

MEETING MINUTES



MANAGEMENT
PARTNERS, LLC

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: 1/10/2018
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>
7.11	P. Beaudoin	Site: Swing space availability

* SBC Voting
Member

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Item No.	Description	Action
17.1	<u>Call to Order</u> : 7:06 pm meeting was called to order by the SBC Co-Chair Ann Cameron 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
17.2.1	<u>Previous Topics & Approval of December 18, 2017 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. Beaudoin
17.2.2	<u>Previous Topics & Approval of December 18, 2017 Meeting Minutes</u> : A motion to approve the 12/18/2017 meeting minutes as submitted made by J. Foster and seconded by C. Weld. Discussion: None. Vote: All in favor w J. Foster, L. O'Donnell, A. Zaiger, C. Hay, M. Tomaiolo, and A. Urbas abstaining. Motion passes, minutes approved.	Record
17.3.1	<p><u>Design Update</u>: JCJ starts discussion by going through all options, and providing details about the developed design for the SBC to evaluate. An outline of the discussion is below:</p> <ul style="list-style-type: none"> ➤ Things to know: <ul style="list-style-type: none"> • Schemes are not in their final configuration • Elements between scheme are still interchangeable • There are multiple ways to phase construction ➤ Today's Goal <ul style="list-style-type: none"> • Run through all 7 schemes 	Record

- Review and evaluate based on how they work and fit within their ed plan and specifications
- Goal is to get the revised schemes estimates in 3 weeks
- R-1 Four Walls
 - Phasing
 - Site mobilization
 - Install modulares
 - Renovate west wing
 - Renovate center and east wings
 - Renovate pre-k
 - Renovate core area
 - Complete site work
- AR-2 Save the Core
 - Phasing
 - Mobilize
 - Install modulares
 - Renovate center and west wings
 - Construct new 2-story west wing
 - Demolition of east wing and pre-k
 - Construction new center wing (core)
 - Renovation of existing “core block”
 - Demolition of remaining existing building
 - Complete site work
- AR-4 Out West
 - Phasing
 - Site mobilization
 - Install modulares
 - Demolition of west wing
 - Construct new west wing
 - Renovate center and east wings of existing building
 - Renovate existing building “core” block
 - Complete site work
- N-1 The Piano
 - Phasing
 - Site mobilization
 - Install modulares
 - Demolition of remaining existing building
 - Construct new building
 - Demolition of remaining existing building
 - Complete site work
- N-3 The Hub
 - Phasing
 - Site mobilization
 - Install modulares
 - Demolition of remaining existing building
 - Construct new west wing
 - Relocate students to new building
 - Demolition of center and east wings of existing building

	<ul style="list-style-type: none"> ○ Relocate students to new building ○ Demolition of remaining existing building ○ Relocate students to new building ○ Demolition of remaining existing building ○ Construct new east wing ○ Complete site work <p>➤ N-8 Two Wings</p> <ul style="list-style-type: none"> • Phasing <ul style="list-style-type: none"> ○ Site mobilization ○ Install modulares ○ Demolition of center and east existing classroom wings ○ Construct south classroom wing and new “core” block ○ Demolition of remaining existing building ○ Construct new north classroom wing ○ Remove modulares ○ Complete site work <p>➤ N-9 The Hook</p> <ul style="list-style-type: none"> • Phasing <ul style="list-style-type: none"> ○ Mobilize ○ Construct new wing. New 2-story west wing ○ Construct new classroom wings ○ Relocate students to new construction ○ Remove modulares ○ Temporary connector from existing to new building ○ Demolition of art and music area ○ Construct new “core” block ○ Demolition of remaining existing building ○ Complete site work 	
17.4	<p><u>Scheme Update:</u> Once the SBC was provided with the scheme information the SBC discussed at length the pluses and minuses to each. A recap of the discussion is outlined below:</p> <p><u>General Criteria:</u></p> <ul style="list-style-type: none"> ➤ JCJ to add an additional criteria to the evaluation matrix to consider how each scheme provides natural daylight ➤ For the remaining new construction schemes, JCJ to reconfigure the kitchen/cafeteria/gymnasium/stage spaces to allow the possibility for the gymnasium and cafeteria to open into each other ➤ The SBC would prefer avoiding having high noise impact spaces or activities away or buffered from classrooms ➤ The SBC would like to see a hybrid of N-3 and N-9 ➤ The SBC would like to see a hybrid of N-1 and AR-2 ➤ The SBC requested that vestibules be created at entryways to help minimize the impact of mud, grit and debris from entering the building ➤ The SBC requested that the preferred site would allow access for continued existing through Summer Street. <p><u>R-1 Four Walls:</u></p>	Record

	<ul style="list-style-type: none"> ➤ This scheme will continue to be considered as the at least one renovation only scheme minimally required by MSBA <p><u>AR-2 Save the Core:</u></p> <ul style="list-style-type: none"> ➤ The SBC would like to see the entire core block retained ➤ The SBC would like to see this scheme as a whole new construction scheme <p><u>AR-4 Out West</u></p> <ul style="list-style-type: none"> ➤ A motion was made by C. Hay and seconded by 9 out of the 14 SBC members present to eliminate AR-4 <p><u>N-1 The Piano</u></p> <ul style="list-style-type: none"> ➤ The SBC was concerned about separating the public from the core spaces from the academic areas. ➤ The SBC was concerned about potential future expansion opportunities. JCJ noted that the scheme could be modified to allow potential expansion if a future third floor was added. ➤ The SBC liked this scheme because of costs associated and how compact the design was on the site. <p><u>N-3 The Hub</u></p> <ul style="list-style-type: none"> ➤ The SBC would like to see relocating the program on the 2nd floor of the East Wing to the West Wing and eliminate the bridge. ➤ The SBC like this scheme because of the separation between the core and the academic areas. <p><u>N-8 Two Wings</u></p> <ul style="list-style-type: none"> ➤ The SBC liked how the specialist classrooms were together ➤ A motion was made by A. Cameron and seconded by 8 out of 14 SBC members present to eliminate N-8 <p><u>N-9 The Hook</u></p> <ul style="list-style-type: none"> ➤ The SBC asked JCJ to consider moving the specialist rooms along of the spine and all of the classrooms in a cluster arrangement. <p>After discussion the SBC acknowledged that they eliminated two options, AR-4, and N-8, and to move forward with further development of R-1, AR-2, N-1, N-3, and N-9. JCJ will come back to the SBC on 1/22 with variations and reconfigurations based on the comments and votes received today. S. Brown states that a design working work was already established to include A. Oldeman, G. Brewster, C. Hay, R. Breuker, and G. Scharfe. The design working group was established to meet with the JCJ, and DWMP to provide the SBC with feedback based on their expertise as far as what options they believe should be moved forward with. The group will determine in the next couple of days what time in the next week will work to meet and discuss further. The design working group will present the SBC with their feedback and recommendation for our next SBC meeting.</p>	
17.5.1	<p><u>Invoices and Commitments for Approval:</u> DWMP invoice no. 10 for OPM Feasibility services in the amount of \$8,682.00 (invoice attached) vote expected. Motion made by C. Weld to approve invoice No. 10 in the amount of \$8,682.00, 2nd by L. O'Donnell. Discussion: None. Vote: Unanimous to approve.</p>	Record
17.5.2	<p><u>Invoices and Commitments for Approval:</u> JCJ invoice no. 5 for Designer Feasibility services in the amount of \$24,285.00 (invoice attached) vote expected. Motion made by C. Weld to approve invoice no. 5 in the amount of \$24,285.00 2nd by J. Foster. Discussion: None. Vote: Unanimous to approve.</p>	Record

17.6	<u>Working Groups Update:</u> Update was discussed above regarding design working group. No additional comments.	Record
17.7	<u>Schedule/Look Ahead:</u> S. Brown reviews the two-month look-ahead schedule noting upcoming working group, community meetings, and SBC meeting dates (backup attached). <ul style="list-style-type: none"> ➤ 1/22/18-SBC Meeting ➤ 1/31/18-Community Meeting No. 3 ➤ 2/5/18-SBC Meeting ➤ 2/13/18-Joint SBC/SC Meeting (Approve PSR) ➤ 2/27/18-SBC Meeting 	Record
17.8	<u>Next Steps:</u> J. LaPosta notes the next steps slide and discusses important upcoming dates. An outline of these discussion is below: <ul style="list-style-type: none"> ➤ 1/22/18-Design Update & Construction Delivery Method ➤ 1/31/18-Community Meeting ➤ 2/1/18-Review Cost Estimates ➤ 2/5/18-Select Preferred Option ➤ 2/13/18-Joint Committee Approval of PSR ➤ 2/21/18-Submit PSR to MSBA 	Record
17.9	<u>Next Meetings:</u> The next SBC will be held Monday, January 22 th at 7pm in the Manchester Essex Regional Middle/High School Library.	Record
17.10	<u>Other Topics Not Reasonably Anticipated (48 hour prior to meeting):</u> T. Virden discusses CM @ Risk topic. At our next SBC on 1/22/18, the CM @ Risk vs. DBB discussion will be held. T. Virden will not be at the 1/22 meeting, so wanted to voice his opinion regarding which option he preferred and recommended. Since T. Virden works for Windover Construction, and is in the industry, he recommends that the SBC highly considers using and moving forward with the CM @ Risk method. Since the site will be occupied during construction, has many constraints and setbacks, it is preferred to use. L. O'Donnell voices her agreement with T. Virden and also states that she would recommend using the CM @ Risk method. CM @ Risk vs. DBB construction delivery method will be discussed and an agenda item at our next SBC meeting scheduled for 1/22/18.	Record
17.11	<u>Public Comment:</u> Jenn a member from the public offered her opinion regarding the schemes shown this evening. It is her preference to consider N-3 The Hub. After speaking with many members of the MMES community, she feels that they would love this scheme since there is a central location to the core and small corridors making easy navigation. Jenn also states that many MMES community members feel that continued access to Summer Street allowing access to 127 is vital. Jenn states that further communication with the Manchester Mothers Club and Preschool Club will be vital in further development.	Record
17.12	<u>Adjourn:</u> A motion was made by J. Foster and seconded by T. Virden to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 9:26 pm.	Record

Attached:

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 17 1/10/18 Meeting Minutes, Manchester Memorial Elementary School Presentation 1/10/18, DWMP Invoice No. 10, JCJ Invoice No. 5

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.

DRAFT