

## 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: 2/13/2018  
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.	✓	Shannon Erdmann	School Committee
✓	Lisa O'Donnell *	Essex B.O.S.	✓	Ken Warnock	School Committee
✓	Remko Brueker *	Manchester	✓	Rachel Fitzgibbon	School Committee
✓	Adam Zaiger *	Manchester	✓	Sarah Wolf	School Committee
✓	Tyler Virden *	Essex			
✓	George Scharfe *	Manchester			
✓	Gordon Brewster *	Manchester			
✓	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			

### Action Items:

<u>Item No.</u>	<u>Responsible Party:</u>	<u>Description</u>
7.11	P. Beaudoin	Site: Swing space availability

\* SBC Voting  
Member

PROJECT MANAGERS  
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Item No.	Description	Action
20.1	<u>Call to Order:</u> 7:04 pm meeting was called to order by the SBC Co-Chair Caroline Weld with 15 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
20.2.1	<u>Previous Topics &amp; Approval of February 1, 2018 Meeting Minutes:</u> S. Brown explains and reviews the one previous item requiring action. A review of the item is noted below.	Record
7.11	<p><u>Site Understanding:</u> (For previous history of this item, refer to previous meeting minutes)</p> <p>...Additional details and follow up will be provided to the SBC at our next meeting.</p> <p>11/14/2017: P. Beaudoin states that she has a meeting scheduled with the Mayor of the Town of Beverly on 11/20/17. P. Beaudoin is also in communication with St. Mary's in Beverly, and is waiting for a formal response from the school on whether it will fit the needs of MMES. P. Beaudoin is still waiting to hear from Father Jim in Gloucester. P. Beaudoin will continue to pursue these options and will report back to the SBC once she has additional information.</p> <p>11/28/2017: P. Beaudoin states that there are still 3 possible options. Briscoe School in Beverly, The Cummings Center in Beverly, and St. Mary's in Beverly. P. Beaudoin met with officials from Beverly's mayor office, and is waiting to hear whether they would be willing to wait a year before someone would possibly occupy the school. The Cummings Center approached P. Beaudoin and stated that they might have an option that would fit their needs. The Cummings Center is working on putting together a quote and space availability between their many available spaces. P. Beaudoin is still waiting to hear if St. Mary's can provide an estimate for the space. After discussion, the SBC agreed that overall, they would steer towards an option that can either have kids on site or off site based on phasing, modulars, and or an offsite temporary campus. P. Beaudoin to continue development of potential swing spaces.</p> <p>12/12/2017: P. Beaudoin states Cummings Properties has confirmed that they have nothing that fits the District's space needs for the time frame needed. No update from Gloucester or St. Mary's prospect at this time.</p> <p>12/18/2017: No update at this time.</p> <p>1/10/2018: No update at this time.</p> <p>1/22/2018: No update at this time.</p> <p>2/1/2018: No update at this time.</p> <p>2/13/2018: No update at this time.</p>	P. Beaudoin
20.2.2	<u>Previous Topics &amp; Approval of February 1, 2018 Meeting Minutes:</u> A motion to approve the 2/1/2018 meeting minutes as submitted made by C. Weld and seconded by L. O'Donnell. Discussion: None. Vote: All in favor: Motion passes, minutes approved.	Record
20.3.1	<u>Invoices &amp; Commitments for Approval:</u> DWMP invoice no. 11 in the amount of \$14,939.00 (invoice attached) vote expected. Motion made by C. Weld to approve invoice no. 11 in the amount of \$14,939.00, 2 <sup>nd</sup> by J. Foster. Discussion: None. Vote: Unanimous to approve.	Record
20.3.2	<u>Invoice &amp; Commitments for Approval:</u> JCJ invoice no. 6 for Designer Feasibility services in the amount of \$24,285.00 (invoice attached) vote expected. Motion made by C. Weld to	Record

	approve invoice no. 6 in the amount of \$24,285.00, 2 <sup>nd</sup> by J. Foster. Discussion: None. Vote: Unanimous to approve.	
20.3.3	<u>Invoice &amp; Commitments for Approval:</u> Minuteman invoice no. 87487 for mailers in the amount of \$349.00 (invoice attached) vote expected. Motion made by C. Weld to approve invoice no. 87487 in the amount of \$349.00, 2 <sup>nd</sup> by J. Foster. Discussion: None. Vote: Unanimous to approve.	Record
20.4	<u>Preferred Option Discussion:</u> The SBC and SC reviewed the options/scheme slides and had a few comments. The comments are outlined below: <ul style="list-style-type: none"> <li>➤ N-3: Potential to further reduce the # of modulars</li> <li>➤ PSR Documents on Dropbox: Still developing files, will let SBC know as it is updated and further developed</li> <li>➤ Page 12 language of the PSR document needs to be changed to state .funded by the “Town of Manchester”</li> <li>➤ SC has been kept up to date with project details through the process. Fully aware and have reviewed the information</li> </ul>	Record
20.5	<u>PSR MSBA Submission Review &amp; Approval:</u> A motion was made to approve the PSR MSBA Submission of the scheme N-3 known as “The Hub”. Discussion: None. Vote: 15 SBC members and 6 SC members in favor. Unanimous to approve. Motion passes.	Record
20.6	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> None.	Record
20.7	<u>Public Comments:</u> None.	
20.8	<u>Adjourn:</u> A motion was made by J. Foster and seconded by C. Weld to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 7:16 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 19 2/1/18 Meeting Minutes, Manchester Memorial Elementary School Presentation 2/13/18*

**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.**