

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: 3/27/2018
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.			
✓	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			

Action Items:

<u>Item No.</u>	<u>Responsible Party:</u>	<u>Description</u>
21.6	ALL	PSR Review Comments Response

* SBC Voting
Member

PROJECT MANAGERS
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Item No.	Description	Action
21.1	<u>Call to Order</u> : 7:02 pm meeting was called to order by the SBC Co-Chair Caroline Weld with 14 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
21.2	<u>Previous Topics & Approval of February 13, 2018 Meeting Minutes</u> : A motion to approve the 2/13/2018 meeting minutes as submitted made by A. Oldeman and seconded by A. Ingaharro. Discussion: None. Vote: All in favor: Motion passes, minutes approved.	Record
21.3.1	<u>Invoices & Commitments for Approval</u> : DWMP invoice no. 12 in the amount of \$7,142.85 (invoice attached) vote expected. Motion made by G. Scharfe to approve invoice no. 11 in the amount of \$7,142.85, 2 nd by A. Ingaharro. Discussion: None. Vote: Unanimous to approve.	Record
21.3.2	<u>Invoice & Commitments for Approval</u> : JCJ invoice no. 7 for Designer Feasibility services in the amount of \$43,213.00 (invoice attached) vote expected. Motion made by G. Scharfe to approve invoice no. 7 in the amount of \$42,213.00, 2 nd by C. Weld. Discussion: None. Vote: Unanimous to approve.	Record
21.4	<u>CM at Risk Schedule/Process</u> : S. Brown directs SBC to meeting packet reviewing the cm procurement schedule. An outline of the discussion is below: <ul style="list-style-type: none"> ➤ 4/4/18-CM Statement of Qualifications Due ➤ 4/10/18-CM Prequalification Committee Meets & Votes to Prequalify ➤ 4/11/18-CM RFP Available-CM Contract and CG's Due ➤ 4/13/18-CM Site Visit Walk Through ➤ 4/24/18-CM Proposals Due ➤ 5/1/18-SBC Meeting-Interview CM Firms ➤ 5/2/18-SBC Meeting-Interview CM Firms (Select CM) The SBC was informed that on behalf of the district, DWMP received 5 SOQ's, Colantonio, Commodore Builders, Consigli, Shawmut, and WT Rich. The RFQ and SOQ have both been uploaded to the project dropbox for the SBC to view. The RFP will be issued on 4/11/18, DWMP to send draft RFP to prequalification committee to review prior to issuing.	Record
21.5	<u>Discussion of Legal Counsel</u> : A motion was made to approve MERSD and the project team to hire Bob Gerrity as legal counsel for the project. Discussion: None. Vote: Unanimous to approve.	Record
21.6	<u>Design Update/MSBA Submission Update</u> : J. Laposta provides the SBC with a PSR submission update regarding the FAS subcommittee meeting that the team attended on 3/21/18. An outline of the discussion is below: <ul style="list-style-type: none"> ➤ Provided a brief 20-minute presentation to the sub committee ➤ Feedback was very positive ➤ Small about of comments received regarding PSR that need to be addressed ➤ Supported the 4 PRE-K classrooms ➤ Complimentary of the educational program Comments and response will be sent to MSBA by 4/4/18. The District, JCJ, and DWMP are all working on the response.	ALL

21.7.1	<p><u>Schedule:</u> S. Brown recaps the schedule/calendar slides attached in the packet. An outline of the discussion is below:</p> <ul style="list-style-type: none"> ➤ 3/28/18-Teacher and Staff Meetings at MMES ➤ 4/2/18-Manchester Town Meeting ➤ 4/4/18-CM SOQ's Due ➤ 4/10/18-CM Prequal Committee Meeting/SBC Meeting ➤ 4/11/18-CM RFP Available (Contract and CG's Due) ➤ 4/13/18-CM Walk Through ➤ 4/24/18-CM Proposals Due ➤ 4/26/18-SBC Meeting ➤ 5/1/18-CM Interviews ➤ 5/2/18-CM Interviews (Select CM) ➤ 5/8/18-SBC Meeting ➤ 5/22/18-SBC Meeting ➤ 5/23/18-Community Meeting #4 	Record
21.7.2	<p><u>Schedule/JCJ Workplan:</u> J. Laposta reviews JCJ workplan. An outline of the discussion is below:</p> <ul style="list-style-type: none"> ➤ 4/10/18-SBC Meeting-Schematic Design Begins <ul style="list-style-type: none"> • Project update, precedent study & imagery, design update ➤ Late April (Time and Date TBD)-Safety and Security Meeting <ul style="list-style-type: none"> • Review safety and security goals with district ➤ 4/26/18-SBC Meeting-Schematic Design <ul style="list-style-type: none"> • Project update, design update (massing, floor plans, site plan) ➤ Late April (Time and Date TBD)-Sustainability Goals Meeting <ul style="list-style-type: none"> • Review PSR assumptions/refine for SD ➤ Late April (Time and Date TBD)-MEP Subcommittee Meeting <ul style="list-style-type: none"> • Review proposed systems approach and decision points ➤ 4/30/18-Design Subcommittee Meeting <ul style="list-style-type: none"> • Review design process ➤ 5/8/18-SBC Meeting-Schematic Design <ul style="list-style-type: none"> • Project update, design update, sustainability, building systems ➤ Mid May (Time and Date TBD)-Safety and Security Meeting <ul style="list-style-type: none"> • Introduce project to first responders (Fire and Police) ➤ 5/22/18-SBC Meeting-Schematic Design <ul style="list-style-type: none"> • Project update, review comm #4 presentation, building systems, design ➤ 5/23/18-Community Meeting #4 <ul style="list-style-type: none"> • Project update, SD design progress ➤ 5/23/18-Send SD package for estimating ➤ 6/8/18-Reconciliation of Estimates <p>After reviewing JCJ's workplan the SBC requested that P. Beaudoin, A. Urbas and J. Willis be a part of the sub meetings. The District recommended that as part of the sustainability goals meeting that the green communities grant group be involved in the discussion. D. Ruiz states that meetings with ConCom also need to be added to the schedule. R. Breuker to be included in ConCom discussion and meetings.</p>	Record
21.8.1	<p><u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> P. Beaudoin states that Manchester Town Meeting is Monday 4/2/18 at 7pm. The town has allowed District 5</p>	Record

	minutes to provide a brief project update. DWMP and the District to review materials for update.	
21.8.2	<p><u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> A. Cameron asks whether the SBC or group has thought or considered combining the MMES and EES projects together. There have been discussions between some SBC members on what this would mean for the MMES project. An outline of the discussion is below:</p> <ul style="list-style-type: none"> ➤ Concerns about Essex passing the vote for the MMES project ➤ Concerns whether Essex will get MSBA approval to move forward once MMES has been completed ➤ EES is in better shape than MMES. The District has continued to maintain and update EES. ➤ According to the Habeeb Report, MMES was the priority. EES is in better shape and condition than MMES. ➤ Windows, roof, lighting, painting have all been updated at EES ➤ Upcoming Essex projects include the new fire station, upgrades to the existing public safety building for the police department, and studies of the town water system. ➤ Essex may not welcome the idea to combine schools instead of waiting since they have other projects scheduled <p>After discussion it was determined that the District may want to have JCJ look at the layout of EES and determine whether some minor changes within existing spaces could be made to help fit the educational program. The District to confirm if JCJ will evaluate.</p>	District
21.8.3	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> A meeting for families with younger children that are anticipating joining the MERSD school system will be held on 4/26/18 at 10am at the Manchester Community Center.	Record
21.9	<u>Public Comments:</u> None.	Record
21.10	<u>Adjourn:</u> A motion was made by G. Scharfe and seconded by A. Ingaharro to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:45 pm.	Record

Attached:

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 20 2/13/18 Meeting Minutes, Manchester Memorial Elementary School Presentation 3/27/18

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.