

## 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: 10/10/2017  
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.			
✓	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	Poll group for potential school site tours (12/8, 12/14, 12/18)
9.3	JCJ	Revised Samiotes Proposal
10.4.3	Budget Collab. Group	Meeting Update
10.8.10	DWMP/JCJ	PDP Criteria and Feedback Questionnaire

\* SBC Voting  
Member

PROJECT MANAGERS  
ARCHITECTS

Newburyport, MA 01950  
260 Merrimac Street Bldg 7  
978.499.2999 ph  
978.499.2944 fax

[www.doreandwhittier.com](http://www.doreandwhittier.com)

Item No.	Description	Action
10.1	<u>Call to Order:</u> 7:00 pm meeting was called to order by the SBC Co-Chair Ann Cameron with 16 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
10.2.1	<u>Previous Topics &amp; Approval of September 26, 2017 Meeting Minutes:</u> S. Brown explains and reviews the eight previous items requiring action. A review of those items is noted below.	Record
7.11	<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. 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. 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.  10/10/17: No update at this time. Continuing.	Open/P. Beaudoin
8.8	<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. 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.  10/10/17: No update at this time. Continuing.	Open/P. Beaudoin
9.3	<u>Invoices &amp; Commitments for Approval:</u> S. Brown states that originally a BRR had been planned for approval this evening. The request will be moved till the tennis court existing survey is reviewed by Samiotes. The report that was just received could be reviewed and used as existing information that the surveyor will no longer need to test for, therefore lowering the cost of the proposal. JCJ to report back to DWMP with any additional cost savings from Samiotes.	

	10/10/17: No update at this time. Continuing.	Open/JCJ
9.11	<p><u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> S. Creighton states that there are additional sites that were considered for the MS/HS project that have not been listed for MMES. S. Creighton to provide list of additional sites so the Leadership team can evaluate and understand the sites. If any of the additional sites are considered private land, they will be considered due to site acquisition costs.</p> <p>10/10/17: Additional sites were sent to A. Cameron and Leadership team. The 2 additional sites will be discussed tonight.</p>	Closed/Record
10.2.2	<u>Previous Topics &amp; Approval of September 26, 2017 Meeting Minutes:</u> A motion to approve the 9/12/2017 meeting minutes as submitted made by A. Ingaharro and seconded by L. O'Donnell. Discussion: J. Foster states on item 9.4.4 under "Communications WG Update" that "formerly" needs to be changed to "formally". C. Shefferman acknowledges, and will make the change to the record. Vote: Abstentions: J. Foster, Remainder in attendance all in favor: Motion passes, minutes approved.	Record
10.3	<u>Invoices &amp; Commitments for Approval:</u> A motion to approve DWMP September OPM invoice #7 in the amount of \$11,561.00 as submitted, and JCJ September Invoice #2 in the amount of \$24, 285.00 made by G. Scharfe and seconded by S. Creighton. Discussion: A. Urbas explains that DWMP provides him with a monthly cashflow projection that reflects the invoices to ensure they are on track each month. None. Vote: All in favor: Motion passes, invoice approved.	Record
10.4.1	<u>Ed. Program WG Update:</u> P. Beaudoin states that the leadership team discussed and reviewed the first visioning workshop with D. Stephen, and will have a draft by end of week. The second ed. Visioning workshop is scheduled for 10/23/17. P. Beaudoin states that pre-k still needs to be discussed.	Record
10.4.2	<u>Facilities Assessment WG Update:</u> S. Brown states that D. Ruiz will be recapping activity from those consultants that are onsite now and in the next couple of weeks and what the work entails under Project Update.	Record
10.4.3	<u>Budget Collaboration WG Update:</u> A. Cameron states they are meeting this Thursday. A. Urbas, P. Beaudoin, and A. Cameron to report to SBC at our next meeting recap of Budget Collaboration Group meeting.	Record
10.4.4	<u>Communications WG Update:</u> A. Cameron states next week she is planning on having a conference call with the group. A. Cameron to report back to SBC after call.	Record
10.5	<u>Budget Update:</u> S. Brown discusses the budget update sheet attached in the meeting packet. Nothing has changed since our last meeting. The budget update sheet is a working document and will continue to be updated with any changes as they progress.	Record
10.6	<p><u>Schedule/Look Ahead:</u> S. Brown recaps important dates outlined in the project calendar. An outline of the dates is listed below:</p> <ul style="list-style-type: none"> <li>➤ 10/23/17-Ed. Visioning Workshop No. 2</li> <li>➤ 10/24/17 SBC Meeting – Building Options Review</li> <li>➤ 11/1/17 Community Meeting No. 2</li> <li>➤ 11/6/17 SBC Meeting for PDP Approval</li> <li>➤ 11/9/17 Submit PDP to MSBA</li> </ul>	Record

10.7	<p><u>Project Update:</u> D. Ruiz discusses Project Update from JCJ's presentation. A recap of the project update slides is outlined below:</p> <ul style="list-style-type: none"> <li>➤ PDP Report in Development</li> <li>➤ Surveyor On-Site, Started 10/5/17</li> <li>➤ Traffic Analysis Starts Week of 10/9/17</li> <li>➤ Community Meeting No. 1 Recap <ul style="list-style-type: none"> <li>• About 60+ attendees between morning and evening sessions</li> <li>• Some positive feedback received already</li> </ul> </li> </ul>	Record
10.8.1	<p><u>Evaluation of Alternatives-Site:</u> D. Ruiz discusses the Evaluation of Alternatives slides in their presentation. A recap of the evaluation of alternatives is outlined below:</p> <ul style="list-style-type: none"> <li>➤ Site Selection</li> <li>➤ Some Additional Options</li> <li>➤ Developing the Evaluation Criteria</li> <li>➤ Considering the Options</li> <li>➤ Identified Sites (As identified in the MHS Study) <ul style="list-style-type: none"> <li>• Memorial School</li> <li>• Brook Street Field</li> <li>• Sweeney Park</li> <li>• MHS Campus Compost Site</li> <li>• Transfer Station Site</li> </ul> </li> <li>➤ Site Criteria <ul style="list-style-type: none"> <li>• Adequacy (Size)</li> <li>• Availability (Ownership)</li> <li>• Utilities</li> <li>• Environmental (Water/Wildlife/Natural Hazards)</li> <li>• Cost and Time of Construction</li> <li>• Student/Staff Impacts</li> <li>• Community Issues</li> <li>• Proximity to Abutters</li> <li>• Vehicular &amp; Pedestrian Circulation</li> </ul> </li> </ul> <p>S. Brown states that the team is looking for feedback from the SBC on the criteria as it's developed. This is an active list, and need the SBC to help add/subtract as they evaluate it.</p>	Record
10.8.2	<p><u>Evaluation of Alternatives-Brook Street:</u> D. Ruiz explains and discusses each identified site. Each site is listed below along with discussion:</p> <ul style="list-style-type: none"> <li>➤ Brook Street Field: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Construction without student disruption</li> <li>○ New school stays in the same part of town</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Eliminates existing turf field</li> <li>○ Location is presently a flood storage area</li> <li>○ Costly replication of flood storage adjacent</li> <li>○ Would require significant fill</li> <li>○ Orients building to residential neighborhood</li> <li>○ Vehicular circulation may be challenging</li> </ul> </li> <li>• Other Considerations:</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>○ Assumes Memorial Site could be used for playfields</li> <li>○ Brook Street Field due for replacement</li> </ul> <p>A motion was made by G. Scharfe and seconded by A. Zaiger to eliminate Brook Street Field as an alternative. Discussion: None. All in favor: Motion passes, unanimously approved.</p>	
10.8.3	<p><u>Evaluation of Alternatives-Sweeney Park:</u> D. Ruiz explains and discusses each identified site. Each site is listed below along with discussion:</p> <ul style="list-style-type: none"> <li>➤ Sweeney Park: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Construction without student disruption</li> <li>○ New school stays in the same part of town</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Eliminates existing field</li> <li>○ Vehicular circulation may be challenging</li> <li>○ Narrow buildable area limits building configuration</li> </ul> </li> <li>• Other Considerations: <ul style="list-style-type: none"> <li>○ Not presently part of lease agreement</li> <li>○ Assumes Memorial Site could be used for playfields</li> <li>○ Town could retain part/all of existing building</li> </ul> </li> </ul> <p>A motion was made by S. Creighton and seconded by G. Scharfe to eliminate Sweeney Park as an alternative. Discussion: None. All in favor: Motion passes, unanimously approved.</p> </li></ul>	Record
10.8.4	<p><u>Evaluation of Alternatives-Compost Site:</u> D. Ruiz explains and discusses each identified site. Each site is listed below along with discussion:</p> <ul style="list-style-type: none"> <li>➤ Compost Site: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Construction without student disruption</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Active compost/would require replacement</li> <li>○ Far from sewer and water services</li> <li>○ Eliminates neighborhood school</li> <li>○ Additional bussing required/loss revenue</li> <li>○ May require a septic system</li> </ul> </li> <li>• Other <ul style="list-style-type: none"> <li>○ Not presently part of lease agreement</li> <li>○ Town could retain part/all of existing building</li> </ul> </li> </ul> <p>A motion was made by G. Scharfe and seconded by A. Zaiger to eliminate the Compost Site as an alternative. Discussion: None. All in favor: Motion passes, unanimously approved.</p> </li></ul>	Record
10.8.5	<p><u>Evaluation of Alternatives-Transfer Station:</u> D. Ruiz explains and discusses each identified site. Each site is listed below along with discussion:</p> <ul style="list-style-type: none"> <li>➤ Transfer Station: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Construction without student disruption</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Far from sewer and water services</li> </ul> </li> </ul> </li></ul>	Record

	<ul style="list-style-type: none"> <li>○ Eliminates neighborhood school</li> <li>○ Additional bussing required/loss revenue</li> <li>○ May require a septic system</li> <li>○ Play area harder to accommodate</li> <li>○ Remediation may be required</li> <li>○ Potential community issues</li> <li>• Other: <ul style="list-style-type: none"> <li>○ Not presently part of lease agreement</li> <li>○ Town could retain part/all of existing building</li> </ul> </li> </ul> <p>A motion was made by A. Zaiger and seconded by the S. Creighton to eliminate Ann's Woods as an alternative. Discussion: None. All in favor: Motion passes, unanimously approved.</p>	
10.8.6	<p><u>Evaluation of Alternatives-Winthrop Field/Ann's Woods:</u> D. Ruiz explains and discusses each identified site. Each site is listed below along with discussion. A. Cameron states there are two additional sites that the towns have discussed in the past that were not presented. The sites are Winthrop Field, and Ann's Woods. Each alternative is outlined below.</p> <ul style="list-style-type: none"> <li>➤ Winthrop Field: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Over 14 acres available</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Outside neighborhood schools</li> <li>○ Town owns the site</li> <li>○ Wetlands in the middle of the field</li> <li>○ Would take years to obtain the site</li> </ul> </li> </ul> <p>The SBC voted and unanimously agreed to eliminate Winthrop Field as an alternative.</p> <ul style="list-style-type: none"> <li>➤ Ann's Woods: <ul style="list-style-type: none"> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Town owns the site</li> <li>○ All wetlands</li> <li>○ Site is upland</li> <li>○ Close to the gun range</li> <li>○ Transportation will be an issue</li> </ul> </li> </ul> <p>A motion was made by S. Creighton and seconded by C. Weld to eliminate Ann's Woods as an alternative. All in favor: Motion passes, unanimously approved.</p> </li></ul></li></ul>	Record
10.8.7	<p><u>Evaluation of Alternatives-Memorial Site:</u> D. Ruiz explains and discusses each identified site. Each site is listed below along with discussion:</p> <ul style="list-style-type: none"> <li>➤ Memorial Site: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Current site</li> <li>○ School stays in current location</li> <li>○ District already onsite</li> </ul> </li> <li>• Limitations <ul style="list-style-type: none"> <li>○ Potential disruption to students during construction</li> </ul> </li> </ul> </li></ul>	Record

	A motion was made by G. Scharfe and seconded by S. Creighton to keep the Memorial Site as the preferred site for the school. Discussion: None. All in favor: Motion passes, unanimously approved.	
10.8.8	<p><u>Evaluation of Alternatives-Additional Building Options:</u> D. Ruiz discusses additional building options as presented in JCJ's presentation. An outline of each option is below:</p> <ul style="list-style-type: none"> <li>➤ Option N-5-New Construction-Tennis Court L</li> <li>➤ Option N-6-New Construction-Eastside Courtyard</li> <li>➤ Option N-7-New Construction-Eastside Main Street</li> <li>➤ Option AR-2-New Construction-Curved Main Street</li> </ul> <p>After reviewing each option, the SBC stated that if the tennis courts are removed, they will need to be replaced on another site or in a different location onsite. The tennis courts were recently constructed, and are relatively new to the site.</p>	Record
10.8.9.1	<p><u>Evaluating the Options-R-1-Renovation Only:</u> JCJ recaps options that have been presented to the SBC so far. R-1-Renovation Only is outlined below:</p> <ul style="list-style-type: none"> <li>➤ R-1-Renovation Only: Four Walls <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Retain separated auditorium &amp; cafeteria</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Various rooms will remain undersized</li> <li>○ Challenging to create learning communities</li> <li>○ Cost may be similar to "new"</li> <li>○ Continues to sprawl across the site</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ Remain one story</li> <li>○ East side of site remains the same</li> </ul> </li> </ul> </li> </ul>	Record
10.8.9.2	<p><u>Evaluating the Options-R-2-Renovation &amp; Addition:</u> JCJ recaps options that have been presented to the SBC so far. R-2 Renovation &amp; Addition is outlined below.</p> <ul style="list-style-type: none"> <li>➤ R-2-Renovation &amp; Addition: The Four Walls and More: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Retain separated auditorium &amp; cafeteria</li> <li>○ Better integrate-Pre-K into main building</li> <li>○ Learning communities at upper grades</li> <li>○ Aggregate administrative spaces</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Various rooms will remain undersized</li> <li>○ Cost may be similar to "new"</li> <li>○ Continues to sprawl across site</li> <li>○ No change to cafeteria</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ East side of site remains the same</li> <li>○ Distributed media center</li> </ul> </li> </ul> </li> </ul>	Record
10.8.9.3	<p><u>Evaluating the Options-AR-1-Renovation &amp; Addition:</u> JCJ recaps options that have been presented to the SBC so far. A R-1 "Save the Core" is outlined below.</p> <ul style="list-style-type: none"> <li>➤ AR-1 Renovation &amp; Addition-Save the Core: <ul style="list-style-type: none"> <li>• Opportunities:</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>○ Saves the existing auditorium and gym</li> <li>○ Expands fields and parking</li> <li>○ Reduces degraded area</li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Gym may remain “undersized”</li> <li>○ No change to drop-off/pick up loop</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ Two-story scheme</li> <li>○ Leaves east side “as is”</li> <li>○ Condensed footprint</li> </ul> </li> </ul>	
10.8.9.4	<p><u>Evaluating the Options-AR-2-Addition Renovation:</u> JCJ recaps options that have been presented to the SBC so far. A R-2 Addition Renovation “Curved Main Street” is outlined below.</p> <ul style="list-style-type: none"> <li>➤ AR-2-Addition Renovation-Curved Main Street: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Retains the Auditorium &amp; Gym</li> <li>○ Increase Parking</li> <li>○ Outdoor Classroom Adjacencies</li> <li>○ No Crossing Traffic</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Eliminates Tennis Courts</li> <li>○ Multiple Phases</li> <li>○ Requires Modularity for Entire Population</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ One story scheme (two story possible)</li> <li>○ Maintains east side “as is”</li> </ul> </li> </ul> </li> </ul>	Record
10.8.9.5	<p><u>Evaluating the Options-N-1-New Construction-The Piano:</u> JCJ recaps options that have been presented to the SBC so far. N-1-New Construction-The Piano is outlined below.</p> <ul style="list-style-type: none"> <li>➤ N-1 New Construction-The Piano: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Reduces degraded area</li> <li>○ Increases open space</li> <li>○ Increased drop-off/pick up loop</li> <li>○ Increased parking</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Proximity to abutters</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ Two-story scheme</li> <li>○ Leaves east side “as is”</li> <li>○ Condensed footprint</li> <li>○ Front door moves to north</li> </ul> </li> </ul> </li> </ul>	Record
10.8.9.6	<p><u>Evaluating the Options-N-2-New Construction-The Pinwheel:</u> JCJ recaps options that have been presented to the SBC so far. N-2-New Construction-The Pinwheel is outlined below.</p> <ul style="list-style-type: none"> <li>➤ N-2 New Construction-The Pinwheel: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Responds to site circulation (pedestrian)</li> </ul> </li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>○ Enhanced view from classrooms</li> <li>○ Separated bus loop</li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Closed courtyard requires operational commitment</li> <li>○ Additional curb cut on Summer Street</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ One story scheme</li> <li>○ East side remains “as is”</li> </ul> </li> </ul>	
10.8.9.7	<p><u>Evaluating the Options-N-3-New Construction-The Hub:</u> JCJ recaps options that have been presented to the SBC so far. N-3-New Construction-The Hub is outlined below.</p> <ul style="list-style-type: none"> <li>➤ N-3-New Construction-The Hub: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Increases Drop-Off/Pick UP loop</li> <li>○ Reduces degraded area</li> <li>○ Increases parking</li> <li>○ Increases play areas</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ TBD</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ Two Story Scheme</li> <li>○ Moves front door to North</li> </ul> </li> </ul> </li> </ul>	Record
10.8.9.8	<p><u>Evaluating the Options-N-4-New Construction-Main Street:</u> JCJ recaps options that have been presented to the SBC so far. N-4-New Construction-Main Street is outlined below.</p> <ul style="list-style-type: none"> <li>➤ N-4-New Construction-Main Street: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Allows for smaller 2-grade neighborhoods</li> <li>○ Increased drop-off and pick-up loop</li> <li>○ Increased parking</li> <li>○ Outdoor learning adjacent to classrooms</li> <li>○ Increased play areas</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Larger footprint on site</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ One story scheme (two story possible)</li> <li>○ East side remains “as is”</li> </ul> </li> </ul> </li> </ul>	Record
10.8.9.9	<p><u>Evaluating the Options-N-5-New Construction-Tennis Court L:</u> JCJ recaps options that have been presented to the SBC so far. N-5-New Construction-Tennis Court L is outlined below.</p> <ul style="list-style-type: none"> <li>➤ N-5-New Construction-Tennis Court L: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Extends the parent drop-off loop</li> <li>○ Preserves the tennis courts</li> <li>○ Consolidates outdoor spaces</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Close to abutters</li> <li>○ Exit to Lincoln street eliminated</li> </ul> </li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>• Other: <ul style="list-style-type: none"> <li>○ Two Story Scheme</li> <li>○ Orients the building to Summer Street</li> </ul> </li> </ul>	
10.8.9.10	<p><u>Evaluating the Options-N-6-New Construction-Eastside Courtyard:</u> JCJ recaps options that have been presented to the SBC so far. N-6-New Construction-Eastside Courtyard is outlined below.</p> <ul style="list-style-type: none"> <li>➤ N-6-New Construction-Eastside Courtyard: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Increased drop-off and pick up loop</li> <li>○ Separated buss loop</li> <li>○ Presence right on Lincoln Street</li> <li>○ Consolidated open spaces</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Crossing traffic between school and field</li> <li>○ Tennis courts eliminated</li> <li>○ Proximity to abutters</li> <li>○ Closed courtyard requires maintenance</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ One story scheme (two story possible)</li> <li>○ Summer Street exit eliminated</li> </ul> </li> </ul> </li> </ul>	Record
10.8.9.11	<p><u>Evaluating the Options-N-7-New Construction-Eastside Main Street:</u> JCJ recaps options that have been presented to the SBC so far. N-7-New Construction-Eastside Main Street is outlined below.</p> <ul style="list-style-type: none"> <li>➤ N-7-New Construction-Eastside Main Street: <ul style="list-style-type: none"> <li>• Opportunities: <ul style="list-style-type: none"> <li>○ Increased drop-off and pick up loop</li> <li>○ Separated bus loop</li> <li>○ Presence right on Lincoln Street</li> <li>○ Consolidated open spaces</li> </ul> </li> <li>• Limitations: <ul style="list-style-type: none"> <li>○ Crossing traffic between school and fields</li> <li>○ Tennis courts eliminated</li> <li>○ Proximity to abutters</li> <li>○ Only a Summer Street exit</li> </ul> </li> <li>• Other: <ul style="list-style-type: none"> <li>○ One story scheme (two story possible)</li> </ul> </li> </ul> </li> </ul>	Record
10.8.10	<p><u>Evaluation of Alternatives-Developing the Criteria:</u> D. Ruiz discusses the Developing the Criteria slides presented in the JCJ presentation. Below is an outline of those options:</p> <ul style="list-style-type: none"> <li>➤ Increased Drop-Off/Pick up Queuing</li> <li>➤ Preserve Auditorium</li> <li>➤ Tennis Courts</li> <li>➤ Vehicular and Pedestrian Circulation</li> <li>➤ Parking</li> <li>➤ Fields/Play Areas/Playgrounds</li> <li>➤ Proximity to Abutters</li> <li>➤ Outdoor Learning Environments</li> </ul>	DWMP/JCJ

	<ul style="list-style-type: none"> <li>➤ Building Layout</li> <li>➤ Community Use</li> <li>➤ Orientation to the Street</li> <li>➤ Lincoln St. vs. Summer St. Access</li> <li>➤ One Story vs. Two Story</li> <li>➤ Safety and Security</li> </ul> <p>The team explains that the SBC's input and feedback is important to developing the criteria along with the scoring rubric. The SBC is asked to review the options presented, determine if any criteria needs to be adjusted, and to be ready to score options at the 10/24/17 meeting. DWMP and JCJ to work on criteria and scoring rubric that will be sent to SBC ahead of 10/24 meeting.</p>	
10.9	<p><u>Status of PDP Report:</u> D. Ruiz explains and recaps the PDP report. An outline of the information presented is below:</p> <ul style="list-style-type: none"> <li>➤ PDP Report Update <ul style="list-style-type: none"> <li>• Existing Conditions Report</li> <li>• Have Received materials from: <ul style="list-style-type: none"> <li>○ Civil, Structural, Mechanical, Electrical, Plumbing/Fire Protection, Hazardous Materials</li> </ul> </li> <li>• Building currently grandfathered by code</li> <li>• Any significant renovation or repair would require existing building to meeting current codes</li> <li>• Any repairs, renovations, additions, must consider 780 CMR, Chapter 34 existing building code</li> <li>• Options being considered would require structure to be updated to meet current building codes</li> <li>• Cost to reduce existing core block may be in the same range as the replacement</li> <li>• Services are available on-site water, sanitary, gas, electrical</li> <li>• Stormwater management within surrounding site is not comprehensive</li> <li>• Many stormwater elements are silted up or clogged</li> <li>• Accessibility to and on the site is not comprehensive</li> <li>• Wellhead, riparian and wetland restrictions as previously discussed</li> <li>• Incoming service conductors are exposed and in poor condition this should be addressed promptly</li> <li>• No emergency generator/emergency lighting by battery packs</li> <li>• Renovation would require adding fire sprinklers in 1954 and 1965 additions</li> <li>• Intrusion system sensors are in poor condition</li> <li>• No bi-directional antenna system for FD communication</li> </ul> </li> </ul> <p>A. Urbas states that the school underwent adding fire alarm monitoring system 5 years ago. Essex Elementary is currently going through adding this same system now. Sprinklers are to protect the building; the fire alarm monitoring system is to notify the students and teachers.</p>	Record
10.10	<p><u>Next Meetings:</u></p> <ul style="list-style-type: none"> <li>• 10/23/17 Ed. Programming Workshop #2 (8:30am-3pm)</li> <li>• 10/24/17 SBC Meeting (7pm)</li> <li>• 11/1/17 Community Meeting No. 2</li> </ul>	Record

	<ul style="list-style-type: none"><li>11/6/17 SBC Meeting (7pm)</li></ul>	
10.11	<u>Other Topics Not Reasonably Anticipated 48 Hours Prior to Meeting:</u> The team asks the SBC to review the existing conditions report on the dropbox since the information will be included in the PDP submission. The SBC is required to vote for PDP submission.	Record
10.12	<u>Public Comment:</u> None.	Record
10.13	<u>Adjourn:</u> A motion was made by A. Ingaharro and seconded by G. Scharfe to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 9:09 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 9 9/26/17 Meeting Minutes, DWMP Invoice #7, JCJ Invoice #2, Cashflow, Manchester Memorial Elementary School Presentation 9/26/17, JCJ Power Point presentation*

**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.**



Manchester Essex Regional School District  
School Building Committee

Meeting Date: 10/10/17  
Meeting No. 10



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>	
* Sarah Creighton	Manchester	<a href="mailto:sarahhammondcreighton@gmail.com">sarahhammondcreighton@gmail.com</a> <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>	
Jim LePosta	JCJ	<a href="mailto:jlaposta@jcj.com">jlaposta@jcj.com</a>	
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:eczarnecki@jcj.com">eczarnecki@jcj.com</a>	

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

## AGENDA



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: 10/10/2017  
Time: 7:00 PM  
Prepared By: C. Shefferman

- 
1. Call to Order
  2. Previous Topics & Approval of September 26, 2017 Meeting Minutes
    - 7.11 Site: Review options for swing space in surrounding towns (P. Beaudoin)
    - 8.8 Poll group for potential school site tours (12/8, 12/14, 12/18) (P. Beaudoin)
    - 9.3 Revised Samiotes Proposal (JCJ)
    - 9.11 List of Additional Site Considerations from MS/HS (S. Creighton)
  3. Invoices & Commitments for Approval (DWMP)
  4. Working Groups Update (DWMP)
  5. Budget Update (DWMP)
  6. Schedule/Look Ahead (DWMP/JCJ)
  7. Project Update (JCJ)
  8. Evaluation of Alternatives (JCJ)
  9. Status of PDP Report (JCJ)
  10. Next Meeting(s)
  11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
  12. Public Comments
  13. Adjourn

PROJECT MANAGERS  
ARCHITECTS

Newburyport, MA 01950  
260 Merrimac Street Bldg 7  
978.499.2999 ph  
978.499.2944 fax

[www.doreandwhittier.com](http://www.doreandwhittier.com)



September 28, 2017

Mr. Avi Urbas  
Director of Finance & Operations  
Manchester Essex Regional School District  
36 Lincoln Street  
Manchester-by-the-Sea, MA 01944

**Project:** Manchester Memorial Elementary School  
MP17-114

**Subject:** September 2017 Invoice

Avi,

Please see the attached Dore & Whittier's September 2017 invoice (#7) in the amount of \$11,561.00 for Feasibility Phase OPM services in accordance with our contract. With your review, we anticipate bringing this invoice before the School Building Committee for approval at the next scheduled meeting on October 10<sup>th</sup>.

Please contact me if you have any questions.

Sincerely,

**DORE & WHITTIER MANAGEMENT PARTNERS, LLC**  
Project Managers

A handwritten signature in black ink, appearing to read 'S. Brown'.

Steven W. Brown  
Project Manager

PROJECT MANAGERS  
ARCHITECTS

Newburyport, MA 01950  
260 Merrimac Street Bldg 7  
978.499.2999 ph  
978.499.2944 fax

[www.doreandwhittier.com](http://www.doreandwhittier.com)

**Dore and Whittier Management Partners, LLC**  
260 Merrimac Street  
Bldg. 7  
Newburyport, MA 01950

Invoice, proposal or information submitted  
for School Building Committee approval:

**Manchester Memorial  
Elementary School Project**

- Meeting Date: 10/10/2017
- Approval Vote: YES \_\_\_ NO \_\_\_ AB \_\_\_

Prepared by Dore & Whittier Mgmt Partners, LLC

Avi Urbas  
Director of Finance  
36 Lincoln Street  
Manchester-by-the-sea, MA 01944

Invoice number 00007  
Date 09/26/2017

Project 17-0114 MANCHESTER ESSEX  
MEMORIAL ELEMENTARY SCHOOL

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
<b>Designer Selection and Feasibility</b>	105,000.00	59,494.00	11,561.00	33,945.00	71,055.00
<b>Schematic Design</b>	50,000.00	0.00	0.00	50,000.00	0.00
Total	155,000.00	59,494.00	11,561.00	83,945.00	71,055.00

Invoice total **11,561.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00007	09/26/2017	11,561.00	11,561.00				
	Total	11,561.00	11,561.00	0.00	0.00	0.00	0.00

## INVOICE

JCJ.COM

120 HUYSHOPE AVENUE, SUITE 400  
HARTFORD, CT 06106  
TEL 860.247.9226  
FAX 860.524.8067

AN EMPLOYEE OWNED COMPANY

September 30, 2017

Project No: B17046.00

Invoice No: 000000002

Steve Brown  
Manchester -Essex Regional School District  
c/o Dore & Whittier, Inc.  
260 Merrimac Street  
Building 7  
Newburyport, MA 01950

Project B17046.00 Manchester Memorial Elementary School

E-mail invoice:  
sbrown@doreandwhittier.com  
cshefferman@doreandwhitter.com  
urbasa@mersd.org

Professional Services from September 1, 2017 to September 30, 2017

Phase 00 Feasibility

Fee

Billing Phase	Fee	Percent Complete	Earned	Current Fee Billing
Feasibility Study	180,000.00	26.9833	48,570.00	24,285.00
Schematic Design	170,000.00	0.00	0.00	0.00
Amend #1 Site (CDW)	4,500.00	0.00	0.00	0.00
Amend #1 Geotech (Lahlaf)	17,215.00	0.00	0.00	0.00
Amend #1 Traffic (Bryant)	16,000.00	0.00	0.00	0.00
Amend #1 Wetlands (Samiotes)	1,500.00	0.00	0.00	0.00
Amend #1 Haz Mat (CDW)	15,640.00	0.00	0.00	0.00
Amend #1 Site Survey (Samiotes)	24,250.00	0.00	0.00	0.00
Total Fee	429,105.00		48,570.00	24,285.00

Previous Fee Billing

24,285.00

Total Fee

24,285.00

Total this Phase

\$24,285.00

Total this Invoice

\$24,285.00



# Manchester Memorial Elementary School Project

2018											
MSBA Standard Schedule Town Votes Fall '18		Duration in Months	April	May	June	July	August	September	October	November	December
Hire OPM		3									
Select Architect		3									
Feasibility		10									
MSBA Preliminary Design Program Submission											
MSBA Preferred Schematic Report											
MSBA Recommendation to proceed into Schematic Design			★								
Schematic Design		9									
MSBA Schematic Design Submission											
MSBA Board Approval of Schematic Design											
Town Approval		2					★				
MSBA Issues Project Funding Agreement (\$5 committed)								Votes			
Design Development		5									
Construction Documents		6									
Prequalify and Bid Documents		5									
Construction Start		28									
Close Out		6									
Feasibility Study & Schematic Design		17	36,000	36,000	36,000	34,000	7,000	7,000	7,000	7,000	
Designer		350,000	8,682	8,682	8,682	8,682	8,686				
OPM		155,000				1,200					
Environmental & Site		79,110			10,000	7,500	7,500	2,000			
Other		65,890	10,000	54,682	54,682	51,382	23,186	9,000	7,000	7,000	
Feasibility Study Sub-Total		650,000	54,682	54,682	54,682	51,382	23,186	9,000	7,000	7,000	

# Manchester Memorial Elementary School SBC Meeting

10/10/2017



JCJ ARCHITECTURE

# Agenda

1. Call to Order
2. Previous Topics & Approval of September 26, 2017 Meeting Minutes
3. Invoices and Commitments for Approval
4. Working Groups Update
5. Budget Update
6. Schedule/Look Ahead
7. Project Update
8. Evaluation of Alternatives
9. Status of PDP Report
10. Next Meetings
11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
12. Public Comments
13. Adjourn



# 1. Call to Order

SBC Meeting 10/10/17



JCJ ARCHITECTURE

## 2. Previous Topics & Approval of September 26, 2017 Meeting Minutes

### Action Items from Meeting Minutes:

7.11 Site: Review options for swing space in surrounding towns	(P. Beaudoin)
8.8 Poll group for potential school site tours	(P. Beaudoin)
9.3 Revised Samiotes Proposal	(JCJ)
9.11 List of Additional Site Considerations from MS/HS	(S. Creighton)



### 3. Invoices and Commitments for Approval

- DWMP September Invoice #7 in the amount of \$11,561.00  
(Invoice Attached). Vote Expected.
- JCJ September Invoice #2 in the amount of \$24,285.00  
(Invoice Attached). Vote Expected.



## 4. Working Groups Update

- Educational Programming
- Facilities Assessment
- Budget Collaboration
- Communications



# 5. Budget Update

Project:

Manchester Memorial Elementary School



Project Details

DWMP Project No.	MP17-114	Project Type	Elementary School
Project Name	Manchester Memorial Elementary School	Scope Type	TBD
Project Address	43 Lincoln Street Manchester-by-the-Sea, MA 01944	MSBA Project?	Yes
Project Phase	Feasibility Study	MSBA Proj. No.	201506980010
Phase End-Date	08/22/2018	Enrollment	335
Phase % Complete	19%	Reimb. Rate	31.00%

Project Budget Summary

Budget Category	Original Budget	Budget Transfers	Updated Budget	Contract Amount	% Committed	Expended	% Expended	Contract Remaining	Budget Balance
0000-0000 Feasibility Study Agreement									
0001-0000: OPM - Feasibility Study	\$125,000.00	\$30,000.00	\$155,000.00	\$155,000.00	100%	\$59,494.00	38%	\$95,506.00	\$0.00
0002-0000: A&E - Feasibility Study	\$400,000.00	-\$50,000.00	\$350,000.00	\$350,000.00	100%	\$24,285.00	6%	\$325,715.00	\$0.00
0003-0000: Environmental & Site	\$100,000.00	\$0.00	\$100,000.00	\$79,110.00	79%		0%	\$79,110.00	\$20,890.00
0004-0000: Other	\$25,000.00	\$20,000.00	\$45,000.00	\$828.83	1%	\$828.83	100%	\$0.00	\$44,171.17

SBC Meeting 10/10/17



JCJ ARCHITECTURE

# 5. Budget Update

Budget Category	Original Budget	Budget Transfers	Updated Budget	Contract Amount	% Committed	Expended	% Expended	Contract Remaining	Budget Balance
Total - 0000-0000 Feasibility Study Agreement	\$650,000.00	\$0.00	\$650,000.00	\$584,938.83		\$84,607.83		\$500,331.00	\$65,061.17
Total	\$650,000.00	\$0.00	\$650,000.00	\$584,938.83		\$84,607.83		\$500,331.00	\$65,061.17

## Invoice Items Pending Approval

The following invoice items are pending approval by the Owner/Building Committee. Expended totals above do not incorporate these invoices.

Approval Status	Invoice Line Value	Associated Invoice	Associated Contract	Invoice Notes	Budget Category
No Data					

Powered by Knack



# 6. Calendar Look Ahead

2017	October			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
25	26	27	28	29
02	03 SC Meeting	04 Community Meeting #1	05	06
09	10 SBC Meeting- Progress Report/Ed Planning/Evaluation of Alternative/OPM and Owner Items Checklist	11	12	13
16	17 SC Meeting	18	19	20
23 Ed. Programming Workshop 8:30am-3pm	24 SBC Meeting- Approve PDP Options and community presentation	25	26	27

2017	November			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30	31	01 Tentative - Community Meeting #2, review options	02	03
06 SPECIAL SBC to approve PDP	07 SC Meeting - Approve PDP	08	09 PDP Submission	10
13	14	15	16	17
20	21 SC Meeting	22	23	24
27	28 SBC Meeting	29	30	01

SBC Meeting 10/10/17



JCJARCHITECTURE

## 6. Schedule Look Ahead (JCJ)

SBC Meeting 10/10/17



JCJ ARCHITECTURE

## 7. Project Update (JCJ)

SBC Meeting 10/10/17



JCJ ARCHITECTURE

## 8. Evaluation of Alternatives (JCJ)



## 9. Status of PDP Report (JCJ)



# 10. Next Meetings

- **10/23/17 Ed Programming Workshop No. 2** *8:30 AM-3:00 PM*
- **10/24/17 SBC Meeting** *Final Review of PDP Package, Prepare for Community Meeting No. 2*
- **11/01/17 Community Meeting No. 2** *Project Update, Review Early Site and Building Concepts*
- **11/06/17 SBC Meeting** *Approve PDP*
- **11/28/17 SBC Meeting** *Design Update, Introduce Building Systems*

SBC Meeting 10/10/17



**JCJ**ARCHITECTURE

# 11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting



## 12. Public Comments



## 13. Adjourn



# Manchester Memorial Elementary School Feasibility Phase

**SBC MEETING #10**

10/10/2017

# **TODAY'S AGENDA**

**Project Update**

**Recap Community Meeting #1**

**Status of PDP Report**

**Evaluation of Options**

# TODAY'S AGENDA

## Project Update

# Existing Conditions Assessments

- *PDP Report in Development*
- *Surveyor On-Site, Started 10/5*
- *Traffic Analysis Starts Week of 10/9*

# TODAY'S AGENDA

## Community Meeting #1 Recap

# COMMUNITY MEETING #1 RECAP

## Overview

*About 60+ Attendees  
Between Morning & Evening Sessions*

*Some Positive Feedback Received Already*

# COMMUNITY MEETING #1 RECAP

## Questions Asked

*Were Both Elementary Schools Considered by MSBA?*

*What's the Timeline to Completion?*

*How will Essex Participate?*

*Can You Make a Campus with MHS?*

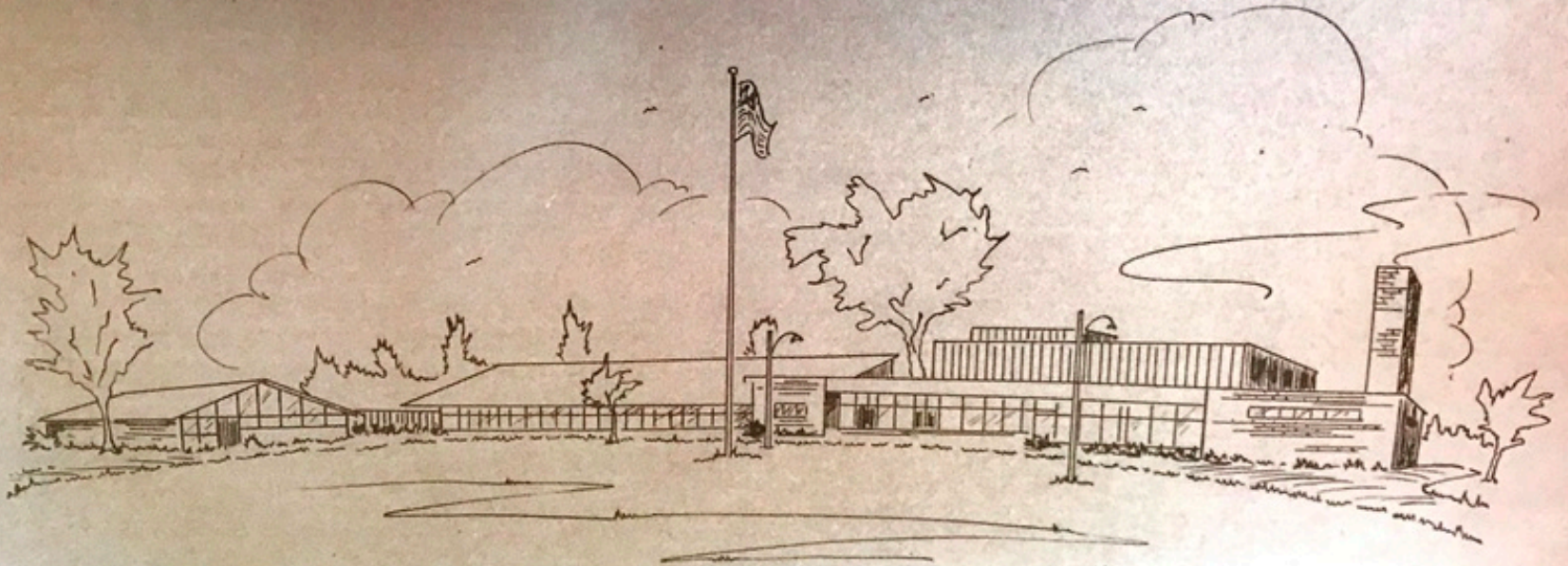
*What Sites are Being Considered?*

*Will this Project Adversely Impact the EES Project?*

*Who Writes the Educational Plan?*

# TODAY'S AGENDA

## PDP Report Update



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# Existing Conditions Report

Have Received Materials From

*Civil*

*Structural*

*Mechanical*

*Electrical*

*Plumbing/ Fire Protection*

*Hazardous Materials*

## Existing Conditions Report

*Building Currently “Grandfathered” by Code*

*Any Significant Renovation or Repair Would Require  
Existing Building to Meet Current Codes*

*Any Repairs, Renovations, Additions must Consider  
780 CMR, Chapter 34 Existing Building Code*

## Existing Conditions Report

*Options being Considered Would Require Structure to be Updated to Meet Current Building Codes*

*Costs to Reuse Existing Core Block May Be In the Same Range as Replacement*

## Existing Conditions Report

*Services are Available On-Site  
Water, Sanitary, Gas, Electrical*

*School Down to One Operating Boiler*

*Stormwater Management within and Surrounding Site  
is not Comprehensive*

*Many Stormwater Elements are Silted up or Clogged*

# Existing Conditions Report

*Accessibility to and on the Site is not Comprehensive*

*Wellhead, Riparian and Wetland Restrictions  
As Previously Discussed*

*Incoming Service Conductors are Exposed and in Poor Condition  
This Should be Addressed Promptly*

## Existing Conditions Report

*No Emergency Generator/ Emergency Lighting by Battery Packs*

*Renovation Would Require Adding Fire Sprinklers  
in 1954 and 1965 Additions*

*Intrusion System Sensors are in Poor Condition*

*No Bi-Directional Antenna System for FD Communication*

# TODAY'S AGENDA

## Evaluation of the Options



# EVALUATING THE OPTIONS

- *Site Selection*
  - *Some Additional Options*
- *Developing the Evaluation Criteria*
  - *Considering the Options*

# EVALUATING THE OPTIONS

## Identified Sites *As Identified in the MHS Study*

*Memorial School*

*Brook Street Field*

*Sweeney Park*

*MHS Campus*

*Compost Site*

*Transfer Station Site*

# EVALUATING THE OPTIONS

## What are the Site Criteria?

*Adequacy (Size)*

*Availability (Ownership)*

*Utilities*

*Environmental (Water/ Wildlife/ Natural Hazards)*

*Cost and Time of Construction*

*Student/ Staff Impacts*

*Community Issues*

*Proximity to Abutters*

*Vehicular & Pedestrian Circulation*

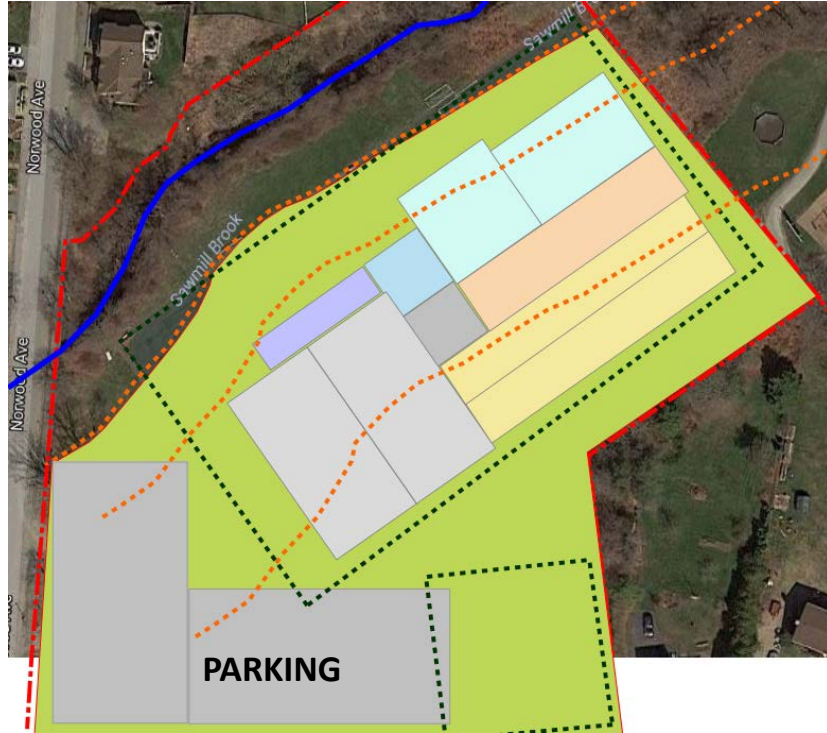
# EVALUATING THE OPTIONS

## What are the Site Criteria?

*Committee Discussion*

# EVALUATING THE OPTIONS

## BROOK STREET FIELD



## Opportunities

- *Construction without Student Disruption*
- *New School Stays in the Same Part of Town*

## Limitations

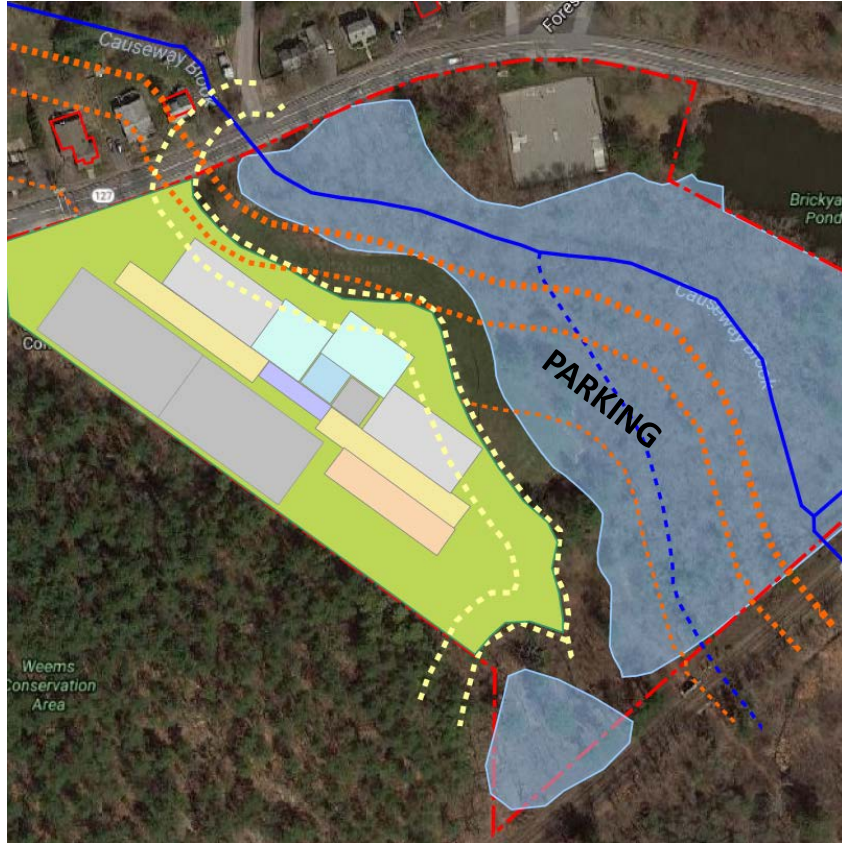
- *Eliminates Existing Turf Field*
- *Location is Presently a Flood Storage Area*
- *Costly Replication of Flood Storage Adjacent*
- *Would Require Significant Fill.*
- *Orients Building to Residential Neighborhood*
- *Vehicular Circulation may be Challenging*

## Other Considerations

- *Assumes Memorial Site Could be used for Playfields*
- *Brook Street Field Due for Replacement*

# EVALUATING THE OPTIONS

## SWEENEY PARK



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

## Opportunities

- *Construction without Student Disruption*
- *New School Stays in the Same Part of Town*

## Limitations

- *Eliminates Existing Field*
- *Vehicular Circulation may be Challenging*
- *Narrow Buildable Area Limits Building Configuration*

## Other Considerations

- *Not Presently Part of Lease Agreement*
- *Assumes Memorial Site Could be used for Playfields*
- *Town Could Retain Part/ All of Existing Building*

# EVALUATING THE OPTIONS

## STUDENT PARKING AREA - MERMHS



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

## Opportunities

- *Construction without MMES Disruption*

## Limitations

- *MHS Disruption During Construction*
- *Eliminates Existing Parking w/o Replacement*
- *No Identified Parking for Project*
- *Constrained Site Limits Bldg Configurations*
- *Safety Concerns Due to Population Increase*
- *PK-5 Close to Older Students*
- *Limits Future Expansion Possibilities*
- *Benefits of Shared Campus Limited*
- *Increased Traffic*

## Other

- *Impact on Neighborhood*

# EVALUATING THE OPTIONS

## COMPOST SITE



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

## Opportunities

- *Construction without Student Disruption*

## Limitations

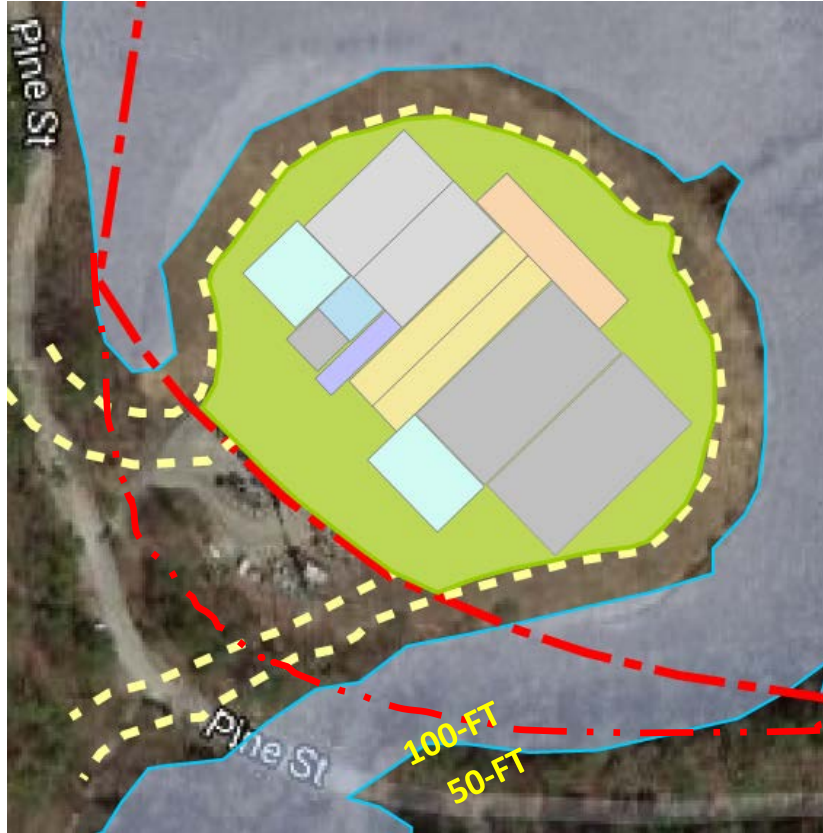
- *Active Compost/ Would Require Replacement*
- *Far From Sewer and Water Services*
- *Eliminates Neighborhood School*
- *Additional Bussing Required/ Loss Revenue*
- *May Require a Septic System*

## Other

- *Not Presently Part of Lease Agreement*
- *Town Could Retain Part/ All of Existing Building*

# EVALUATING THE OPTIONS

## TRANSFER STATION



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

## Opportunities

- *Construction without Student Disruption*

## Limitations

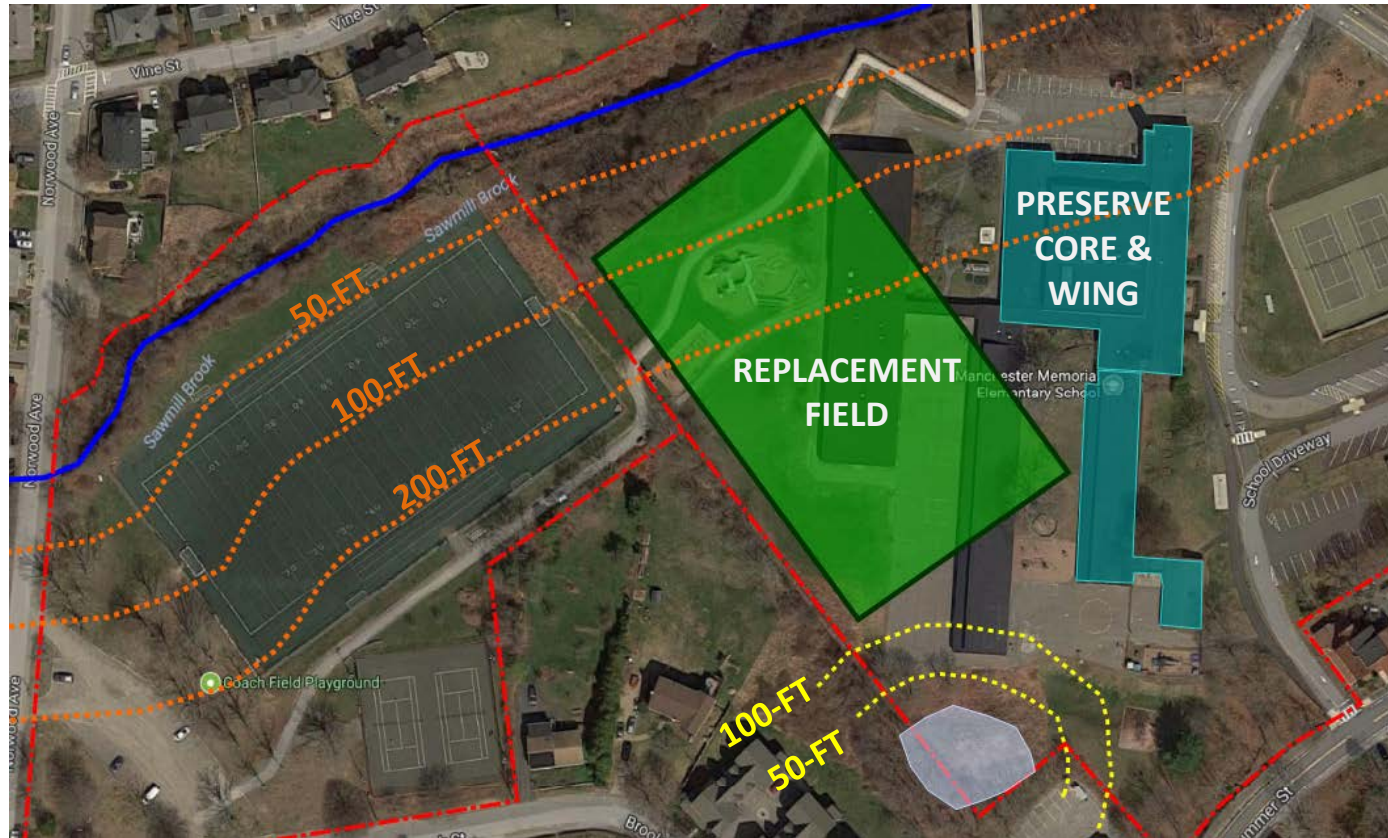
- *Far From Sewer and Water Services*
- *Eliminates Neighborhood School*
- *Additional Bussing Required/ Loss Revenue*
- *May Require a Septic System*
- *Play Area Harder to Accommodate*
- *Remediation May Be Required*
- *Potential Community Issues*

## Other

- *Not Presently Part of Lease Agreement*
- *Town Could Retain Part/ All of Existing Building*

# EVALUATING THE OPTIONS

MMES ON ANOTHER SITE



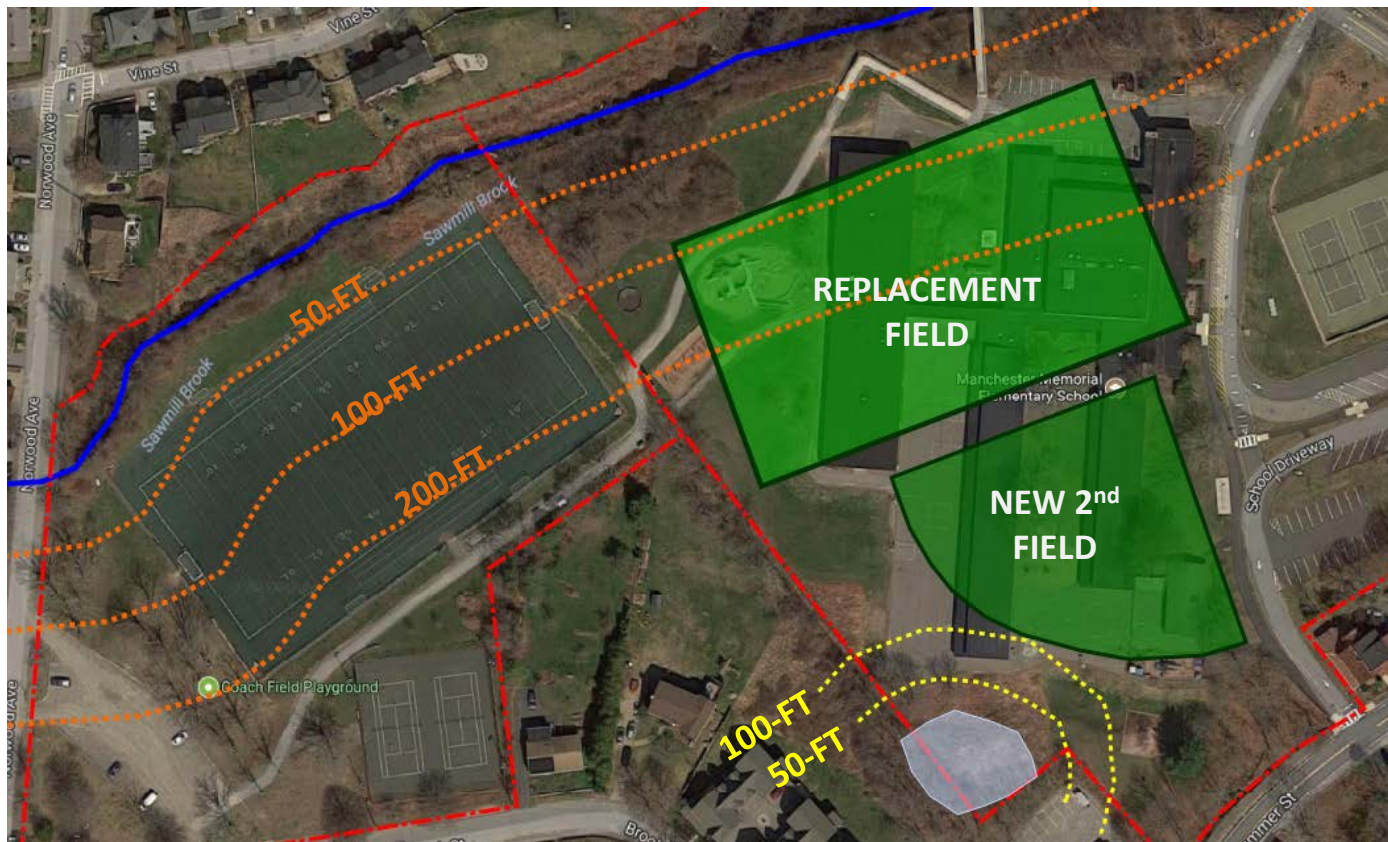
**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

MMES ON ANOTHER SITE



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

- *Site Selection*
- *Some Additional Options*
- *Developing the Evaluation Criteria*
  - *Considering the Options*

# EVALUATING THE OPTIONS

## *Option N-5 – New Construction* *“Tennis Court L”*

# EVALUATING THE OPTIONS

## OPTION N-5 - NEW CONSTRUCTION



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

## OPTION N-5 - NEW CONSTRUCTION



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

## *Option N-6 – New Construction* *“Eastside Courtyard”*

# EVALUATING THE OPTIONS

OPTION N-6 – NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

OPTION N-6 - NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

## *Option N-7 – New Construction* *“Eastside Main Street”*

# EVALUATING THE OPTIONS

## OPTION N-7 - NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

## OPTION N-7 - NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

JCJ ARCHITECTURE

# EVALUATING THE OPTIONS

## *Option AR-2 – New Construction* *“Curved Main Street”*

# EVALUATING THE OPTIONS

## OPTION AR-2 – ADDITION / RENOVATION



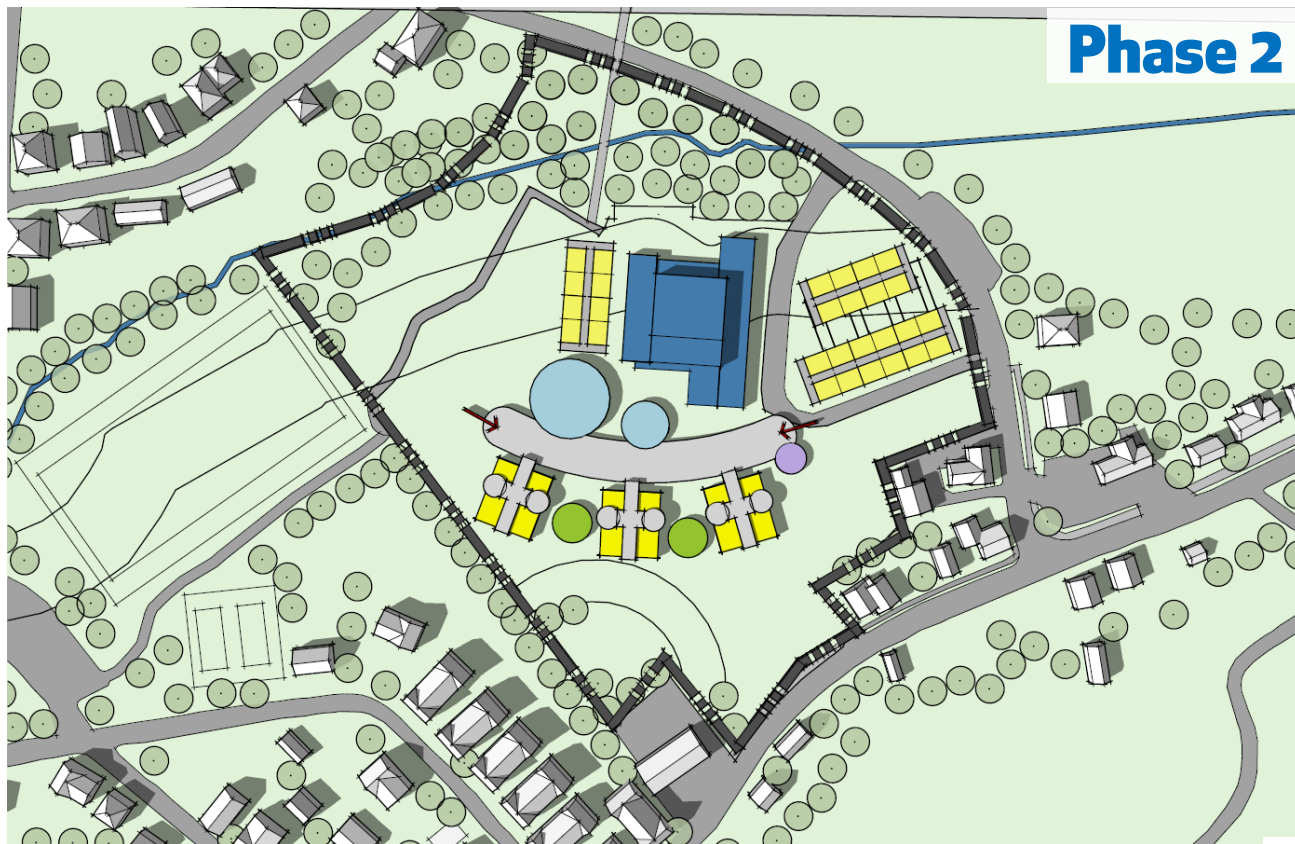
**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

## OPTION AR-2 – ADDITION / RENOVATION



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

## OPTION AR-2 – ADDITION / RENOVATION



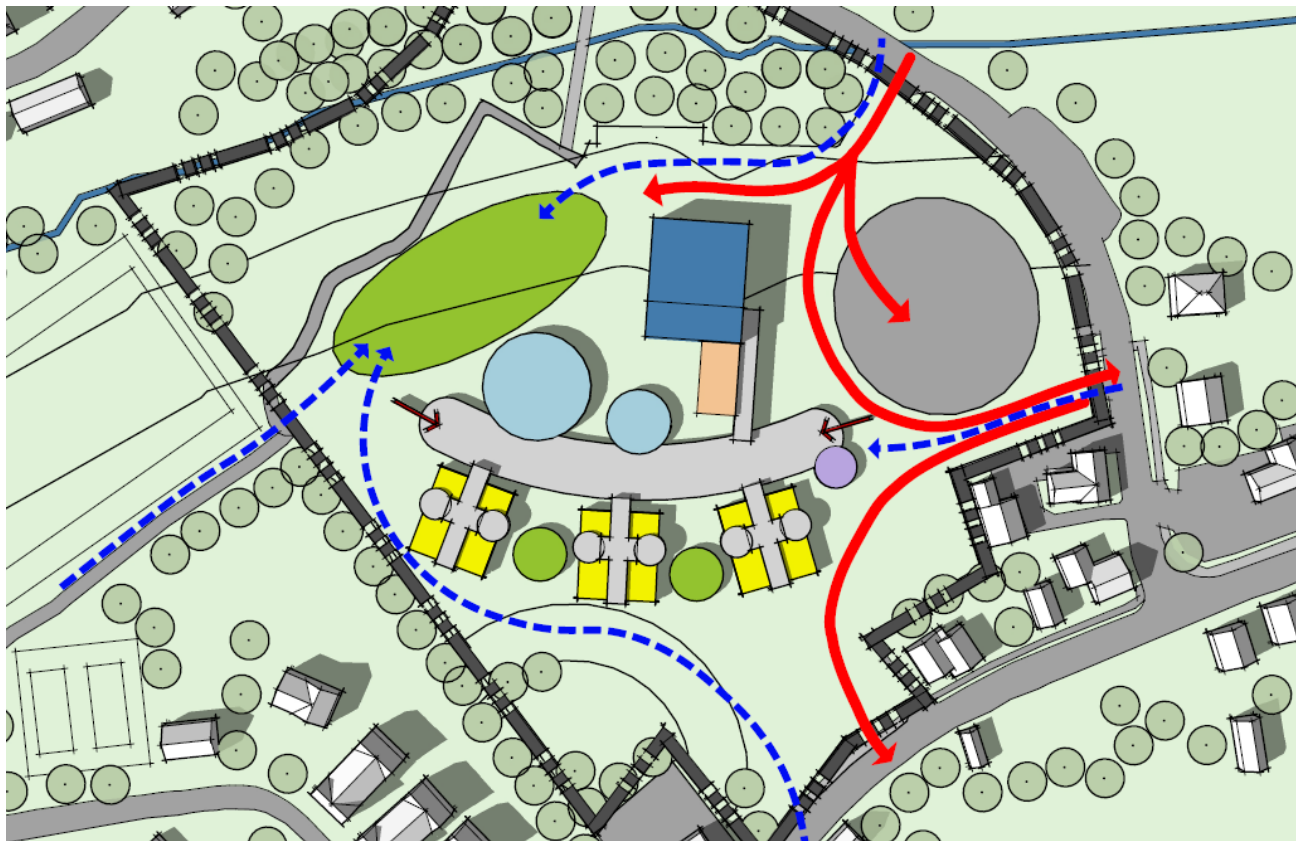
**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

## OPTION AR-2 - ADDITION / RENOVATION



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

- *Site Selection*
- *Some Additional Options*
- *Developing the Evaluation Criteria*
- *Considering the Options*

# EVALUATING THE OPTIONS

## Developing the Evaluation Criteria

Increased Drop-Off/ Pick Up Queuing  
Preserve Auditorium  
Tennis Courts  
Vehicular and Pedestrian Circulation  
Parking  
Fields/ Play Areas/ Playgrounds  
Proximity to Abutters

Outdoor Learning Environments  
Building Layout  
Community Use  
Orientation to the Street  
Lincoln St vs. Summer St Access  
One Story vs. Two Story  
Safety and Security

Other Criteria

# EVALUATING THE OPTIONS

## Developing the Evaluation Criteria

*Developing the Scoring Rubric*

# EVALUATING THE OPTIONS

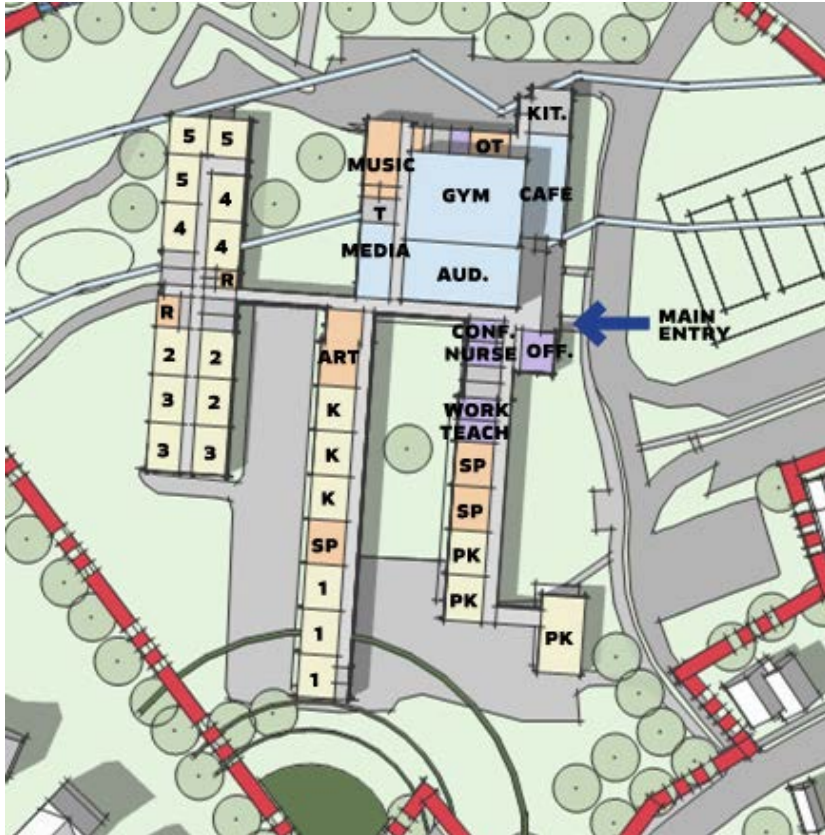
- *Site Selection*
- *Some Additional Options*
- *Developing the Evaluation Criteria*
  - *Considering the Options*

# EVALUATING THE OPTIONS

## *Option R-1 – Renovation Only* *“The Four Walls”*

# EVALUATING THE OPTIONS

## OPTION R1 - RENOVATION ONLY (*OCCUPIED/ PHASED*)



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

## Opportunities

- *Retain Separated Auditorium & Cafeteria*

## Limitations

- *Various Rooms Will remain Undersized*
- *Challenging to Create Learning Communities*
- *Cost May be Similar to "New"*
- *Continues to Sprawl Across the Site*

## Other

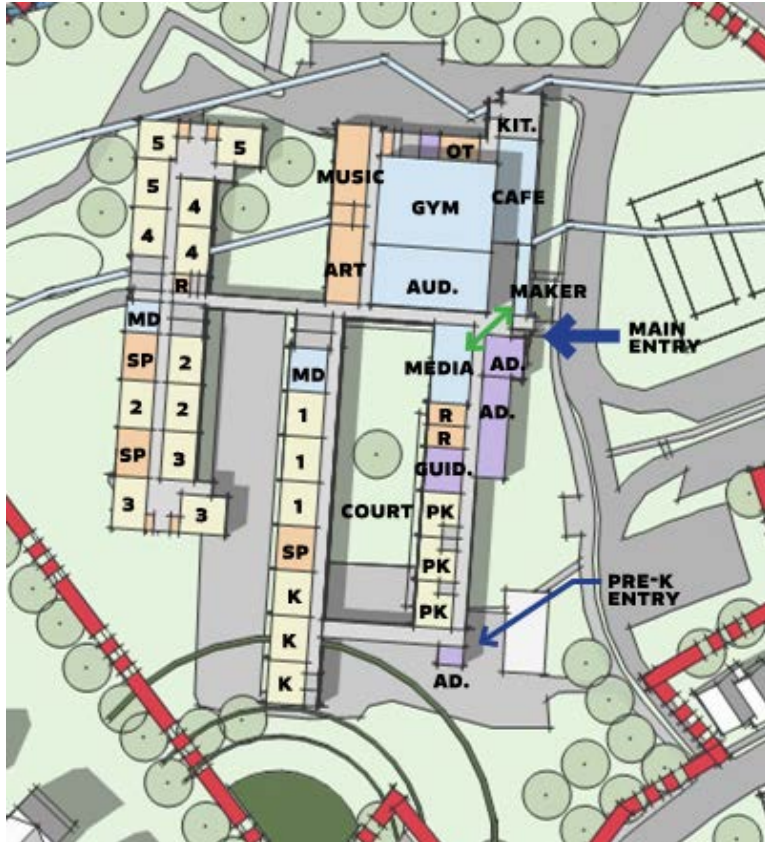
- *Remains One Story*
- *East Side of Site Remains the Same*

# EVALUATING THE OPTIONS

## *Option R-2 – Renovation & Addition* *“The Four Walls....and More”*

# EVALUATING THE OPTIONS

## OPTION R-2 – RENOVATION & ADDITION (*OCCUPIED/PHASED*)



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

## Opportunities

- *Retain Separated Auditorium & Cafeteria*
- *Better Integrate Pre-K into Main Building*
- *Learning Communities at Upper Grades*
- *Aggregate Administrative Spaces*

## Limitations

- *Various Rooms Will Remain Undersized*
- *Cost May be Similar to “New”*
- *Continues to Sprawl Across Site*
- *No Change to Cafeteria*

## Other

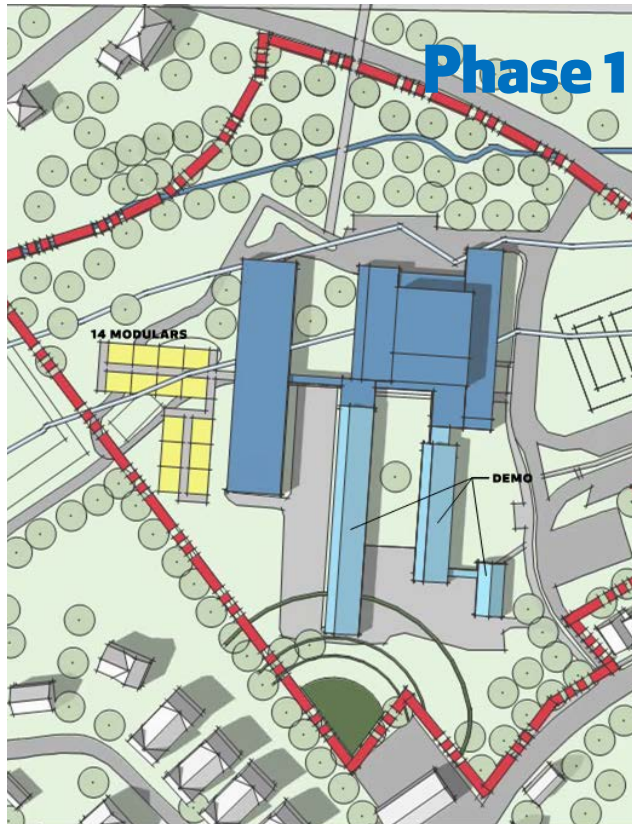
- *East Side of Site Remains the Same*
- *Distributed Media Center*

# EVALUATING THE OPTIONS

*Option AR-1 – Renovation / Addition*  
*“Save the Core”*

# EVALUATING THE OPTIONS

## OPTION AR-1 – RENOVATION & ADDITION (*OCCUPIED/PHASED*)



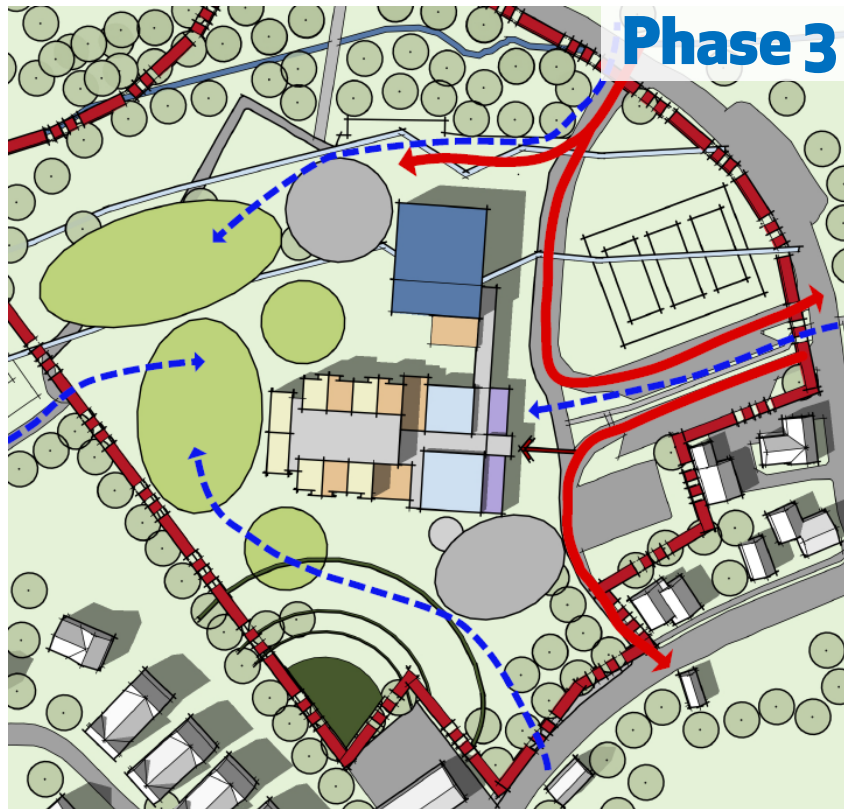
MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

JCJ ARCHITECTURE

# EVALUATING THE OPTIONS

## OPTION AR-1 – RENOVATION & ADDITION (*OCCUPIED/PHASED*)



### Opportunities

- *Saves the Existing Auditorium & Gym*
- *Expands Fields & Parking*
- *Reduces Degraded Area*

### Limitations

- *Gym May Remain “Undersized”*
- *No Change to Drop-Off/Pick-Up Loop*

### Other

- *Two-Story Scheme*
- *Leaves East Side “As is”*
- *Condensed Footprint*

# EVALUATING THE OPTIONS

## *Option AR-2 – New Construction* *“Curved Main Street”*

# EVALUATING THE OPTIONS

## OPTION AR-2 – ADDITION / RENOVATION



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

## Opportunities

- *Retains the Auditorium & Gym*
- *Increases Parking*
- *Outdoor Classroom Adjacencies*
- *No Crossing Traffic*

## Limitations

- *Eliminates Tennis Courts*
- *Multiple Phases*
- *Requires Modulares for Entire Population*

## Other

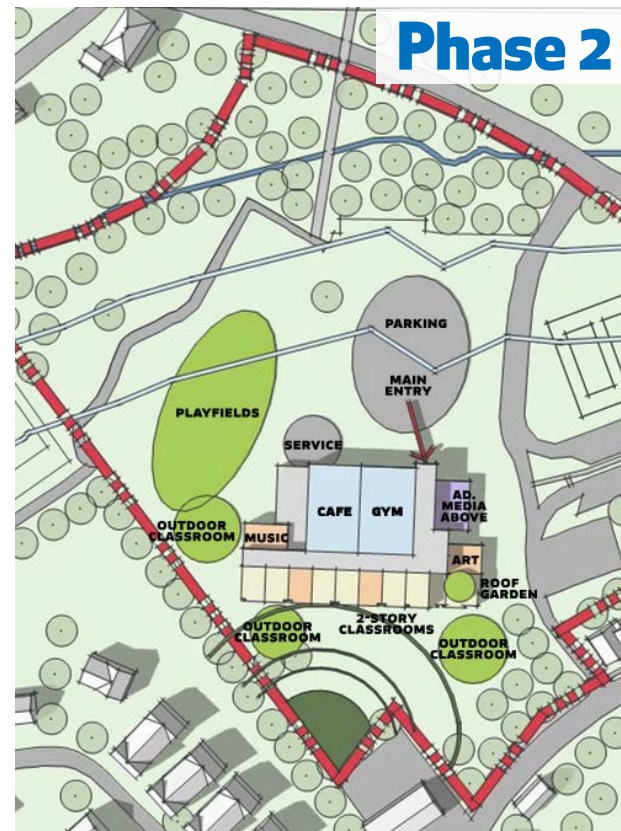
- *One Story Scheme (Two Story Possible)*
- *Maintains East Side "As is"*

# EVALUATING THE OPTIONS

## *Option N-1 – New Construction* *“The Piano”*

# EVALUATING THE OPTIONS

## OPTION N-1 – NEW CONSTRUCTION



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCJ**ARCHITECTURE

# EVALUATING THE OPTIONS

## OPTION N-1 – NEW CONSTRUCTION



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

## Opportunities

- *Reduces Degraded Area*
- *Increases Open Space*
- *Increased Drop-Off/Pick-Up Loop*
- *Increased Parking*

## Limitations

- *Proximity to Abutters*

## Other

- *Two-Story Scheme*
- *Leaves East Side "As is"*
- *Condensed Footprint*
- *Front Door Moves to North*

# EVALUATING THE OPTIONS

## *Option N-2 – New Construction* *“The Pinwheel”*

# EVALUATING THE OPTIONS

## OPTION N-2 - NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



MANCHESTER MEMORIAL ELEMENTARY SCHOOL  
MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

### Opportunities

- *Responds to Site Circulation (Pedestrian)*
- *Enhanced Views from Classrooms*
- *Separated Bus Loop*

### Limitations

- *Closed Courtyard Requires Operational Commitment*
- *Additional Curb Cut on Summer Street*

### Other

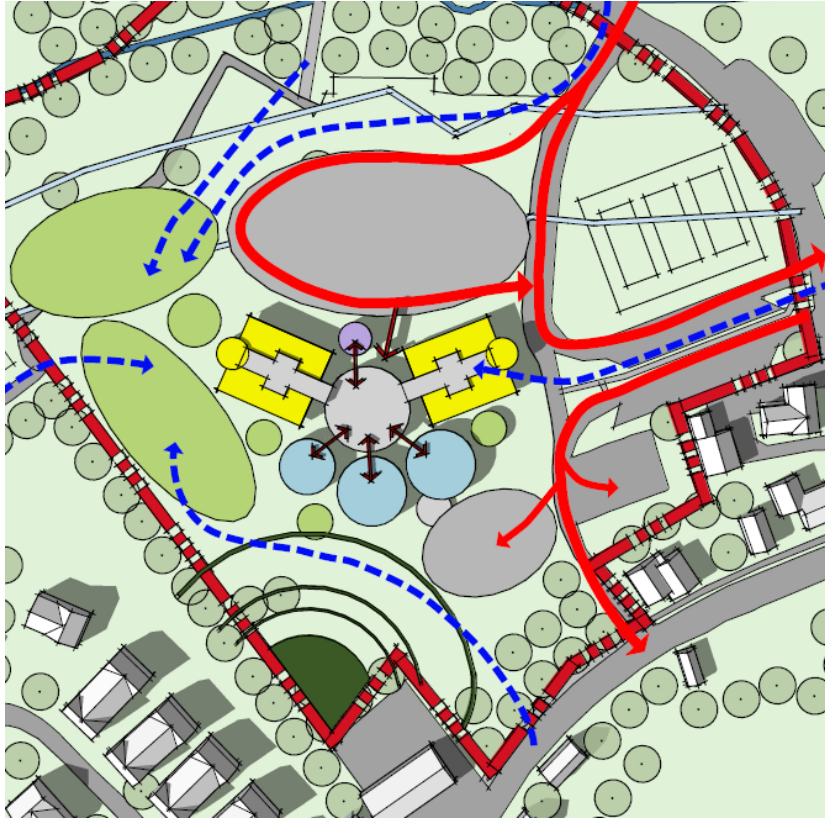
- *One Story Scheme*
- *East Side Remains "As is"*

# EVALUATING THE OPTIONS

## *Option N-3 – New Construction* *“The Hub”*

# EVALUATING THE OPTIONS

## OPTION N-3 – NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



### Opportunities

- *Increases Drop-Off/ Pick-Up Loop*
- *Reduces Degraded Area*
- *Increases Parking*
- *Increases Play Areas*

### Limitations

- *TBD*

### Other

- *Two Story Scheme*
- *Moves Front Door to North*

# EVALUATING THE OPTIONS

## *Option N-4 – New Construction* *“Main Street”*

# EVALUATING THE OPTIONS

## OPTION N-4 – NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



### Opportunities

- *Allows for Smaller 2-Grade Neighborhoods*
- *Increased Drop-Off and Pick-Up Loop*
- *Increased Parking*
- *Outdoor Learning Adjacent to Classrooms*
- *Increased Play Areas*

### Limitations

- *Larger Footprint on Site*

### Other

- *One Story Scheme (Two Story Possible)*
- *East Side Remains “As is”*

# EVALUATING THE OPTIONS

## *Option N-5 – New Construction* *“Tennis Court L”*

# EVALUATING THE OPTIONS

## OPTION N-5 – NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



### Opportunities

- *Extends the Parent Drop-Off Loop*
- *Preserves the Tennis Courts*
- *Consolidates Outdoor Spaces*

### Limitations

- *Close to Abutters*
- *Exit to Lincoln Street Eliminated*

### Other

- *Two Story Scheme*
- *Orients the Building to Summer St.*

# EVALUATING THE OPTIONS

## *Option N-6 – New Construction* *“Eastside Courtyard”*

# EVALUATING THE OPTIONS

## OPTION N-6 – NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

### Opportunities

- *Increased Drop-Off and Pick-Up Loop*
- *Separated Bus Loop*
- *Presence Right on Lincoln Street*
- *Consolidates Open Spaces*

### Limitations

- *Crossing Traffic Between School and Fields*
- *Tennis Courts Eliminated*
- *Proximity to Abutters*
- *Closed Courtyard Requires Maintenance*

### Other

- *One Story Scheme (Two Story Possible)*
- *Summer Street Exit Eliminated*

# EVALUATING THE OPTIONS

## *Option N-7 – New Construction* *“Eastside Main Street”*

# EVALUATING THE OPTIONS

## OPTION N-7 - NEW CONSTRUCTION (*STUDENTS OFF-SITE IN SWING SPACE*)



MANCHESTER MEMORIAL ELEMENTARY SCHOOL  
MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

### Opportunities

- *Increased Drop-Off and Pick-Up Loop*
- *Separated Bus Loop*
- *Presence Right on Lincoln Street*
- *Consolidates Open Spaces*

### Limitations

- *Crossing Traffic Between School and Fields*
- *Tennis Courts Eliminated*
- *Proximity to Abutters*
- *Only a Summer Street Exit*

### Other

- *One Story Scheme (Two Story Possible)*

# EVALUATING THE OPTIONS

## Applying the Criteria

### *Discussion of the Site Development Options*

# EVALUATING THE OPTIONS

## Applying the Criteria

### *Homework For The Committee*

- *Review Options*
- *Determine if any Criteria Needs to be Adjusted*
  - *Be Ready for Scoring by 10/24*

# THANK YOU

