plan and building massing slides. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Site Plan:           <ul style="list-style-type: none"> <li>• Birds eye view of site and building</li> </ul> </li> <li>➤ Building Massing:           <ul style="list-style-type: none"> <li>• Exterior materials, roofing details, glass and glazing, etc.</li> </ul> </li> </ul> <p>After reviewing the slides L. Braren states that some of the inspiration for this school stems from the MS/HS campus and how they can somewhat tie together. General comments from the SBC include:</p> <ul style="list-style-type: none"> <li>➤ Reduce amount of glazing, pricing for metal roof vs. tile roof, cost of metal panel vs brick.</li> <li>➤ JCJ, DWMP, and CM to gather pricing to present to SBC to formally make decisions at next SBC meeting.</li> </ul>	Record
24.8	<p><u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> None.</p>	Record
24.9	<p><u>Public Comments:</u> A member from the public C. Gates inquired whether the design team had considered putting the gymnasium on the eastern part of the site. L. Braren explains that all placements were considered, and a number of factors led to the approved placement. Wetlands, swales, the general neighborhood, sunlight, phasing, etc, were all considered in the design implementation.</p>	Record
24.10	<p><u>Adjourn:</u> A motion was made by A. Ingaharro and seconded by S. Creighton to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 10:29 pm.</p>	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 23 4/26/18 Meeting Minutes, SBC Meeting No. 24 5/1/18 Meeting Minutes, Manchester Memorial Elementary School Presentation 5/8/18*

**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.**



Manchester Essex Regional School District  
School Building Committee



Meeting Date: 5/8  
Meeting No. 25

Member name	Town/Affiliation	email contact	Signature
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** Ann Cameron	SBC Co-Chair-Essex	<a href="mailto:cameron@mersd.org">cameron@mersd.org</a>	
* Alva Ingaharro	School Comm. Member/Essex	<a href="mailto:alvai@comcast.net">alvai@comcast.net</a>	
* Pam Beaudoin	Superintendent of Schools	<a href="mailto:beaudoinp@mersd.org">beaudoinp@mersd.org</a>	
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