

## 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: 12/18/2017  
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.	✓	Chris Garcia	GGD
	Lisa O'Donnell *	Essex B.O.S.	✓	Dominic	GGD
✓	Remko Brueker *	Manchester	✓	David	GGD
	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
16.1	<u>Call to Order</u> : 7:03 pm meeting was called to order by the SBC Co-Chair Ann Cameron with 11 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
16.2.1	<u>Previous Topics &amp; Approval of December 12, 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. Beaudoin
16.2.2	<u>Previous Topics &amp; Approval of December 12, 2017 Meeting Minutes</u> : A motion to approve the 12/12/2017 meeting minutes as submitted made by A. Oldeman and seconded by G. Scharfe. Discussion: None. Vote: All in favor w J. Foster, and A. Ingaharro abstaining. Motion passes, minutes approved.	Record
16.3	<u>Working Groups Update</u> : No updates at this time.	Record
16.4	<p><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).</p> <ul style="list-style-type: none"> <li>➤ 1/10/18-SBC Meeting</li> <li>➤ 1/22/18-SBC Meeting</li> <li>➤ 1/31/18-Community Meeting No. 3</li> <li>➤ 2/5/18-SBC Meeting</li> <li>➤ 2/13/18-Joint SBC/SC Meeting (Approve PSR)</li> </ul>	Record

	2/27/18-SBC Meeting	
16.5.1	<u>Project Update:</u> D. Ruiz recaps that the SBC went and toured the West Parish School in Gloucester last week. The SBC has now toured two schools, West Parish and Hunkings in Haverhill. The team will try and schedule a couple additional schools in the month of January for the SBC to tour.	DWMP/JCJ
16.5.2	<u>Project Update:</u> D. Ruiz summarizes the survey update slides. There were two discrepancies in the survey, the property line of the school and the abutters and the layout of Lincoln Street. There is less than a foot in the discrepancies. The property line discrepancies will be resolved by standard practices and the Lincoln Street layout by having town recording survey at Essex registry of deeds.	Record
16.6.1	<p><u>Building Systems Discussion/MEP:</u> D. Ruiz introduces the GGD team, David, Chris and Dominic. GGD is JCJ's MEP and Building Systems consultant that will be used on the project. D. Ruiz starts the discussion by explaining why we are beginning to look at building systems. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Per the MSBA we must provide a narrative of the major building systems included: <ul style="list-style-type: none"> <li>• Plumbing, HVAC, and Electrical</li> </ul> </li> <li>➤ With estimated mechanical and electrical loads including applicable heating, cooling, domestic hot water and electrical block loads; by the District based on further evaluations and considerations</li> <li>➤ Process and Timeline <ul style="list-style-type: none"> <li>• Identified a number of possible approaches</li> <li>• Met with MEP working group (12/4)</li> <li>• Introduce future decision points to full committee (12/18)</li> <li>• Initial estimate of the various approaches (PSR)</li> <li>• Life cycle cost analysis (SD)</li> <li>• Review of options and estimates by working group (SD)</li> <li>• JCJ/GGD to make recommendations (SD)</li> <li>• SBC to finalize system choices (SD)</li> </ul> </li> </ul>	Record
16.6.2	<p><u>Building Systems Discussion:</u> D. Ruiz discussions slides as displayed in the presentation to the SBC. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Life Cycle Economics Methodology: <ul style="list-style-type: none"> <li>• Energy Simulation: <ul style="list-style-type: none"> <li>○ Architecture</li> <li>○ Weather data</li> <li>○ Building occupancy and usage</li> <li>○ System operating characteristics</li> <li>○ Utility rates</li> </ul> </li> <li>• Energy Economics: <ul style="list-style-type: none"> <li>○ Operating costs</li> <li>○ Installation costs</li> <li>○ Maintenance costs</li> </ul> </li> <li>• Life Cycle Cost Analysis</li> </ul> </li> <li>➤ Architectural Considerations <ul style="list-style-type: none"> <li>• Building Orientation <ul style="list-style-type: none"> <li>○ Solar Gain</li> </ul> </li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>○ Shading</li> <li>• Building Envelope (MASS Code-2015 IECC-Minimum R/U Values) <ul style="list-style-type: none"> <li>○ Roofs: White, Vegetated, Sloped</li> <li>○ Walls: <ul style="list-style-type: none"> <li>▪ Wall construction-CMU, metal, stud, insulated cavity wall</li> <li>▪ Glazing (heat mirror, triple glazed)</li> </ul> </li> <li>○ Floors: <ul style="list-style-type: none"> <li>▪ Slabs on grade</li> <li>▪ Continuous insulation</li> </ul> </li> </ul> </li> </ul>	
16.6.3	<p><u>Building Systems Discussion/LEED:</u> L. Braren from JCJ discusses the LEED point systems pages of the presentation. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Preliminary Decision Points <ul style="list-style-type: none"> <li>• LEED level versus net zero (requires very different approaches)</li> <li>• LEED/CHPS (90% of all MSBA projects) <ul style="list-style-type: none"> <li>○ Minimum requirement is LEED Silver + stretch code</li> <li>○ 20% better than energy code to get 2% reimbursement</li> </ul> </li> <li>• LEED Gold</li> <li>• LEED Platinum</li> </ul> </li> <li>➤ Net Zero (few MSBA projects) <ul style="list-style-type: none"> <li>• Geothermal Wells</li> <li>• Photovoltaic Panels</li> <li>• Higher efficiency equipment</li> <li>• Improved envelop</li> <li>• Glazing</li> <li>• Higher capital and maintenance costs</li> <li>• Lower utility costs</li> </ul> </li> <li>➤ Net Zero Carbon (No MSBA projects yet) <ul style="list-style-type: none"> <li>• Zero carbon emissions</li> <li>• All electrical system</li> <li>• More geothermal wells</li> <li>• More photovoltaic panels</li> <li>• Higher capital and maintenance costs</li> <li>• Loser Utility costs</li> </ul> </li> </ul>	Record
16.6.4	<p><u>Building Systems Discussion/Mechanical:</u> Dominic from GGD discusses the Mechanical Systems slide as they are displayed in the presentation to the SBC. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Elements to be Explored: <ul style="list-style-type: none"> <li>• Renovation vs. New Construction</li> <li>• Air conditioning</li> <li>• Enclosed units vs. exposed</li> </ul> </li> <li>➤ Renovation and Add/Reno: <ul style="list-style-type: none"> <li>• HVAC systems with smaller ductwork (exposed or soffits required)</li> <li>• Displacement dehumidification</li> <li>• Chilled beams or fan coil</li> <li>• Typically higher install and operating costs</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>➤ New Construction: <ul style="list-style-type: none"> <li>• More compatible HVAC systems</li> <li>• Reduced HVAC loads</li> <li>• Reduced HVAC equipment size</li> <li>• Reduced HVAC system costs</li> </ul> </li> <li>➤ Preliminary Decision Points-Air Conditioning: <ul style="list-style-type: none"> <li>• Full Building-A/C-All Areas <ul style="list-style-type: none"> <li>○ Improves comfort</li> <li>○ Allows summer use</li> <li>○ Higher capital costs</li> <li>○ Higher energy use</li> <li>○ Greater maintenance</li> </ul> </li> <li>• Dehumidification-With A/C in selected areas <ul style="list-style-type: none"> <li>○ Select areas: Administration suite and media center</li> <li>○ Reduced capital, energy and maintenance costs</li> <li>○ Same system as MERMHS</li> </ul> </li> </ul> </li> <li>➤ Preliminary Decision Points-RTUs: Enclosed vs. Exposed <ul style="list-style-type: none"> <li>• Enclosed <ul style="list-style-type: none"> <li>○ Protection from salt air</li> <li>○ Ease of maintenance</li> <li>○ Acoustical control</li> <li>○ Additional costs (envelop and additional ductwork/louvers)</li> </ul> </li> <li>• Exposed <ul style="list-style-type: none"> <li>○ Salt rated equipment possible</li> <li>○ Lower costs</li> <li>○ Reduced expected service life vs. enclosed units</li> </ul> </li> </ul> </li> </ul>	
16.6.5	<p><u>Building Systems/Electrical:</u> David from GGD discusses the Electrical Systems slides from the presentation to the SBC. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Emergency Power System <ul style="list-style-type: none"> <li>• Required life safety loads &amp; optional standby loads <ul style="list-style-type: none"> <li>○ Provide emergency generator or emergency lighting battery back-up only</li> <li>○ Estimated size of generator: 125-150k</li> <li>○ Will the building be an emergency shelter? (this has electrical, architectural, and structural impacts)</li> </ul> </li> </ul> </li> <li>➤ Emergency Power System: Required life safety loads <ul style="list-style-type: none"> <li>• Corridors, electrical rooms, gymnasium cafeteria, media center, lobbies, central administration area, health suite/nurses office, toilets, cafetorium, data rooms (MDF &amp; IDF), kitchen, exterior building mounted lights, code egress areas).</li> </ul> </li> <li>➤ Emergency Power System: Optional standby loads <ul style="list-style-type: none"> <li>• Boilers/water pumps, security/CCTV/door access, ATC controls, strategic power receptacles, electric facets &amp; sinks, heating &amp; ventilation, unit heater serving water, critical cooling units (IT), IT equipment, fire alarm systems(batteries), refrigeration</li> </ul> </li> </ul>	

16.6.6	<p><u>Building Systems/Plumbing:</u> Chris from GGD discusses the Plumbing Systems slides from the presentation to the SBC. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Water Conservation: <ul style="list-style-type: none"> <li>• Manual flush valve vs. Battery sensor flush valves</li> <li>• Manual metering faucet vs batter sensor faucet</li> <li>• Drinking fountain w/bottle filler</li> <li>• Accessible shower</li> <li>• Staff/classroom sinks</li> </ul> </li> </ul>	
16.7	<p><u>Design Update/Evaluating the Options:</u> L. Braren from JCJ discusses the evaluating the options slides. At the last SBC meeting, the SBC voted to eliminate some options. Currently, there are 7 options remaining to further evaluate. L. Braren further discusses the Classroom Community Arrangements slides. An outline of the discussion is below:</p> <ul style="list-style-type: none"> <li>➤ Classroom communities</li> <li>➤ Linear <ul style="list-style-type: none"> <li>○ Scheme A and Scheme B were presented. (the graphic is displayed in the backup of these minutes)</li> </ul> </li> <li>➤ Cluster <ul style="list-style-type: none"> <li>○ Scheme A and Scheme B were presented. (the graphic is displayed in the backup of these minutes)</li> </ul> </li> </ul>	
16.8	<p><u>Next Steps:</u> J. LaPosta notes the next steps slide and discusses important upcoming dates. An outline of these discussion is below:</p> <ul style="list-style-type: none"> <li>➤ 1/10/18-Evaluating Options/Select Schemes for Estimating (3-5 would be ideal)</li> <li>➤ 1/22/18-Design Update</li> <li>➤ 1/31/18-Community Meeting</li> <li>➤ 2/1/18-Review Cost Estimates</li> <li>➤ 2/5/18-Select Preferred Option</li> <li>➤ 2/13/18-Joint Committee Approval of PSR</li> <li>➤ 2/21/18-Submit PSR to MSBA</li> </ul>	Record
16.9	<p><u>Next Meetings:</u> The next SBC will be held Wednesday January 10<sup>th</sup> at 7pm in the Manchester Essex Regional Middle/High School Library.</p>	Record
16.10	<p><u>Other Topics Not Reasonably Anticipated (48 hour prior to meeting):</u> None.</p>	Record
16.11	<p><u>Public Comment:</u> None.</p>	Record
16.12	<p><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 8:52 pm.</p>	Record

**Attached:**

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 15 12/12/17 Meeting Minutes, Manchester Memorial Elementary School Presentation 12/18/17

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.**



Christina Shefferman

Project: Manchester Memorial Elementary School  
Meeting: School Building Committee  
Meeting No. 16– 12/18/2017  
Page: 7

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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: 11/28/17  
Meeting No. 14



Member name	Town/Affiliation	email contact	Signature
** Caroline Weld	SBC Co-Chair -Manchester	<a href="mailto:weldc1@mersd.org">weldc1@mersd.org</a>	
** 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>	
* Avi Urbas	Dir. Of Finance & Operations	<a href="mailto:urbasa@mersd.org">urbasa@mersd.org</a>	
* John Willis	Principal MMES	<a href="mailto:willisj@mersd.org">willisj@mersd.org</a>	
Jay Pagliarulo	Facilities Director	<a href="mailto:pagliaruloj@mersd.org">pagliaruloj@mersd.org</a>	
* Andy Oldeman	Manchester Finance Comm	<a href="mailto:aoldeman@smma.com">aoldeman@smma.com</a> <a href="mailto:oldemana@mersd.org">oldemana@mersd.org</a>	
* Lisa O'Donnell	Essex Board of Selectman	<a href="mailto:lisatheengineer@comcast.net">lisatheengineer@comcast.net</a> <a href="mailto:odonnelll@mersd.org">odonnelll@mersd.org</a>	
* Remko Brueker	Manchester	<a href="mailto:remko@breukerdesign.com">remko@breukerdesign.com</a> <a href="mailto:breukerr@mersd.org">breukerr@mersd.org</a>	
* Adam Zaiger	Manchester	<a href="mailto:azaiger@choate.com">azaiger@choate.com</a> <a href="mailto:zaigera@mersd.org">zaigera@mersd.org</a>	
* Tyler Virden	Essex	<a href="mailto:tyler@windover.com">tyler@windover.com</a> <a href="mailto:virdent@mersd.org">virdent@mersd.org</a>	
* George Scharfe	Manchester	<a href="mailto:gscharfe@johnpenney.com">gscharfe@johnpenney.com</a> <a href="mailto:scharfeg@mersd.org">scharfeg@mersd.org</a>	
* Gordon Brewster	Manchester	<a href="mailto:gbrewster@smma.com">gbrewster@smma.com</a> <a href="mailto:brewsterg@mersd.org">brewsterg@mersd.org</a>	
* Charlie Hay	Essex	<a href="mailto:chay@tappe.com">chay@tappe.com</a> <a href="mailto:sarahhammondcreighton@gmail.com">sarahhammondcreighton@gmail.com</a>	
* Sarah Creighton	Manchester	<a href="mailto:creightons@mersd.org">creightons@mersd.org</a>	
* Maggie Tomaiolo	Essex	<a href="mailto:tomaiolom@mersd.org">tomaiolom@mersd.org</a>	
* Jake Foster	Essex	<a href="mailto:fosterig@verizon.net">fosterig@verizon.net</a>	
Mike Burton	DWMP	<a href="mailto:mburton@doreandwhittier.com">mburton@doreandwhittier.com</a>	
Steve Brown	DWMP	<a href="mailto:sbrown@doreandwhittier.com">sbrown@doreandwhittier.com</a>	
Christina Shefferman	DWMP	<a href="mailto:cshefferman@doreandwhittier.com">cshefferman@doreandwhittier.com</a>	
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Dan Ruiz	JCJ	<a href="mailto:druiz@jcj.com">druiz@jcj.com</a>	
Lauren Braren	JCJ	<a href="mailto:lbraren@jcj.com">lbraren@jcj.com</a>	
Emily Czarnecki	JCJ	<a href="mailto:eczarncki@jcj.com">eczarncki@jcj.com</a>	

\*\* Chair/Co-Chair  
\*Voting Member

## AGENDA

Project: Manchester Memorial Elementary School  
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Location: Manchester MS/HS – Library  
Distribution: Attendees, Project File

Project No: MP17-114  
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Time: 7:00 PM  
Prepared By: C.Shefferman



- 
1. Call to Order
  2. Previous Topics & Approval of December 12, 2017 Meeting Minutes
  3. Working Group Update (DWMP)
  4. Schedule/Look Ahead (DWMP)
  5. Project Update (JCJ)
  6. Building Systems Discussion/MEP (JCJ)
  7. Design Update (JCJ)
  8. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
  9. Public Comments
  10. Adjourn

PROJECT MANAGERS  
ARCHITECTS

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1. Call to Order
2. Previous Topics & Approval of November 28, 2017 Meeting Minutes
  - 7.11 Site: Swing Space Availability (P. Beaudoin)
  - 8.8 Choose date for tour; Contact schools schedule tour (P. Beaudoin/JCJ/DWMP)
  - 13.9.2 Send meeting invite for WG meeting (MEP WG)
  - 14.4.4 Resend volunteer email to SBC (C. Shefferman)
3. Invoices and Commitments for Approval
  - DWMP November OPM Invoice No. 9 in the amount of \$8,682.00.  
(invoice attached). Vote expected.
  - JCJ November Designer Invoice No. 4 in the amount of \$61,450.00.  
(invoice attached). Vote expected.
4. Working Group Update (DWMP)
5. Budget Update (ALL)
6. Schedule/Look Ahead (ALL)
7. Project Update (JCJ)
8. Evaluating the Options (JCJ)
9. Design Update (JCJ)
10. Next Meeting(s)
11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
12. Public Comments
13. Adjourn

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15.1	<u>Call to Order:</u> 7:05 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
15.2.1	<u>Previous Topics &amp; Approval of November 28, 2017 Meeting Minutes:</u> S. Brown explains and reviews the four previous items requiring action. A review of those items 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. Beaudoin
8.8	<p><u>Educational Planning:</u> D. Stephen provides a brief recap of the Ed. Planning presentation that was presented to the Leadership team back in August. A copy of the slides are attached in the backup. D. Stephen advises that the team should plan when they would like to visit other school sites that have recently gone through the process. The schools requested include Haverhill, Marblehead, and Andover. P. Beaudoin to provide dates in December that will work for the group.</p> <p>9/26/17: P. Beaudoin states that she sent out a scheduling doodle for potential dates to the SBC. Three dates worked best for the group, 12/8, 12/14, 12/18. P. Beaudoin to send another doodle with these dates to confirm which will be best. P. Beaudoin to confirm best date at next meeting.</p> <p>10/24/17: No update at this time. Continuing.</p> <p>11/06/2017: P. Beaudoin will evaluate schedule doodle and select an open date that worked best for the SBC. S. Brown recommended taking a tour of Hunkings School in Haverhill,</p>	

	<p>West Parish in Gloucester, and a Renovation/Addition School. P. Beaudoin to communicate with DWMP and schedule dates for tours.</p> <p>11/14/2017: S. Brown states that he has reached out to the West Parish School in Gloucester to coordinate a walk through. S. Brown is waiting to hear back with some potential dates and times. D. Ruiz states that he reached out to the Hunking School in Haverhill and is waiting to hear back dates and times. Once both DWMP and JCJ have some potential dates and times they will report back to the SBC.</p> <p>11/28/2017: S. Brown states that DWMP is still trying to reach the principal with West Parish and confirm a time for a tour. Once any information is received, DWMP will update the SBC. D. Ruiz confirms that he was able to schedule a tour for 12/8/17 with the Hunking School. D. Ruiz to confirm the afternoon of 12/8/17 for the site tour of Hunking School. D. Ruiz to send out meeting invites to the team once confirmed.</p> <p>12/12/2017: S. Brown notes that the Hunking tour took place on Friday 12/8 as scheduled. JCJ has provided an update as part of new business under #7 of this meeting. The walkthrough at West Parish ES in Gloucester is scheduled for tomorrow 12/13 @ 3:30p. All educators and Committee members are encouraged to attend.</p>	Record
13.9.2	<p><u>Other Topics Not Reasonably Anticipated 48 Hours Prior to Meeting:</u> The SBC agreed that there should be an MEP working group established. The SBC recommended that R. Breuker, A. Oldeman, T. Virden, G. Sharfe, J. Pagliarulo, and S. Creighton be included in the group. At our next SBC meeting further development will be established.</p> <p>11/28/2017: S. Brown states the WG was established at our last SBC meeting, and a date for a meeting with the group needs to be established and determined for the month of December. The WG discussed and agreed that 12/4/2017 at 6 pm would be the best time. D. Ruiz to confirm with GGD, the MEP consultant, whether this time will also work with them. A. Urbas states that he would like to be included and invited to the meeting. The purpose of the MEP WG is to provide buy in on systems for the cost estimates. Once D. Ruiz confirms GGD can make the 12/4/2017 6pm meeting, C. Shefferman will send out a meeting invite.</p> <p>12/12/2017: The MEP working group met on Monday 12/11 @ 6pm. All future MEP working group updates will be grouped with the others (section 4 of this meeting).</p>	Closed
14.4.4	<p><u>Working Group/Communications Update:</u> C. Shefferman states that she sent out an email to the SBC outlining volunteers needed for upcoming local events. A handful of members have responded, but many still haven't. C. Shefferman to send out email again to SBC asking for additional sign ups.</p> <p>12/12/2017: Reminder email sent and responses returned. The Communications group continues to meet to review important local PR opportunities and participation. G. Brewster attended the Master Planning committee meeting that was attended by +/- 35 people, who were generally aware of the MMES project, and interested in hearing future updates.</p>	Record/Closed
15.3.1	<p><u>Invoices &amp; Commitments for Approval:</u> DWMP invoice no. 9 for OPM Feasibility services in the amount of \$8,682.00 (invoice attached) vote expected. Motion made by G. Brewster to approve invoice no. 9 in the amount of \$8,682.00, 2<sup>nd</sup> by R. Brueker. Discussion: None. Vote: Unanimous to approve.</p>	Record

15.3.2	<u>Invoices &amp; Commitments for Approval:</u> JCJ invoice no. 4 for Designer Feasibility services in the amount of \$61,450.00 (invoice attached) vote expected. Motion made by A. Urbas to approve invoice no. 4 in the amount of \$61,450.00, 2 <sup>nd</sup> by R. Brueker. Discussion: None. Vote: Unanimous to approve.	Record
15.4.1	<u>Working Group Updates: Educational:</u> No updates reported	Record
15.4.2	<u>Working Group Updates: Facilities Assessment:</u> No updates reported	Record
15.4.3	<u>Working Group Updates: Budget Collaboration:</u> No updates reported	Record
15.4.4	<u>Working Group Updates: MEP:</u> D. Ruiz updated the group that the MEP working group met for the first time on 12/4/2017 at 6pm in the MS/HS Library. JCJ's MEP consultants from Garcia, Galuska, DeSousa (GGD) were present to introduce systems goals, explanation of systems, etc. GGD will be present at the 12/18/2017 SBC meeting to lead a discussion for establishing basis-of-design decisions to work into the PSR options.	Record
15.5	<u>Budget Update:</u> S. Brown updates the SBC on the current budget. As of the meeting, the project is 90% encumbered, and 34% of F&S is complete. With the approval of the two invoices presented at the meeting, the current contracts are 39% expended.	Record
15.6.1	<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).	Record
15.7.1	<u>Project Update:</u> S. Brown updates SBC on status of PDP submission. MSBA would like project team to resubmit the Preliminary Evaluation of Alternatives section of PDP once 12/12 meeting and elimination of some options is complete. While carrying all the options over from PDP is allowed, all parties agreed that eliminating some at the conclusion of the PDP will show a clearer process of elimination. JCJ to resubmit electronic copies to the MSBA of 3.1.6 amended based on the results of this meeting.	JCJ
15.7.2	<u>Project Update:</u> D. Ruiz summarized the MEP working group meeting held on 12/4. GGD will be in attendance at the 12/18 SBC meeting to review options with the full committee.	Record
15.7.3	<u>Project Update:</u> D. Ruiz notes members of the Design Team and SBC attended a walkthrough of the recently completed Hunking Elementary School in Haverhill, MA.	Record
15.8.1	<u>Evaluating the Options:</u> J. LaPosta reviews all 14 options that were developed in the PDP phase, and include R-1, AR-1, AR-2, AR-3, AR-4, and N-1 through N-9.	Record
15.8.2	<u>Evaluating the Options:</u> J. LaPosta notes that JCJ has the full results surveyed of the wetlands delineation, and options AR-3 Curved Main Street, and N-4 Main Street severely encroach within the existing wetlands. Because these plan options encroach well into the wetlands, and also because their plan structure is sprawling-in- nature, it is JCJ's recommendation these options are not developed further into PSR.	Record
15.8.3	<u>Evaluating the Options:</u> J. LaPosta reviews options that carry additional non-reimbursable site costs – Options N-6 East Side Courtyard, and N-7 East Side Main Street. These options carry additional non-reimbursable costs associated with site development. Due to additional costs for these options that would not be eligible for MSBA reimbursement, JCJ is recommended these options are not developed further into PSR.	Record

15.8.4	<u>Evaluating the Options:</u> J. LaPosta reviews N-2 option that would require students to be relocated completely off-site during construction. While the other options can be phased and keep a large student population on-site (reducing phasing premium/swing space costs), this option can only work with full removal of students. JCJ is recommending Option N-2 be eliminated from further consideration since it will limit flexibility (increasing costs) during construction.	Record
15.8.5	<u>Evaluating the Options:</u> J. LaPosta reviews Option AR-1 noting that the majority of renovated program spaces would remain below MSBA space guidelines (including the gymnasium, cafeteria, and most classrooms. JCJ notes that there are still a few of renovation/addition options that fully meet the guidelines. Due to the high relative project cost and to be left with a facility that still remains below recommended space standards, JCJ recommends option AR-1 is eliminated from further consideration.	Record.
15.8.6	<u>Evaluating the Options:</u> L. Braren reviews Option AR-4 Out West (attached, see backup) in greater detail, following up the discussion from last meeting. She notes the following for consideration moving forward: <ul style="list-style-type: none"> <li>• Phased Construction</li> <li>• Students can remain on-site (a few modular classrooms may be required, TBD)</li> <li>• Renovates more square footage compared to earlier options</li> <li>• Large portion of existing student drop-off loop and parking can remain</li> <li>• New classrooms will meet MSBS space guidelines</li> <li>• Gym will remain below space guidelines</li> </ul>	Record
15.8.7	<u>Evaluating the Options:</u> L. Braren reviews Option N-1 The Piano (attached, see backup) in greater detail, following up the discussion from last meeting. She notes the following for consideration moving forward: <ul style="list-style-type: none"> <li>• Provides additional (needed) student drop-off/pickup queuing space</li> <li>• Classrooms are stacked at back (two story)</li> <li>• Utilized double loaded corridors (very space efficient)</li> <li>• Provides space for small play field</li> <li>• Phased construction</li> </ul>	Record
15.8.8	<u>Evaluating the Options:</u> L. Braren reviews Option N-3 The Hub (attached, see backup) in greater detail, following up the discussion from last meeting. She notes the following for consideration moving forward: <ul style="list-style-type: none"> <li>• Designed around a “main street” corridor</li> <li>• Two distinct wings (both two story) for organizing the grades</li> <li>• One wing: Lower elementary (K-2) other wing: Upper elementary (3-5)</li> <li>• Room for small playfield</li> <li>• Provides additional parking near existing pre-k</li> </ul>	Record
15.8.9	<u>Evaluating the Options:</u> L. Braren reviews Option N-5 Tennis Court L (attached, see backup) in greater detail, following up the discussion from last meeting. She notes the following for consideration moving forward: <ul style="list-style-type: none"> <li>• Phased construction</li> <li>• Extended drop-off &amp; parking off of route 127</li> <li>• Two distinct wings organized around the tennis court (upper &amp; lower elementary)</li> </ul>	Record

15.8.10	<p><u>Evaluating the Options:</u> L. Braren reviews Option N-8 Two Wings (attached, see backup) in greater detail, following up the discussion from last meeting. She notes the following for consideration moving forward:</p> <ul style="list-style-type: none"> <li>• Wetlands added need for some modular during phased construction</li> <li>• Two distinct wings (upper &amp; lower elementary schools)</li> <li>• Provides additional parking near existing Pre-K</li> <li>• Room for small playfield</li> </ul>	Record
15.8.11	<p><u>Evaluating the Options:</u> L. Braren reviews Option N-9 the Hook (attached, see backup) in greater detail, following up the discussion from last meeting. She notes the following for consideration moving forward:</p> <ul style="list-style-type: none"> <li>• Added detail to the three phases</li> <li>• No modular classrooms would be required, but students can remain on-site</li> <li>• Single loaded corridor in some parts; less efficient space design</li> <li>• Preserves space for small playfield and outdoor classrooms</li> <li>• Creates some challenges due to proximity of construction to existing facility</li> </ul> <p>S. Creighton asked the team to consider if the existing gym, tennis courts w/ bubble could be used for temporary classrooms.</p>	Record
15.8.12	<p><u>Evaluating the Options:</u> A motion was made by A. Oldeman, and seconded by L. O'Donnell to remove options AR-1, AR-3, N-2, N-4, N-6, and N-7 from further consideration in PSR for reasons reviewed and recommended by JCJ. Discussion: G. Scharfe noted the team should advocate for a CM as early as possible to help with pricing and phasing options. Vote: Unanimous to eliminate options as listed, motion passes.</p>	Record
15.8.13	<p><u>Evaluating the Options:</u> A motion was made by G. Scharfe and seconded by S. Creighton to eliminate option N-5 Tennis Court L from further consideration due to poor siting of the building, and likely non-support from the communities. Discussion: A. Cameron noted the safety concern due to undesirable design of having kids constantly crossing vehicle traffic at the drop-off loop in the rear of the building. Vote: Unanimous to eliminate, motion passes.</p>	Record
15.9.1	<p><u>Next Steps:</u> J. LaPosta notes that the next steps are to develop the remaining options to a level of detail including; massing, phasing, program spaces/plans, so they can be cost estimated. JCJ will provide examples of PSR options from other projects so the SBC can visualize the level of detail each of the options will have prior to estimating. S. Brown notes the estimates, while in greater detail, are still very preliminary in nature and try to capture the biggest scope differences between the options.</p>	Record
15.9.2	<p><u>Next Steps:</u> J. LaPosta reviews the milestone schedule (backup attached) with the SBC for the remainder of PSR. On 1/10 the goal is to make final determination of schemes for estimating purposes, and 2/1 will be the first look at the preliminary cost estimates for the options.</p>	Record
15.10	<p><u>Next Meetings:</u> The next SBC will be held Monday, December 18<sup>th</sup> at 7pm in the Manchester Essex Regional Middle/High School Library.</p>	Record
15.11	<p><u>Other Topics Not Reasonably Anticipated (48 hour prior to meeting):</u> C. Hay recommended the SBC consider reengagement of faculty that took part in the ed. visioning sessions. This will update them on how their contributions have affected the process so far. J. LaPosta</p>	Record

	acknowledged this is typical and they plan on coordinating a meeting with this subgroup in early January.	
15.12	<u>Public Comment:</u> None.	Record
15.13	<u>Adjourn:</u> A motion was made by G. Scharfe and seconded by M. Tomaiolo to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:58 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 14 11/28/17 Meeting Minutes, DWMP Invoice No. 9, JCJ Invoice No. 4, Manchester Memorial Elementary School Presentation 12/12/17*

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.**



Steven W. Brown  
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.**