

## 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: 11/6/2017  
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.			
✓	Lisa O'Donnell *	Essex B.O.S.	✓	Mark Donahoe	Manchester
	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
8.8	P. Beaudoin/JCJ/DWMP	Choose date for tour; Contact schools schedule tour
9.3	JCJ	Revised Samiotes proposal
12.10	DWMP	Send cost spreadsheet
12.13	JCJ	Schedule meeting with abutter and civil engineer

\* SBC Voting  
Member

PROJECT MANAGERS  
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Item No.	Description	Action
12.1	<u>Call to Order:</u> 7:07 pm meeting was called to order by the SBC Co-Chair Ann Cameron with 13 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
12.2.1	<u>Previous Topics &amp; Approval of October 24, 2017 Meeting Minutes:</u> S. Brown explains and reviews the five previous items requiring action. A review of those items is noted below.	Record
7.11	<p><u>Site Understanding:</u> L. Braren reviews site understanding slides included in the JCJ presentation. There are 5 slides total that indicate degraded areas, resource areas, FEMA flood map zone, zone 1 and 2 extents, and property line setbacks. The SBC ask many questions regarding buffer zones, height regulations, zoning restrictions, storm water runoff, and setbacks. The SBC asked whether it might be an option to tear down the building and rebuild exactly where the building is now to avoid any issues. This would mean that during construction, the students would need to be relocated to either another location. P. Beaudoin stated she would contact some other districts to see if they might have a vacant site that might be a consideration. P. Beaudoin to report findings.</p> <p>9/12/17: P. Beaudoin states that she has asked surrounding districts, and has confirmed that Rockport and Beverly do not have anything available. P. Beaudoin is still waiting to hear from Gloucester, Hamilton and Wenham. Once a response received, will report back to the SBC.</p> <p>9/26/17: P. Beaudoin states that she has 3 leads from schools and sites within 10 miles of MMES. Waiting to hear back from the 3 leads and she will report updates to the SBC once information is received.</p> <p>10/24/17: No update at this time. Continuing.</p> <p>11/06/2017: P. Beaudoin provided the SBC with an update of the following:</p> <ul style="list-style-type: none"> <li>➤ P. Beaudoin and A. Urbas have a meeting with the mayor of Beverly next week to discuss possibly using the Briscoe school.</li> <li>➤ Penguin Hall will not meet the habitable needs for MMES, no longer an option.</li> <li>➤ There is one catholic school in Gloucester, and another in Beverly still waiting to hear back from. Have left several messages with no answer.</li> <li>➤ Possible option to connect with a real estate agent.</li> </ul> <p>Additional details and follow up will be provided to the SBC at our next meeting.</p>	Open/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, West</p>	P. Beaudoin/ DWMP

	Parish in Gloucester, and a Renovation/Addition School. P. Beaudoin to communicate with DWMP and schedule dates for tours.	
12.2.2	<u>Previous Topics &amp; Approval of October 24, 2017 Meeting Minutes:</u> A motion to approve the 10/24/2017 meeting minutes as submitted made by G. Scharfe and seconded by C. Weld. Discussion: None. Vote: All in favor w/ J. Foster abstaining. Motion passes, minutes approved.	Record
12.3	<u>Invoices &amp; Commitments for Approval:</u> A motion to approve DWMP October OPM invoice #8 in the amount of \$8,682.00, JCJ October Invoice #3 in the amount of \$33,120.00, Postmaster Invoice for bulk mailing of notification of the community meeting #2 in the amount of \$1,608.87, and Minuteman Press Invoice #86841 for postcards for community meeting #2 in the amount of \$349.20 made by G. Scharfe and seconded by C. Weld. Discussion: A. Urbas explains that DWMP provided a monthly cash flow projection that reflects the invoices to ensure they are on track each month. The Postmaster Invoice includes future mailings for the total of the \$1,608.87. None. Abstentions: P. Beaudoin Vote: All in favor: Motion passes, invoice approved.	Record
12.4.1	<u>Ed. Program WG Update:</u> S. Brown states the Ed. Program will be discussed under agenda item #8.	Record
12.4.2	<u>Facilities Assessment WG Update:</u> S. Brown states that D. Ruiz from JCJ will be discussing this further along on agenda item #7.	Record
12.4.3	<u>Communications WG Update:</u> A. Cameron states that the WG has a conference call scheduled for 11/8/17 at 12:30 pm. The Communications WG will report an update to the SBC at our next meeting.	Record
12.4.4	<u>Budget Collaboration WG Update:</u> No updates at this time.	Record
12.5	<u>Budget Update:</u> S. Brown discusses the budget update sheet (see attached) attached in the meeting packet. Currently the project is 89% encumbered. The budget update sheet is a working document and will continue to be updated with any changes as they progress.	Record
12.6	<u>Schedule/Look Ahead:</u> S. Brown recaps important dates outlined in the project calendar. An outline of the dates is listed below: <ul style="list-style-type: none"> <li>➤ 11/14/17 SBC Meeting No. 13: Approve PDP Submission to MSBA (post meeting update)</li> <li>➤ 11/21/17 SC Meeting: Approve PDP Submission to MSBA</li> <li>➤ 11/28/17 SBC Meeting No. 14</li> </ul>	Record
12.7.1	<u>Project Update:</u> J. Laposta discusses Project Update from JCJ's presentation. A recap of the project update slides is outlined below: <ul style="list-style-type: none"> <li>➤ Project Update <ul style="list-style-type: none"> <li>• PDP Report <ul style="list-style-type: none"> <li>○ PDP review by Sub-Committee</li> <li>○ Updated: Review comments by 11/7</li> <li>○ Final Approval 11/14</li> </ul> </li> </ul> </li> </ul> <p>DWMP stated that they received comments already from A. Ingaharro, S. Creighton, C. Weld, and L. O'Donnell.</p>	Record

12.7.2	<p><u>Project Update/Existing Conditions Report:</u> J. Laposta discusses Project Update/Existing Conditions from JCJ's presentation. A recap of the project update slides is outlined below:</p> <ul style="list-style-type: none"> <li>➤ Geotechnical report received</li> <li>➤ Surveyor-Expect survey by end of November</li> <li>➤ Traffic Analysis-Expect report before end of November</li> </ul>	Record
12.7.3	<p><u>Project Update/Community Meeting No. 2:</u> J. Laposta discusses Project Update/Community Meeting No. 2 from JCJ's presentation. A recap of the project update slides is outlined below:</p> <ul style="list-style-type: none"> <li>➤ List of questions asked during both the morning and evening sessions include: <ul style="list-style-type: none"> <li>• What are the spaces that will go into the building?</li> <li>• When will the construction happen?</li> <li>• Will there be modular used during construction?</li> <li>• If the students go off-site, where would they go?</li> <li>• Will you consider making the building 2-stories?</li> <li>• Is there an opportunity for the community to be more involved?</li> <li>• Can the reimbursement rate be more than 31%?</li> <li>• What's the lowest reimbursement rate that might apply?</li> </ul> </li> </ul> <p>JCJ states they have uploaded the questions to the project dropbox for the SBC to view. The next community meeting is scheduled for 1/31/18. The SBC stated that A. Erwin, a member of the public attended the evening meeting and vocalized her support for the project. A. Urbas stated that all 5 Selectmen from the Town of Manchester joined the meetings.</p>	Record
12.7.4	<p><u>Project Update/Revisions to "Tennis Court" Schemes:</u> J. Laposta discusses Project Update/Revisions to "Tennis Court" Themes from JCJ's presentation. A recap of the project update slides is outlined below:</p> <ul style="list-style-type: none"> <li>➤ Tennis courts added back into schemes: <ul style="list-style-type: none"> <li>• AR-3</li> <li>• N-6</li> <li>• N-7</li> </ul> </li> </ul> <p>JCJ displayed these schemes and explained the addition of the tennis courts into the schemes.</p>	Record
12.8.1	<p><u>Educational Plan/Space Summary:</u> JCJ discusses Educational Plan/Space Summary section from their presentation. A recap of the slides is outlined below:</p> <ul style="list-style-type: none"> <li>➤ Educational Visioning Session No. 2: Guiding principles: <ul style="list-style-type: none"> <li>• Flexible and Adaptable</li> <li>• Whole Child Focus</li> <li>• Neighborhood School</li> <li>• Cooperative &amp; Collaborative</li> <li>• Outdoor Space &amp; Sustainability</li> <li>• Classic, Not Trendy</li> </ul> </li> <li>➤ Educational Visioning Session No. 2: Design patterns to be explored further: <ul style="list-style-type: none"> <li>• Break Out Rooms</li> <li>• Agile Classrooms</li> <li>• Distributed Dining</li> <li>• Neighborhoods</li> <li>• Outdoor Connections</li> <li>• Gathering Hubs</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>• Visible Learning</li> <li>• Transparency</li> <li>• Creative Use of Color</li> <li>• Shared Space in Hallway</li> <li>• Differentiated Entries</li> <li>• Ubiquitous Learning</li> <li>• Community Resources</li> <li>• Centralized Specialists</li> <li>• Innovative Storage</li> <li>• Good Acoustics</li> </ul> <p>J. Foster expressed concern on how the guiding principles and patterns connect and relate to the educational program and plan. J. Laposta explains that they are meant to be principles to connect the educational program to the physical space. Some of the items listed are more educational focused and some are more space focused. Overall the exercise and development are meant to be conceptualized as a broad concept. JCJ emphasizes that this is still a work in progress.</p>	
12.8.2	<p><u>Educational Plan/Space Summary:</u> JCJ discusses Educational Plan/Space Summary section from their presentation. A recap of the slides is outlined below:</p> <ul style="list-style-type: none"> <li>➤ Initial Space Summary Template: <ul style="list-style-type: none"> <li>• MSBA guideline building: 58,932 gsf (excludes pre-k)</li> <li>• Guideline does not include several spaces presently part of the school</li> </ul> </li> </ul> <p>JCJ and DWMP present the “Finalizing the Educational Plan” spreadsheet to the SBC. A recap of the sheet is outlined below:</p> <ul style="list-style-type: none"> <li>➤ The top line item in green is the MSBA base guideline</li> <li>➤ Items 1-6 are reimbursable</li> <li>➤ Items 9 and 10 are potentially reimbursable</li> <li>➤ Items 11-13 are not reimbursable</li> </ul> <p>JCJ and DWMP asked that the SBC decide tonight on whether to include these items that are part of the existing/future educational program needs. The SBC discussed this list at length and the discussions are outlined below:</p> <ul style="list-style-type: none"> <li>➤ Item 1-General Classrooms (15 vs 12)=INCLUDE</li> <li>➤ Item 2-Pre-K Classrooms (4)=INCLUDE</li> <li>➤ Item 3-Pre-K Storage=INCLUDE</li> <li>➤ Item 4-Enlarge Parent/Teacher Conference Room (an additional 50 sf than what they have now)=INCLUDE</li> <li>➤ Item 5-Self Contained SPED Classroom (4 vs 3) The SBC discussed this item at length and decided that this can be removed in PSR if after further evaluation that it is best to have the current amount (3) and not add an additional classroom=INCLUDE</li> <li>➤ Item 6-Self Contained SPEC Toilet (4 vs 3) The SBC discussed this item at length and decided that this can be removed in PSR if after further evaluation that it is best to have the current amount (3) and not add an additional toilet=INCLUDE</li> <li>➤ Item 7-STEM/Maker Classroom with Storage-The SBC discussed this item at length and decided that this can be removed in PSR if after further evaluation that it is best to have only 1 room vs 2=INCLUDE</li> <li>➤ Item 8-Music Lessons Room (1 room @ 200 sf) The SBC discussed this item and decided that students need this additional space=INCLUDE</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Item 9-Enlarge Gymnasium-The SBC discussed this item at length and decided to include a larger gym. The gym is always in use and not only does the school use it but it is used for community and district programs=INCLUDE</li> <li>➤ Item 10-Dedicated Shower (Nurse's Suite) J. Willis stated that it is only 50sf and currently the school finds themselves in need of this space if any student where to have an accident that it would be very useful=INCLUDE</li> <li>➤ Item 11-Meeting Space for 50 Teacher=INCLUDE</li> <li>➤ Item 12-Auditorium (Seating Area Only)-The SBC discussed this item at length and decided that the Auditorium is a large amount of space that is non-reimbursable. Many schools are now designed for multiple uses. This includes a "cafetorium" which is a combined cafeteria and auditorium. The space would include a stage and offer room for seating. After discussion, the SBC decided to=NOT INCLUDE</li> <li>➤ Item 13-Manchester Parks &amp; Rec Area with Storage-The SBC discussed this item at length and were presented with information from the leadership team. The leadership team met with the Town of Manchester, and it was decided that if they were to include a space for the Manchester Parks &amp; Rec, that the Town would have to pay for the space. S. Creighton notes that currently the parks and rec area have an outdoor restroom on the backside of the building. This restroom is also used by anyone that is using the playground and or brook street field. If the SBC and JCJ could consider this being included in the design moving forward. The team acknowledged the request and will further investigate. After discussion, the SBC decided to=INCLUDE</li> </ul> <p>The SBC also expressed that School Committee must vote to approve these decisions as well. The leadership team will report back to the SBC regarding SC decision.</p>	
12.9	<p><u>Cost Review:</u> S. Brown discusses and presents an abstract model for PDP Conceptual Budget Review. The discussion introduced and explained the following:</p> <ul style="list-style-type: none"> <li>➤ Conceptual total project budget</li> <li>➤ MSBA Grant-ineligible costs <ul style="list-style-type: none"> <li>• Soft Costs: <ul style="list-style-type: none"> <li>○ 20% soft cost cap</li> <li>○ Swing space/modular classrooms</li> <li>○ Misc. costs-legal fees, utilities, moving, etc.</li> <li>○ Furniture &amp; technology costs (over \$2,400/student)</li> </ul> </li> <li>• Construction Costs: <ul style="list-style-type: none"> <li>○ Categorical disallowed spaces</li> <li>○ Construction contingency cap (1% new, 2% add/reno)</li> <li>○ Program space beyond guidelines</li> <li>○ Floor tile abatement/demolition</li> <li>○ 8% site cost cap (of construction)</li> <li>○ \$326/sf construction cost cap</li> </ul> </li> </ul> </li> <li>➤ District share – reimbursement rate vs. effective reimbursement</li> <li>➤ Total Project Costs: <ul style="list-style-type: none"> <li>• Soft Costs <ul style="list-style-type: none"> <li>○ Misc.</li> <li>○ Equipment</li> <li>○ Administration</li> <li>○ Design</li> </ul> </li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>• Construction Costs <ul style="list-style-type: none"> <li>○ Overhead &amp; profit</li> <li>○ Demolition</li> <li>○ Site</li> <li>○ Building</li> </ul> </li> </ul> <p>S. Brown shows the effect of how removing the non-reimbursable costs associated with the project out of MSBA grant eligibility, the “effective” project reimbursement % goes down.</p>	
12.10	<p><u>Cost Review:</u> After the discussion of the space summary items and decisions made by the SBC (see 12.8.2 above), M. Burton reflects the sf of these spaces into a PDP Options worksheet and forecasts the costs for each scheme and option that will be included in the PDP submission. The sheet provides a conceptual budget cost for: escalation, soft costs, construction costs, district share, total project costs, and overall effective reimbursement. After reviewing the worksheet, M. Burton shares the MSBA’s historical cost data from their website; including a chart that displays construction costs for school projects as bid from FY 09 through FY 17, as well as projected construction cost/sf at preferred schematic and at schematic design for projects recently approved.</p> <ul style="list-style-type: none"> <li>➤ A. Cameron recommends that SBC members that are industry professionals review costs and the sheet developed. The recommended members include: <ul style="list-style-type: none"> <li>• G. Brewster</li> <li>• G. Scharfe</li> <li>• T. Virden</li> <li>• A. Oldeman</li> <li>• R. Breuker</li> <li>• C. Hay</li> </ul> </li> <li>➤ The overall total project cost must be included for each option in the PDP submission, even though some of the options do not fit the educational program.</li> <li>➤ DWMP will share the sheet with the member recommended by A. Cameron.</li> <li>➤ DWMP will present any updates at the PDP approval meeting on 11/14.</li> </ul>	Record
12.10	<p><u>PDP Report:</u> JCJ stated that the PDP report is on the project dropbox for the SBC to review as stated earlier. Any questions please contact JCJ/DWMP. The SBC will be asked for their approval to send the report to the MSBA at the next meeting on 11/14. Any additional comments regarding the draft will be addressed and re-posted to the project dropbox.</p>	Record
12.11	<p><u>Next Meetings:</u></p> <ul style="list-style-type: none"> <li>• 11/14/17 SBC Meeting</li> <li>• 11/21/17 SC Meeting</li> <li>• 11/22/17 Submit PDP to MSBA</li> </ul>	Record
12.12	<p><u>Other Topics Not Reasonably Anticipated 48 Hours Prior to Meeting:</u> None.</p>	Record
12.13	<p><u>Public Comment:</u> A member of the public, M. Donohoe was at the meeting and stated that he is an abutter to the school. M. Donohoe is concerned by the wetland that goes through his property and the school’s property and how it will be handled during project development. M. Donohoe stated there is a drainage swale along the school’s property. Mr. Donahoe states that due to maintenance issues, it causes his yard to flood and has become an issue. M. Donohoe stated that he has met and discussed the issue with the Town of Manchester for some time, and the Town stated that they were aware that the MMES project would be</p>	JCJ

	happening soon and to wait till the project starts to fix water issues relating to his yard, the wetlands, and the brook. A. Zaiger and D. Ruiz state that they received an email from M. Donohue after the second community meeting, and have scheduled a meeting with JCJ's civil engineer and wetland scientist to come to M. Donohoe's property to review the issue and setback. D. Ruiz to coordinate with the Civil Engineer and M. Donohue a time to come review his yard.	
12.14	<u>Adjourn:</u> A motion was made by G. Scharfe and seconded by C. Weld to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 9:49 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 11 10/24/17 Meeting Minutes, Manchester Memorial Elementary School Presentation 11/6/17, JCJ Power Point presentation 11/6/17, Budget Sheet, Project Calendar*

**DORE AND WHITTIER ARCHITECTS**

Architects • Project Managers



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.**