

## 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: 9/26/2017  
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
9.11	S. Creighton	List of Additional Site Considerations from MS/HS

\* SBC Voting  
Member

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[illegible]

	<p>9/12/17: C. Shefferman and A. Cameron to discuss offline after meeting and report back to SBC.</p> <p>9/26/17: C. Shefferman states this is an open item and will continue to develop with A. Cameron. A. Cameron to discuss during working group update agenda item.</p>	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. Beaudoin
8.4.3	<p><u>Budget Collaboration Group Update:</u> The Budget Collaboration Group did meet on 9/8/17, but did not discuss the school project. S. Brown states that currently the team is still planning on fall of 2018 town approval. The Budget Collaboration Group &amp; SBC will need to provide confirmation on local approval timeline in time for the project team to include the information in the PDP submittal on Nov. 9.</p> <p>9/26/17: A. Cameron stated that the group is still planning for an August of 2018 town vote. Will report any new information to the SBC once received.</p>	Record
8.7.3	<p><u>Project Update:</u> Following the PDP process and milestone dates, S. Brown offered to provide prior PDP examples to the SBC for their review to help them understand the deliverable.</p> <p>9/26/17: S. Brown states that Leadership team met yesterday and discussed further details of PDP. The submission and process will be reviewed with a small subset and will review at our next meeting.</p>	Record
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</p>	P. Beaudoin

	another doodle with these dates to confirm which will be best. P. Beaudoin to confirm best date at next meeting.	
8.11.2	<p>DWMP to plan presentation for pros and cons of 149 vs 149A which will start the process of submitting the presentation into the Inspector General's office.</p> <p>9/26/17: S. Brown states that DWMP is planning on presenting to the SBC in the next couple of months. Once the PDP options are starting to be narrowed down, the CM@R and DBB will need to be decided upon then.</p>	Record
9.2.2	<u>Previous Topics &amp; Approval of September 12, 2017 Meeting Minutes:</u> A motion to approve the 9/12/2017 meeting minutes as submitted made by G. Scharfe and seconded S. Creighton. Discussion: None. Vote: All in favor: Motion passes, minutes approved.	Record
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.	JCJ
9.4.1	<u>Ed Programming WG Update:</u> The Ed. Programming workshop meeting occurred yesterday, 9/25/17. Overall D. Stephen felt it was a great turnout, and valuable information was provided and will be useful for development of the Ed. Programming. The next workshop is scheduled for 10/23/17.	Record
9.4.2	<u>Facilities WG Update:</u> S. Brown states the tennis courts existing survey was provided by the District and sent to JCJ. JCJ to report to the SBC if there are any savings on the Samiotes proposal due to the existing information. D. Ruiz states that the hazmat questionnaire that he sent to the team was completed by J. Pagliarulo, and will be very helpful with calculations moving forward.	Record
9.4.3	<u>Budget Collaboration WG Update:</u> S. Brown states this is a placeholder for any updates that need to be given during SBC meetings. No update at this time.	Record
9.4.4	<u>Communications WG Update:</u> A. Cameron asks that the group formerly appoints members this evening. The SBC voted to appoint A. Zaiger, A. Cameron, and C. Weld.	Record
9.5	<u>Budget Update:</u> S. Brown notes the updated budget (attached for record) is a working document and will continued to be updated as needed. All changes are reported to the SBC.	Record
9.6	<u>Schedule/Look Ahead:</u> S. Brown discusses the calendar is a working document that will be continually updated and uploaded to the project dropbox for the SBC to view. Recently the calendar was updated to include the 2 <sup>nd</sup> Ed. Visioning Workshop, and Community Meetings.	Record
9.7	<p><u>Project Update/JCJ Workplan:</u> JCJ presented their presentation that outlined dates and information for the group to review. The information is outlined below:</p> <ul style="list-style-type: none"> <li>➤ Surveyor onsite week of 10/2</li> <li>➤ Traffic Analysis begins week of 10/2</li> <li>➤ Hazmat survey received</li> <li>➤ Community Meeting #2-11/1</li> </ul>	Record



	➤ Expect to review first elements of PDP at next SBC meeting	
9.8.1	<p><u>Site Understanding:</u> JCJ reviews site understanding slides (backup attached) included in the JCJ presentation. There are 27 slides total that indicate:</p> <ul style="list-style-type: none"> <li>➤ Identified Sites: <ul style="list-style-type: none"> <li>• Brook Street Field-would need to be brought to grade with fill.</li> <li>• Sweeney Park-wetlands and setbacks surround the site</li> <li>• Hyland Field @ MS/HS-unbuildable</li> <li>• Student Parking @MS/HS-not enough area to accommodate size needed.</li> <li>• Compost Site-wetlands on backside of the site.</li> <li>• Transfer Station Site-surrounded by wetlands on 3 sides.</li> </ul> </li> <li>➤ The identified sites slides indicated buildable area, setbacks, parking, and configurations for current building site needs.</li> <li>➤ S. Brown reiterates to the SBC that the MSBA only reimburses up to 8% for site. With a new site, and new construction, obviously this is met very quickly.</li> </ul> <p>The SBC inquired how many options do you have to offer as part of the PDP submission. JCJ responded by stating 3 options are considered; a renovation, an addition/renovation, and new construction.</p>	Record
9.8.2	<p><u>Site Understanding:</u> L. Braren reviews the test fits slides (backup attached) included in the JCJ presentation. There are 24 slides total that indicate:</p> <ul style="list-style-type: none"> <li>➤ Renovation Only-new configured classrooms to accommodate Ed. Program</li> <li>➤ Addition/Renovation-Added wing for preschool, modulars in back off school on playground, demo of wings first, addition added in wings, existing gym and auditorium</li> <li>➤ New Construction-demo of wings, new construction added in wings, demo of rest of old building once new built, new main entry facing Lincoln street</li> <li>➤ New Construction (students off-site in swing space)-main entrance on south side of building</li> <li>➤ New Construction (students off-site in swing space)-Hub style layout. Main entrance on north side of building facing Lincoln street</li> <li>➤ New Construction (students off-site in swing space)-Main entry on east side of building, classroom wings on south side, gym, media, cafeteria, and parking on northside of building</li> </ul>	Record
9.8.3	<p><u>Site Understanding:</u> L. Braren reviews the modular test fits slides (backup attached) included in the JCJ presentation. There 11 slides total that indicate:</p> <ul style="list-style-type: none"> <li>➤ Modular sites identified: <ul style="list-style-type: none"> <li>• MS/HS Student Parking Lot (fits 22 classrooms, could share facilities with MS/HS with MMES students)</li> <li>• MS/HS Between Wings (can only fit 4 classrooms, not sufficient)</li> <li>• MS/HS Hyland Field (fits 22 classrooms, share gym and cafeteria with MHS)</li> <li>• Memorial Staff Parking Lot (fits 18-20 classrooms, concern with neighbors)</li> <li>• Brook Street Parking Lot (fits 22 classrooms, no gym, no cafeteria)</li> <li>• MMES Tennis Courts (can only fit 14-16 classrooms, does not include cafeteria or gym)</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>• Brook Street Turf Field (fits 22 classrooms, no gym, no cafeteria)</li> <li>• Essex Elementary School (fits 20-22 classrooms, wetlands and pond setbacks, share gym and cafeteria with EES)</li> </ul> <p>➤ Considerations of modular classrooms:</p> <ul style="list-style-type: none"> <li>• Addition/Renovation</li> <li>• Replacement</li> <li>• Phased Construction</li> <li>• Swing Space</li> <li>• Need for Play Yard</li> <li>• New for Gym and Cafeteria</li> </ul> <p>These modular test fits will continue to be considered and included in the PDP submission.</p>	
9.9	<p><u>Community Meeting No.1:</u> JCJ/DWMP reviews the community meeting no. 1 information. DWMP/JCJ/and the District will all play a role in the community meetings. Currently, JCJ is working on developing a power point presentation that will be presented at the meetings. Overall the SBC agreed that:</p> <ul style="list-style-type: none"> <li>➤ Public comments will be held to the end</li> <li>➤ State that the SBC is still reviewing site options</li> <li>➤ Can discuss that there are potential alternative site options</li> </ul> <p>The first community meetings will be held on 10/4/17 at 9am, and 7pm at the Manchester Memorial Elementary School.</p>	Record
9.10	<p><u>Next Meetings:</u></p> <ul style="list-style-type: none"> <li>• 10/4/17 Community Meeting No. 1 (9am, 7pm)</li> <li>• 10/10/17 SBC Meeting (7pm)</li> <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
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>	S. Creighton
9.12	<p><u>Public Comment:</u> None.</p>	Record
9.13	<p><u>Adjourn:</u> A motion was made by A. Ingaharro and seconded by A. Oldeman to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 9:34 pm.</p>	Record

**Attached:**

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 8 9/12/17 Meeting Minutes, Manchester Memorial Elementary School Presentation 9/12/17, JCJ Power Point presentation, DWMP calendar, DWMP Budget Sheet

**DORE AND WHITTIER ARCHITECTS**

Architects • Project Managers



Project: Manchester Memorial Elementary School  
Meeting: School Building Committee  
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Christina Shefferman  
Assistant Project Manager  
Cc: Attendees, File

**The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.**

DRAFT

## 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: 09/26/2017  
Time: 7:00 PM  
Prepared By: C. Shefferman

- 
1. Call to Order
  2. Previous Topics & Approval of September 12, 2017 Meeting Minutes
    - 5.7.1 Send Abutters List (P. Beaudoin/A. Urbas)
    - 7.4.1 Ed. Program WG: Visioning Meeting Attendees (DWMP: C. Shefferman)
    - 7.4.5 Communications WG: Meet/Coord to Discuss (C. Shefferman/A. Cammeron)
    - 7.11 Site: Review options for swing space in surrounding towns (P. Beaudoin)
    - 8.4.3 Local Approval: Determine local funding approval timeline (MERSD)
    - 8.7.3 Provide examples of PDP documents to SBC (DWMP: S. Brown)
    - 8.8 Poll group for potential school site tours (P. Beaudoin)
    - 8.11.2 DBB vs. CM@R SBC presentation/review (DWMP)
  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. Site Understanding (JCJ)
  9. Community Meeting No. 1 (JCJ/DWMP)
  10. Next Meeting(s)
  11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
  12. Public Comments
  13. Adjourn

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Manchester Essex Regional School District  
School Building Committee

Meeting Date: 9/26/17  
Meeting No. 9



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

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

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✓	Avi Urbas *	Dir. of Fin. & Ops		Emily Czarnecki	JCJ
✓	Alva Ingaharro *	Essex		Mike Burton	DWMP
✓	John Willis *	Princ. MMES	✓	Steven Brown	DWMP
✓	Jay Pagliarulo	Dir. of Facilities	✓	Christina Shefferman	DWMP
✓	Andy Oldeman *	Man. Fin. Comm.			
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✓	Jake Foster *	Essex			

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7.4.5	C Shefferman, A Cameron	Communications WG: Meet/Coord to Discuss
7.11	P. Beaudoin	Site: Swing space availability
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8.11.2	DWMP	DBB vs. CM@R SBC presentation/review

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Item No.	Description	Action
8.1	<u>Call to Order:</u> 7:02 pm meeting was called to order by the SBC Co-Chair Ann Cameron with 15 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
8.2.1	<u>Previous Topics &amp; Approval of August 29, 2017 Meeting Minutes:</u> S. Brown explains and reviews the eight previous items requiring action. A review of those items is noted below.	Record
5.7.1	<u>Previous Topics-Organize Abutters List:</u> A. Cameron expressed some concern about community outreach in reference to the issues that the Ipswich School District are having. S. Burton acknowledges the concern and states that the SBC needs to move quickly in establishing a communication working group and plan that is agreed upon. J. Pagliarulo asks whether abutters should be a concern. M. Burton responds yes, abutters are top priority with discussing and involving them in the process due to previous experiences on other projects involving abutters. DWMP to help organize a list of abutters. 8/8/17: A. Urbas states that he will work with P. Beaudoin on providing a list of abutters from town hall. The list will need to be reviewed and evaluated by the SBC before any abutter is contacted or communicated with about the project. It was further discussed that different sets of abutter lists may be helpful depending on the nature of information to be circulated. 8/29/17: A. Urbas states that he has contacted town hall, and is further investigating the abutters information. Will provide update once he has information.  9/12/17: A. Urbas states he and P. Beaudoin have a draft list of the abutters they received from town hall. The list is compiled of abutters within a ½ mile radius and 300 yards of the school. The list also includes the village, and anyone impacted by road work and traffic near the school. P. Beaudoin asks the SBC if they have any additional abutters to add to let her know within 24 hours so she can add to the list.	DWMP          A. Urbas/ P. Beaudoin
7.4.1	<u>Working Groups Update- Ed. Programming:</u> S. Brown states this was discussed and recapped in previous action items from our last meeting. P. Beaudoin confirmed Ed. Programming Workshop is scheduled for 9/25/17 from 8:30 am-3:00 pm. C. Shefferman to contact P. Beaudoin requesting list of attendees to send meeting invite to.  9/12/17: P. Beaudoin to send C. Shefferman list of attendees by Friday so the meeting invites can be sent out.	       C. Shefferman
7.4.5	<u>Working Groups-Communications:</u> A. Cameron states that the School Committee is currently discussing the development of a communications working group. A. Cameron asks C. Shefferman to discuss communications further in the next couple of weeks. C. Shefferman and A. Cameron to communicate directly about discussion time. Once discussed, they will report to SBC.  9/12/17: C. Shefferman and A. Cameron to discuss offline after meeting and report back to SBC.	       C. Shefferman
7.5	<u>Budget Update:</u> S. Brown recaps the budget update sheet that is provided in the meeting packet (backup attached). S. Brown explains that DWMP will continue to update and	

	<p>provide this information to the SBC so they are aware of the current budget status. With JCJ's base contract now approved, and 4 of the 5 designer consultant's contracts approved, the team is waiting for a revised proposal from Samiotes. JCJ to provide revised Samiotes proposal as soon as possible. In lieu of revised Samiotes proposal in response to OPM comments, JCJ to solicit additional competitive price proposal for submission and review of SBC on 9/12/17.</p> <p>9/12/17: S. Brown states this is a new agenda item and we will discuss under item #3 invoices and commitments for approval.</p>	Record
7.9.1	<p><b><u>Project Update:</u></b> J. Laposta provides project update to the SBC. Currently the first Community Meeting is scheduled for 10/4/17 at 9 am, and 7 pm. An agenda will be provided by JCJ which will need feedback and approval from the SBC before it is distributed and published. The agenda will include:</p> <ul style="list-style-type: none"> <li>➤ What we know about the process</li> <li>➤ What's happened to date</li> <li>➤ What's the future process</li> </ul> <p>In the first meeting, it will be important to listen to the community, hear what they know about the site, and record their questions and feedback. The SBC wondered if both meetings for community #1 should be only held at Manchester. Overall the SBC felt that since it is just the first community meeting, both should be held at MMES, since the meeting will mostly consist of Manchester members, abutters, or anyone that has concerns in the area. The SBC agrees that a tour of the school should be given prior to the meetings to provide insight as far as the conditions of the school, and the need for the project. Before sending out invites, the SBC will need to provide dates for all community meetings so the towns are aware that they are both part of the process. The next community meeting is proposed for week of 10/30-11/6. SBC to further discuss and determine second community meeting. A. Oldeman stated that a simplified timeline might be helpful for the community meetings. J. Laposta states they have a simplified timeline, and will provide to SBC for review prior to community meeting.</p> <p>9/12/17: S. Brown states that the first meeting is scheduled for 10/4/17, and the second for 10/23/17. The agenda for the meetings will be discussed under project calendar.</p>	Record
7.10.2	<p><b><u>Educational Program Review:</u></b> L. Braren discusses site understandings slides that are part of JCJ's presentation. L. Braren reviews the MSBA Space Summary Sheet, and provides the SBC with a preliminary version for MMES. The sheet is a standard form anyone can download from the MSBA's website. It is required by the MSBA that this form is used and submitted as part of Feasibility and Schematic Design submissions. The first column is existing conditions, second column is proposed (the district and team will be filling out as discussed), and the third is MSBA guidelines. The form will be filled out for each option the district is considering. L. Braren discusses educational planning floor plan that is attached in JCJ's presentation. The floor plan is color coded comparing existing building educational planning space utilization and MSBA template space planning. The SBC had some questions while reviewing the sheet. These questions are addressed below, and answered:</p> <ul style="list-style-type: none"> <li>➤ Net Building Floor Area vs. Gross Building Floor Area: Net is space themselves (area that is used for instruction), and gross includes walls, corridors, toilet rooms, etc.</li> </ul>	



	<p>Does the total sqft account for the student services area: The student services area is part of the basement sqft that JCJ is still trying to locate. Existing Habeeb Report may have basement sqft. It is also discussed that any service that is not a school program will not be reimbursable. The SBC will need to determine moving forward whether the student services will be included in the project.</p> <p>9/12/17: The SBC stated that the correct label for the group is “Manchester Youth Services”. C. Shefferman to rename and relabel for further updates and discussion regarding the group. For now, the SBC decided that this will remain open and will continue to discuss this topic as the Ed. Programming is developed.</p>	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. Beaudoin
8.2.2	<p><u>Previous Topics &amp; Approval of August 29, 2017 Meeting Minutes:</u> A motion to approve the 8/29/2017 meeting minutes as submitted made by G. Scharfe and seconded J. Foster. Discussion: None. Vote: All in favor: Motion passes, minutes approved.</p>	Record
8.3	<p><u>Invoices &amp; Commitments for Approval:</u> A motion to approve Samiotes Survey Proposal in the amount of \$25,750.00 as submitted made by G. Scharfe and seconded by A. Ingaharro. Discussion: DWMP reviewed the proposal, asked JCJ for a revised proposal to include a lower per acre cost. Attached to the proposal is a summary provided by DWMP (attached for record). A. Urbas states he is still looking for the existing tennis courts and turf survey. D. Ruiz states if the District is able to find them in the next week they should be able to get the survey amount reduced. Vote: All in favor: Motion passes, proposal approved.</p>	Record
8.4.1	<p><u>Ed Programming WG Update:</u> The Ed. Programming workshop meetings are scheduled for 9/25/17 and 10/23/17. Findings and discussions will be reported back to the SBC.</p>	Record
8.4.2	<p><u>Facilities WG Update:</u> JCJ taking basement measurements as no plans were available for the basement area. JCJ stated they have already taken the measurements, and are incorporating the data.</p>	Record
8.4.3	<p><u>Budget Collaboration Group Update:</u> The Budget Collaboration Group did meet on 9/8/17, but did not discuss the school project. S. Brown states that currently the team is still planning on fall of 2018 town approval. The Budget Collaboration Group &amp; SBC will need to provide confirmation on local approval timeline in time for the project team to include the information in the PDP submittal on Nov. 9<sup>th</sup></p>	MERSD

8.5	<u>Budget Update:</u> S. Brown notes the updated budget (attached for record) includes the Designer consultants that have been authorized and approved in blue. After survey and wetlands were just approved in this meeting, all Designer consultant contracts have been authorized and the work ongoing.	Record
8.6.1	<u>Schedule/Look Ahead:</u> S. Brown discusses the calendar is a working document that will be continually updated and uploaded to the project dropbox for the SBC to view. Recently the calendar was updated to include the Ed. Visioning Workshop, and Community Meetings.	Record
8.6.2	<u>Schedule/Look Ahead – Community Meetings:</u> <ul style="list-style-type: none"> <li>Community Meeting #1-10/4/17: Agenda - Welcome and Intro, Organization/Team, The Need, Process and Schedule, Budget Update, Comm Discussion, Next Steps</li> <li>Community Meeting #2-11/1/17 Agenda - Welcome and Intro, Organization/Team, Process &amp; Schedule, Comm Forum #1 Themes, Site Alternatives, Review of Preliminary Building Options, Comm Discussion, Next Steps</li> </ul>	Record
8.7.1	<u>Project Update/JCJ Workplan:</u> JCJ discussed their schedule and work plan slides. <ul style="list-style-type: none"> <li>➤ Existing Conditions Assessment: The Traffic consultant would like to schedule a visit and begin traffic analysis around the school. S. Creighton states that there is work being done on Pleasant Street at the moment, might want to wait till they are finished. J. Pagliarulo to contact DPW and find out when Pleasant Street work will be complete so the traffic study can be done.</li> <li>➤ JCJ handed J. Pagliarulo, P. Beaudoin, and A. Urbas a Environmental Site Assessment Questionnaire. J. Pagliarulo, P. Beaudoin, and A. Urbas to fill out and send back to JCJ.</li> <li>➤ Ed. Visioning Sessions 9/25, 10/23</li> </ul>	Record
8.7.2	<u>Project Update:</u> PDP Submission Requirements: JCJ reviewed the first MSBA milestone submission of Feasibility – the Preliminary Design Program (PDP). JCJ noted that PDP is schedule to be submitted on November 9 <sup>th</sup> , 2017. JCJ outlined the requirements and items that go into the PDP (with due dates as noted): <ul style="list-style-type: none"> <li>Educational Plan: <ul style="list-style-type: none"> <li>Draft by MERSD 10/5</li> <li>Final by MERSD 10/24</li> <li>SBC Approves Options 10/24</li> </ul> </li> <li>Initial Space Summary: <ul style="list-style-type: none"> <li>Draft by JCJ 10/5</li> <li>Final by JCJ 10/26</li> <li>Approved by SBC 11/6</li> </ul> </li> <li>Existing Conditions Assessment: <ul style="list-style-type: none"> <li>Draft by JCJ 10/5</li> <li>Finalized by JCJ 10/19</li> <li>Approved by SBC 10/24</li> </ul> </li> <li>Site Development: <ul style="list-style-type: none"> <li>Draft by JCJ 10/5</li> <li>Final by JCJ 10/19</li> <li>Approved by SBC 10/24</li> </ul> </li> <li>Preliminary Evaluation of Alternatives:</li> </ul>	Record

	<ul style="list-style-type: none"> <li>• Draft by JCJ 10/19</li> <li>• Approved by SBC 10/24</li> <li>• Local Actions &amp; Approvals: <ul style="list-style-type: none"> <li>▪ Draft by MERSD 10/19</li> <li>▪ Approved by SBC &amp; SC 11/6, 11/7</li> </ul> </li> <li>• Submit PDP to MSBA 11/9</li> </ul>	
8.7.3	<u>Project Update:</u> Following the PDP process and milestone dates, S. Brown offered to provide prior PDP examples to the SBC for their review to help them understand the deliverable.	DWMP
8.7.4	<p>Following the presentation, the SBC considered:</p> <ul style="list-style-type: none"> <li>• Sweeny Park for site alternative and modular use</li> <li>• Winthrop Park for site alternative and modular use</li> <li>• Moving the planned SBC meeting from 11/14 to 11/6 to accommodate PDP approval.</li> </ul>	Record
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.	P. Beaudoin
8.9.1	<p><u>Site Understanding:</u> L. Braren reviews site understanding slides (backup attached) included in the JCJ presentation. There are 14 slides total that indicate:</p> <ul style="list-style-type: none"> <li>➤ Setbacks</li> <li>➤ Site Access/Circulation</li> <li>➤ Buildable Area</li> <li>➤ Neighbors/Abutters</li> <li>➤ Views</li> <li>➤ Solar Orientation</li> <li>➤ 1-Story Program Massing Diagrams</li> <li>➤ 1-Story Site Test Fit (Estimating 90 parking spaces for new school)</li> <li>➤ 1-Story Test Fit Massing View</li> <li>➤ 2-Story Program Massing Diagram</li> <li>➤ 2-Story Site Test Fit</li> <li>➤ 2-Story Test Fit Massing View</li> <li>➤ Considering Modulares <ul style="list-style-type: none"> <li>• Options to be Considered: <ul style="list-style-type: none"> <li>▪ Addition/Renovation</li> <li>▪ Replacement</li> </ul> </li> <li>• Other Considerations: <ul style="list-style-type: none"> <li>▪ Phasing Construction</li> <li>▪ Swing Space</li> <li>▪ Contractor's Access</li> <li>▪ Contractor's Layout Area</li> </ul> </li> </ul> </li> </ul> <p>JCJ to develop further building options to be presented at the next meeting.</p>	Record

8.9.2	<u>Site Understanding:</u> In the context of the mandatory new building options the PDP will be required to show, A. Urbas and A. Cameron discussed the topic of other potential building sites. S. Brown and D. Ruiz noted that while different sites were included in other studies, they were under the impression they were not under serious consideration due to the findings of the previous reports. A. Urbas remarked that this project team should revisit those findings and provide a summary in the PDP submission so the MSBA is clear on the District's position of any other sites with potential. S. Brown stated that the team will revisit all site options and JCJ plan to present findings at the next SBC on 9/26.	Record
8.10	<u>Next Meetings:</u> <ul style="list-style-type: none"> <li>9/25/17 Ed. Programming Workshop (8:30am-3:00pm)</li> <li>9/26/17 SBC Meeting: Progress Report/Ed. Planning/Space Summary (7pm)</li> <li>10/4/17 Community Meeting No. 1 (9am, 7pm)</li> <li>10/10/17 SBC Meeting: (7pm)</li> </ul>	Record
8.11.1	<u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> A. Cameron asks for the existing survey information to be added to the dropbox.	Record
8.11.2	<u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> DWMP to plan presentation for pros and cons of 149 vs 149A which will start the process of submitting the presentation into the Inspector General's office.	DWMP
8.11.3	<u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> The SBC inquired how will the community be notified about the community meetings? A. Cameron responds that the leadership team has sent notifications to the local newspaper, The Cricket, updated the school's website, updated both town facebook pages, and updated the weekly school update emails. They also anticipate sending flyers for the school open houses that will provide information about the community meetings.	Record
8.12	<u>Public Comment:</u> None.	Record
8.13	<u>Adjourn:</u> A motion was made by G. Scharfe and seconded by L. O'Donnell to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 9:15 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 7 8/29/17 Meeting Minutes, Samiotes Survey Proposal, Manchester Memorial Elementary School Presentation 9/12/17, JCJ Power Point presentation, JCJ Workplan, JCJ Schedule, DWMP calendar, DWMP Budget Sheet, Environmental Site Assessment Questionnaire, PDP Requirements Sheet*

**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.**

DRAFT

# Manchester Memorial Elementary School SBC Meeting

9/26/2017



JCJ ARCHITECTURE

# Agenda

1. Call to Order
2. Previous Topics & Approval of September 12, 2017 Meeting Minutes
3. Invoices and Commitments for Approval
4. Working Groups Update
5. Budget Update
6. Schedule/Look Ahead
7. Project Update
8. Site Understanding
9. Community Meeting No. 1
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 9/26/17



JCJ ARCHITECTURE



## 2. Previous Topics & Approval of September 12, 2017 Meeting Minutes

### Action Items from Meeting Minutes:

5.7.1 Organize Abutters List	(P. Beaudoin/A. Urbas)
7.4.1 Ed Program WG: Visioning Meeting Attendees	(DWMP: C. Shefferman)
7.4.5 Communications WG: Meet/Coordinate to Discuss	(C. Shefferman/A. Cameron)
7.11 Site: Review options for swing space in surrounding towns	(P. Beaudoin)
8.4.3 Local Approval: Determine local funding approval timeline	(MERSD)
8.7.3 Provide examples of PDP documents to SBC	(DWMP: S. Brown)
8.8 Poll group for potential school site tours	(P. Beaudoin)
8.11 DBB vs. CM@R SBC presentation/review	(DWMP)



### 3. Invoices and Commitments for Approval

- Budget Revision Request No.2



## 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	15%	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



## 6. Calendar Look Ahead

2017	September			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28	29	30	31	01
04	05 SC Meeting	06	07	08 Small Group Budget Collaboration Meeting (8AM)
11	12 SBC Meeting Progress Report/Ed Planning/Space Summary/Developme nt of Alterna.	13 All-Boards Meeting- Operational Budget Projections	14	15
18	19 SC Meeting	20	21	22
25 Ed. Programming Workshop 8:30am- 3pm	26 SBC Meeting Progress Report/Space Summary/Developme nt of Alterna./Prepare for Comm Meet #1	27	28	29

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

SBC Meeting 9/26/17



JCJ ARCHITECTURE

## 6. Schedule Look Ahead (JCJ)



## 7. Project Update (JCJ)



## 8. Site Understanding (JCJ)





## 9. Community Meeting No. 1

SBC Meeting 9/26/17



JCJ ARCHITECTURE

# 10. Next Meetings

- 10/4/17 Community Meeting #1

*9:00 AM, and 7PM/Formal Introduction of the Project to  
Comm/Discuss Process/Discuss Progress to Date*

- 10/10/17 SBC Meeting

*Progress Report/Ed. Planning/Evaluation of Alternative/OPM  
and Owner Item Checklist*

- 10/23/17 Ed Programming Workshop#2

*8:30 AM-3:00 PM*

- 10/24/17 SBC Meeting

*Approve PDP Options and Community Presentation #1*

SBC Meeting 9/26/17



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 #9

9/26/2017

# **TODAY'S AGENDA**

**Project Update**

**Site Understanding**

**Community Meeting #1**

# TODAY'S AGENDA

## Project Update



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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## Existing Conditions Assessments

- *PDP Report in Development*
- *Surveyor on-site, expected 10/5*
- *Traffic Analysis Begins Week of 10/2*
  - *HazMat Survey Received*

## Project Schedule

- *Community Meeting #2*  
✓ *TBD: Week of 10/30*

# PROJECT UPDATE

## PDP Submission

*Have received materials from the District*

*Expect first elements for review next meeting*

# EDUCATIONAL PLANNING

## Early Results of Educational Visioning Session #1

*Attendees*

*Goal Development*

*Discussing 21<sup>st</sup> Century School*

*Present and Future Educational Priorities*

*SCOG Analysis*

*Design Patterns*

*Next Steps*

*Follow up Call on 9/29*

# TODAY'S AGENDA

## Site Understanding



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

# TODAY'S AGENDA

## Site Understanding

- *Site Selection*
- *Building Test Fits*
- *Modular Test Fits*

# SITE SELECTION

## Identified Sites

*Brook Street Field*

*Sweeny Park*

*Hyland Field @ MS/HS*

*Student Parking @ MS/HS*

*Compost Site*

*Transfer Station Site*

# SITE SELECTION

## *Brook Street Field*



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# SITE SELECTION

## BROOK STREET FIELD



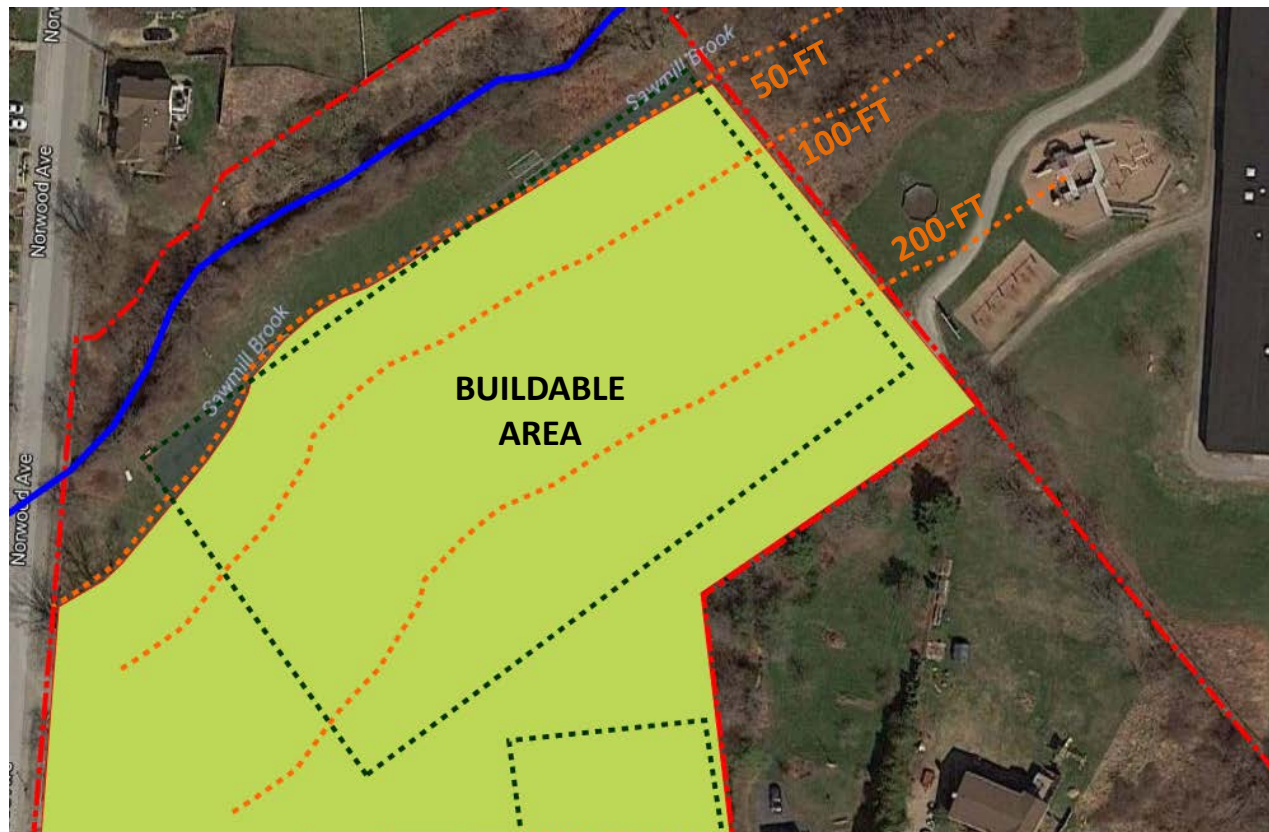
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# SITE SELECTION

## BROOK STREET FIELD



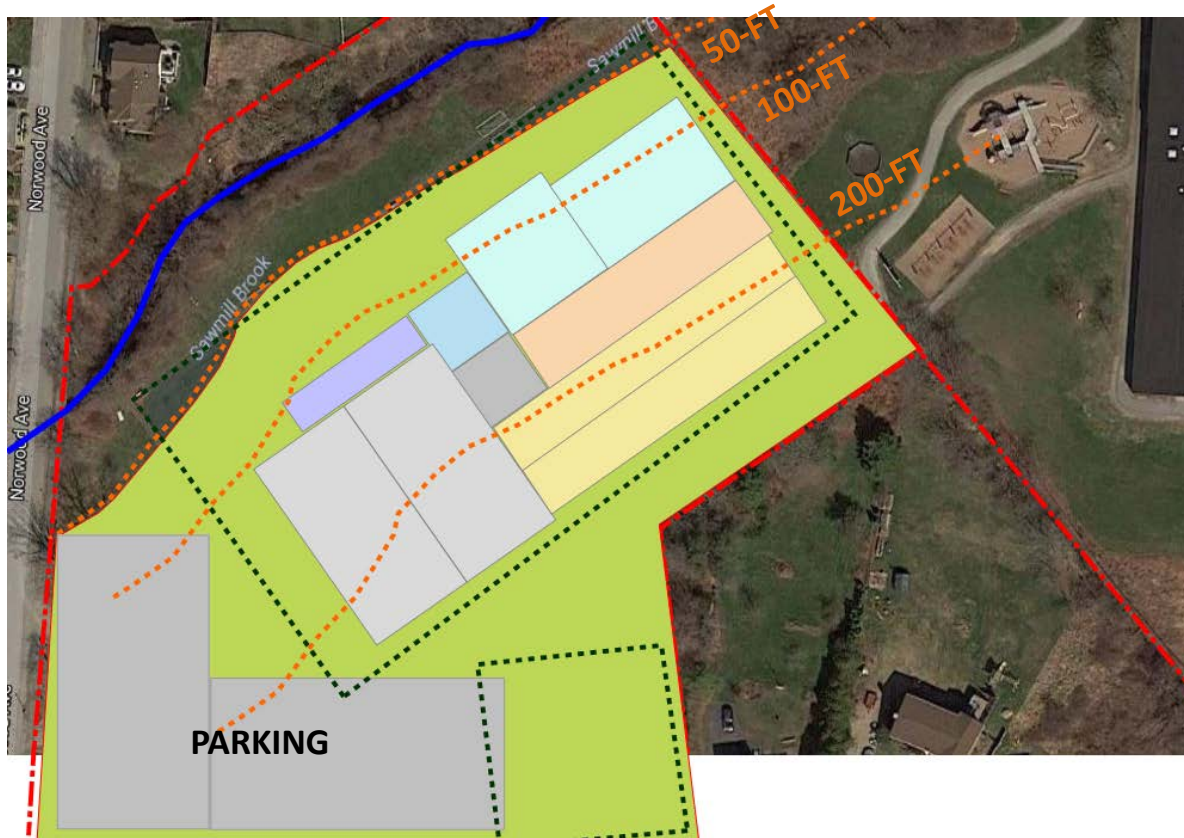
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# SITE SELECTION

## BROOK STREET FIELD



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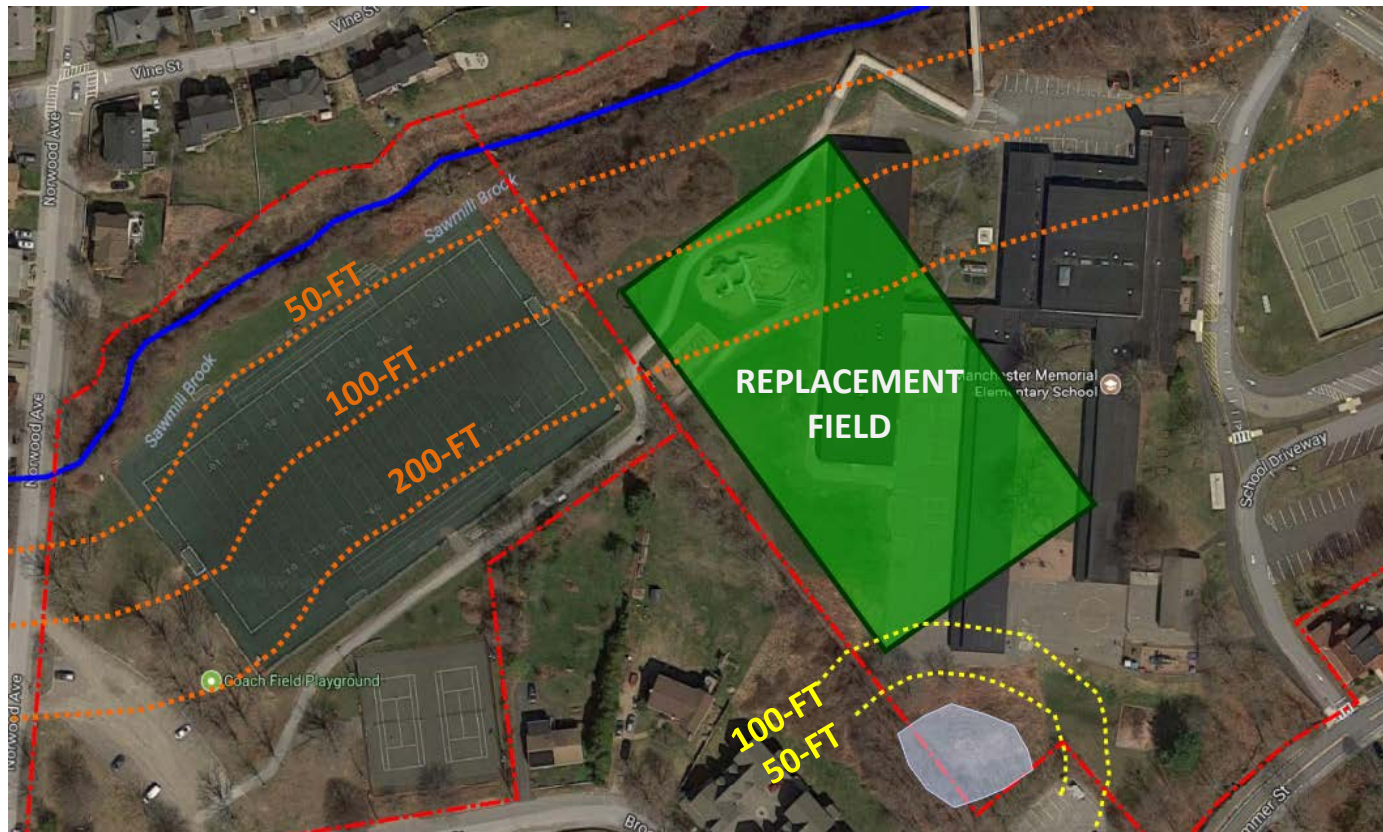
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# SITE SELECTION

BROOK STREET OR HYLAND FIELD SWAP



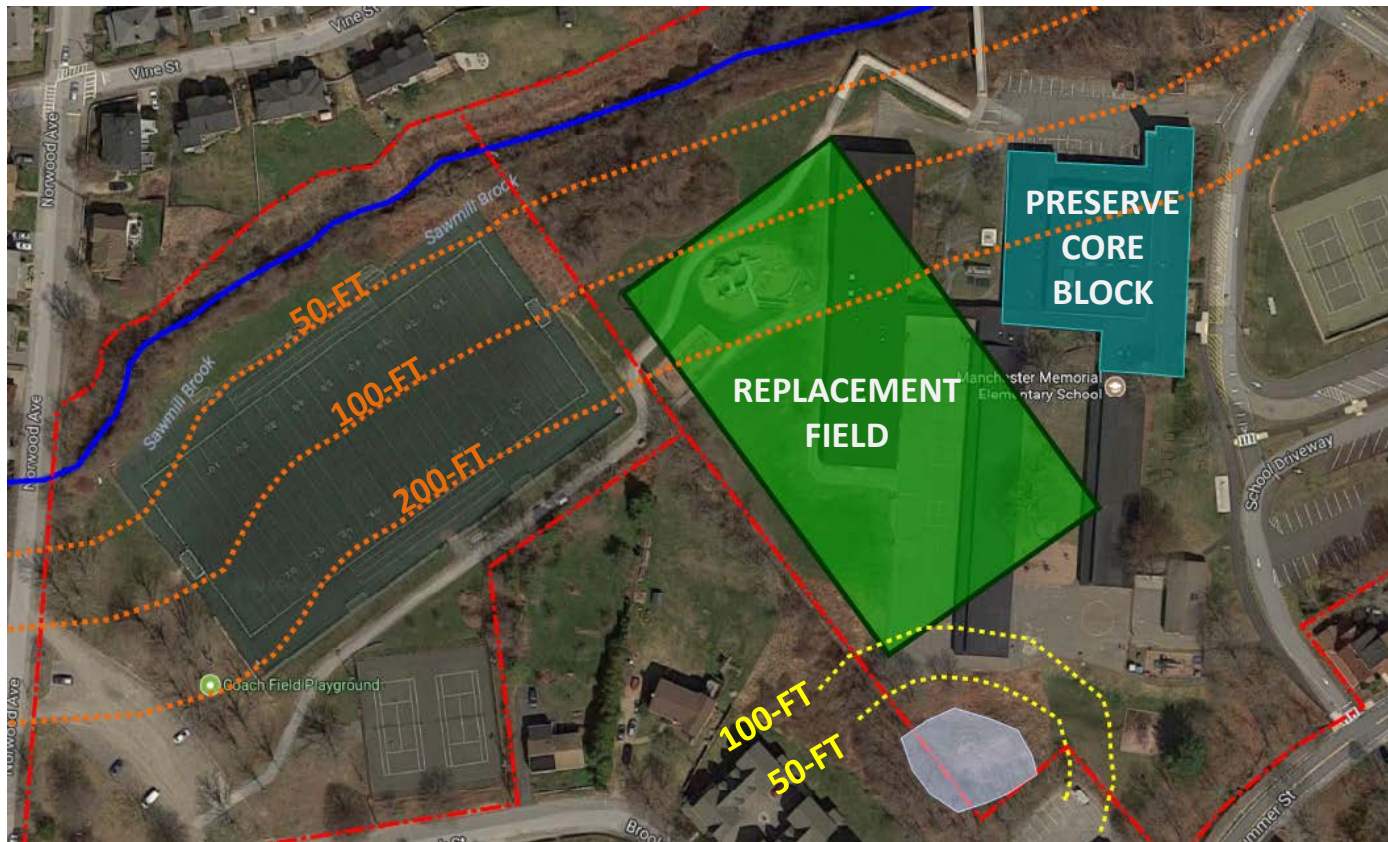
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# SITE SELECTION

BROOK STREET OR HYLAND FIELD SWAP



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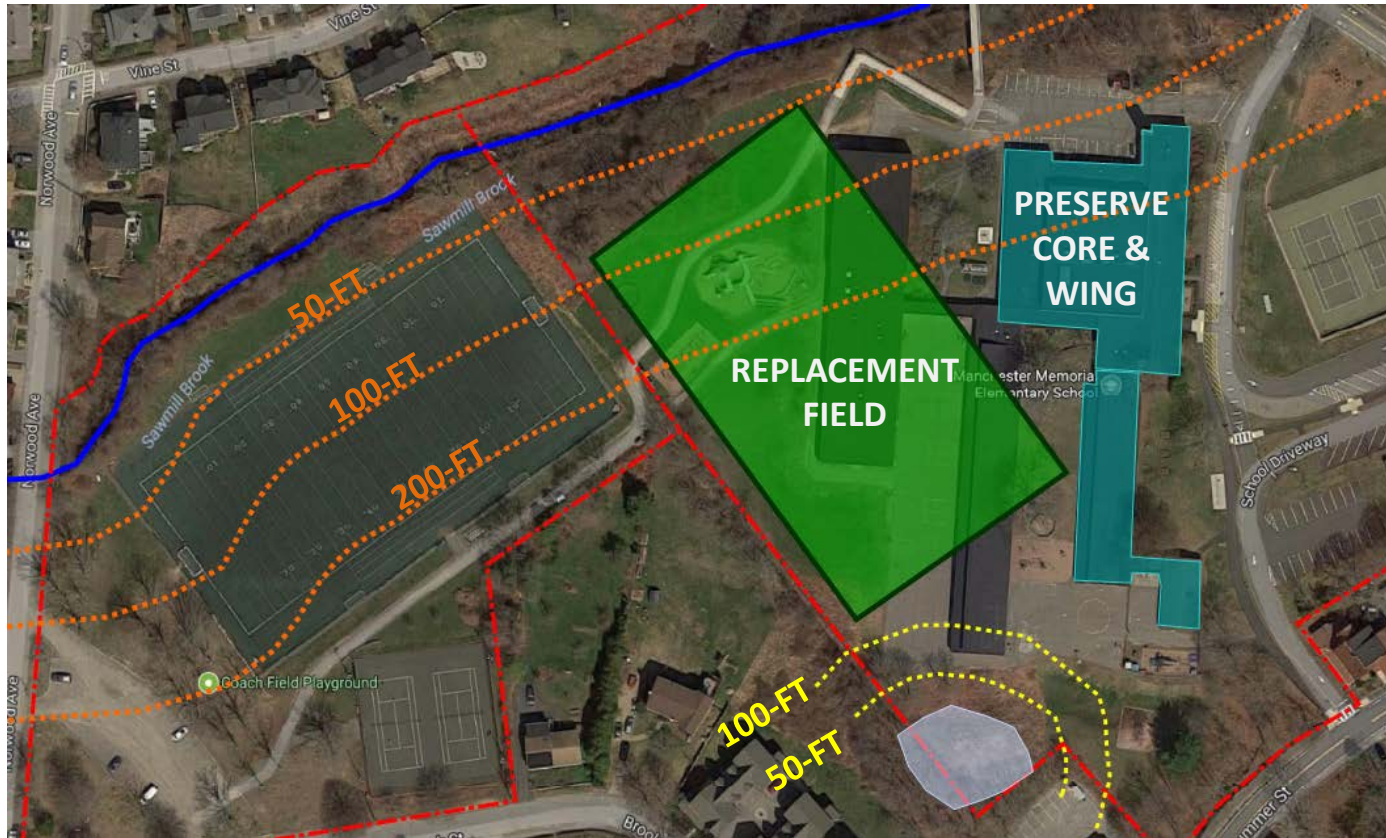
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# SITE SELECTION

## BROOK STREET OR HYLAND FIELD SWAP



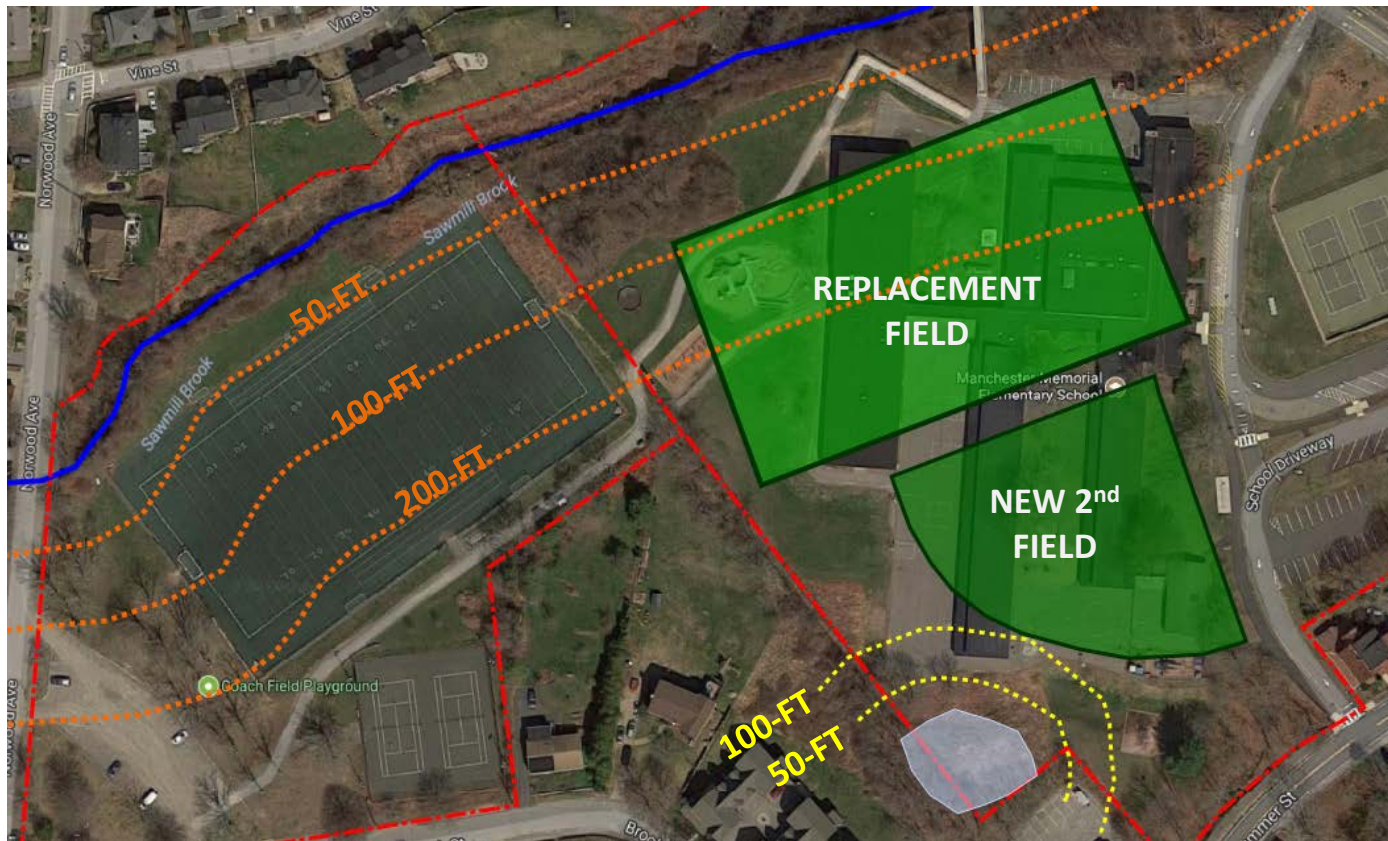
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# SITE SELECTION

## BROOK STREET OR HYLAND FIELD SWAP



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# SITE SELECTION

## *Sweeney Park*



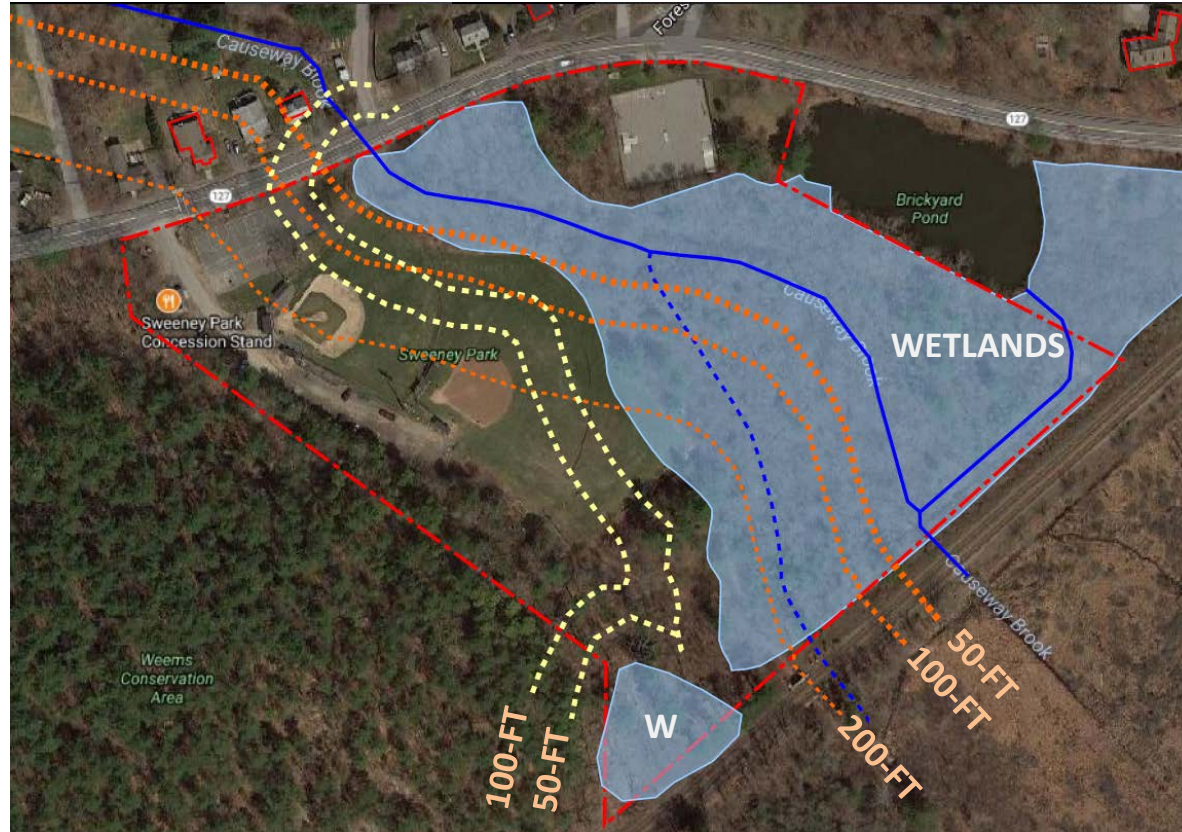
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# SITE SELECTION

## SWEENEY PARK



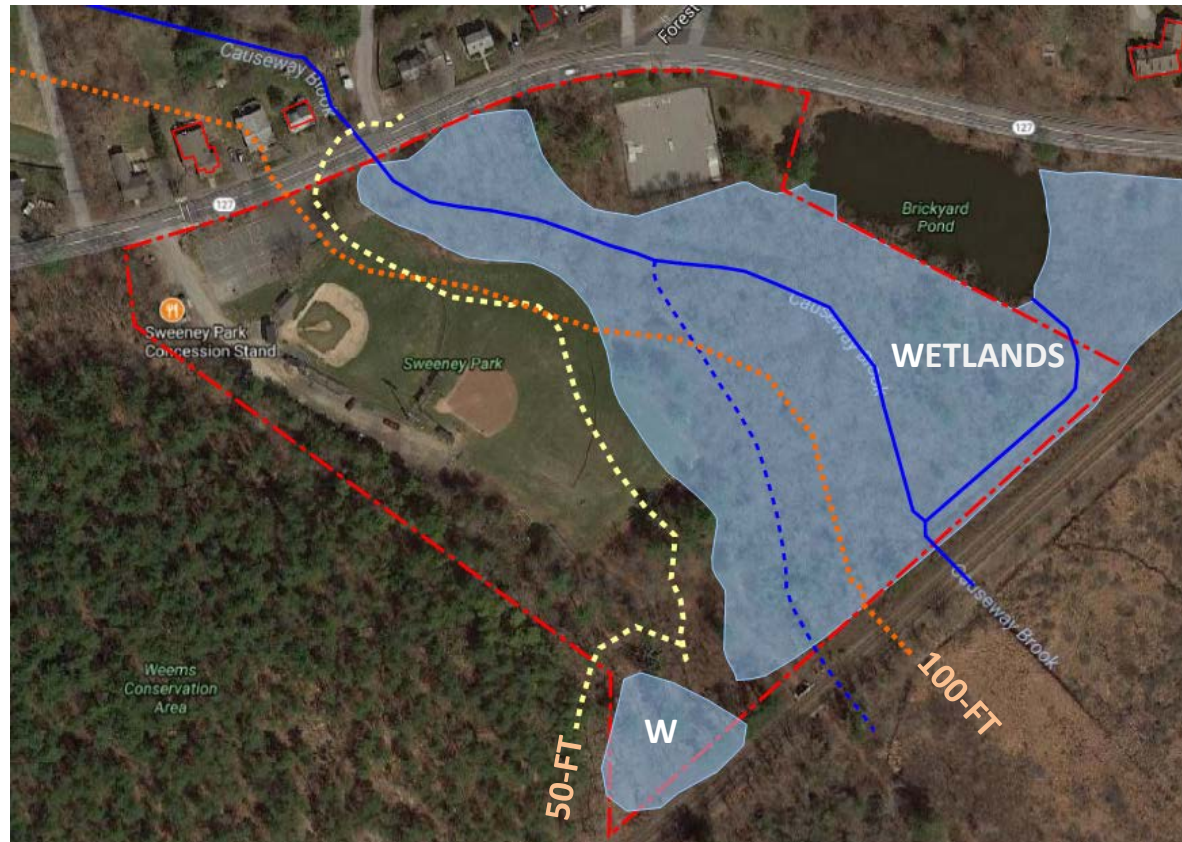
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# SITE SELECTION

## SWEENEY PARK



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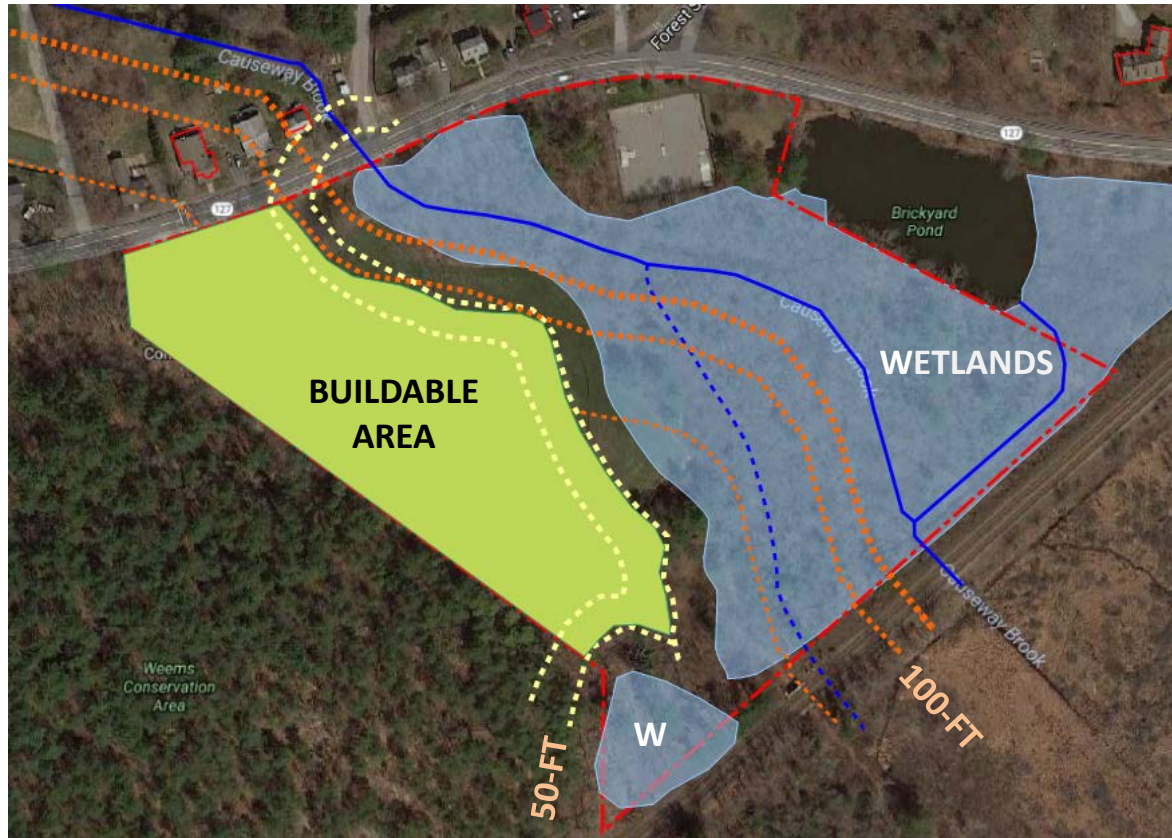
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# SITE SELECTION

SWEENEY PARK



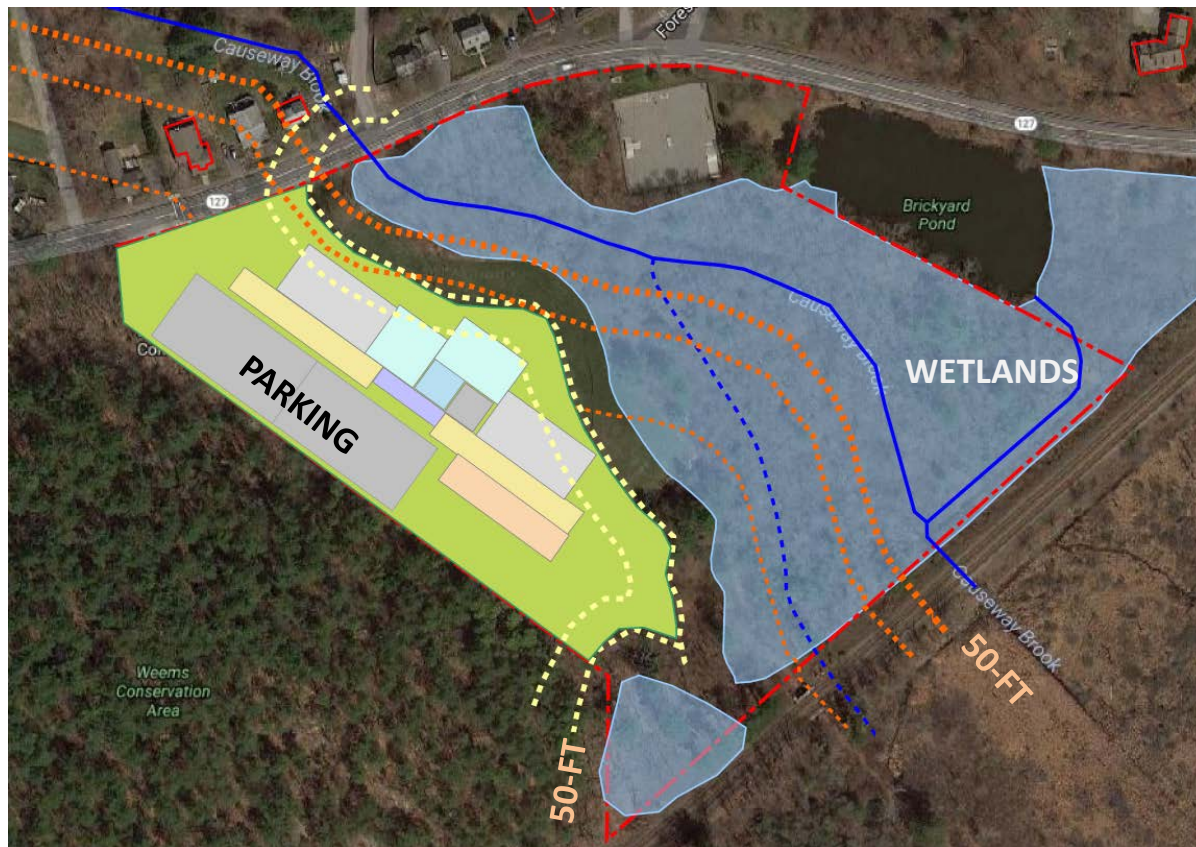
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# SITE SELECTION

## SWEENEY PARK



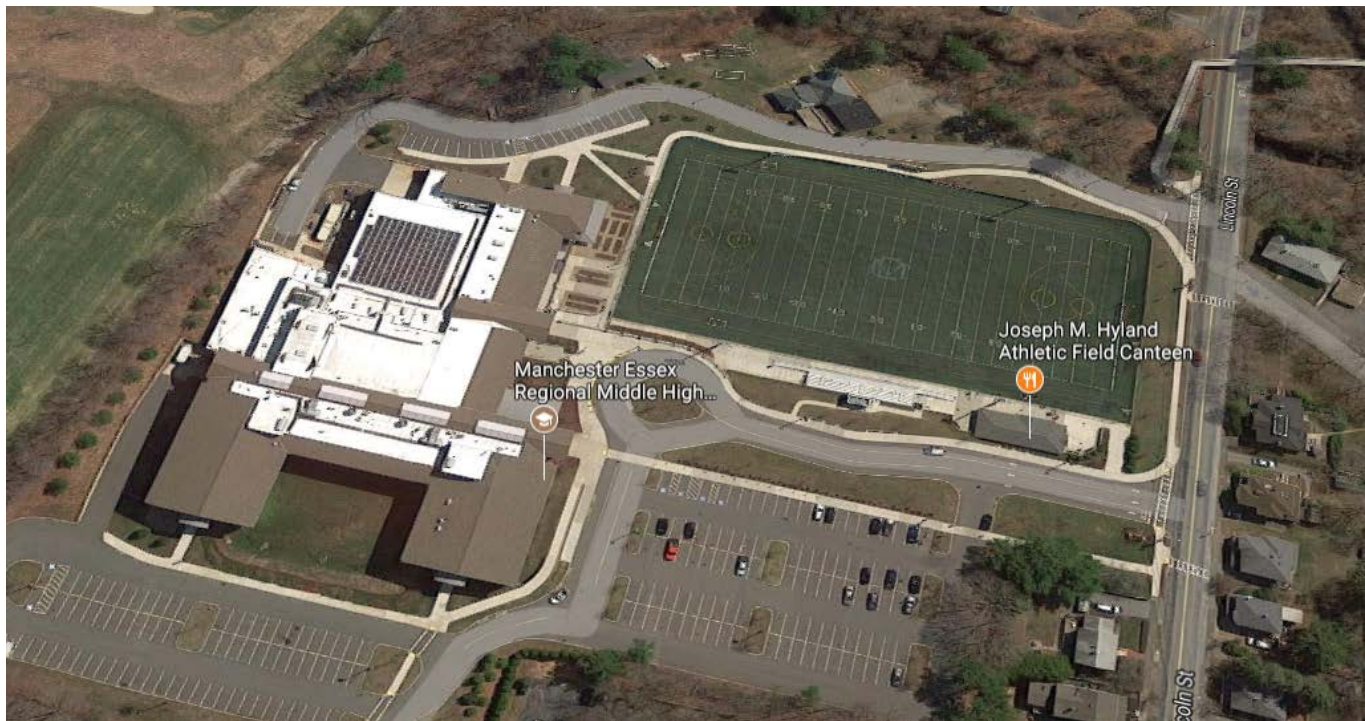
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# SITE SELECTION

## *Hyland Field at MERMHS*



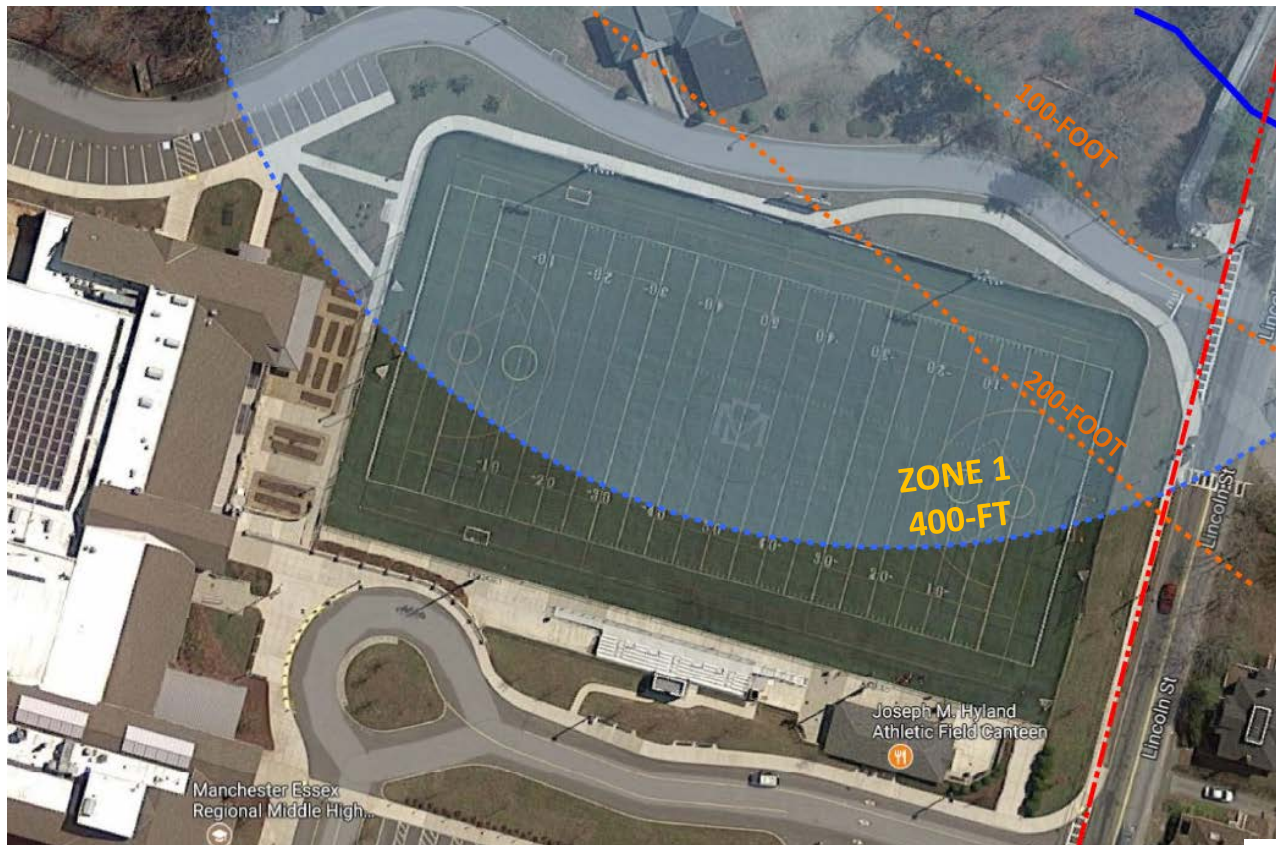
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# SITE SELECTION

HYLAND FIELD AT MERMHS



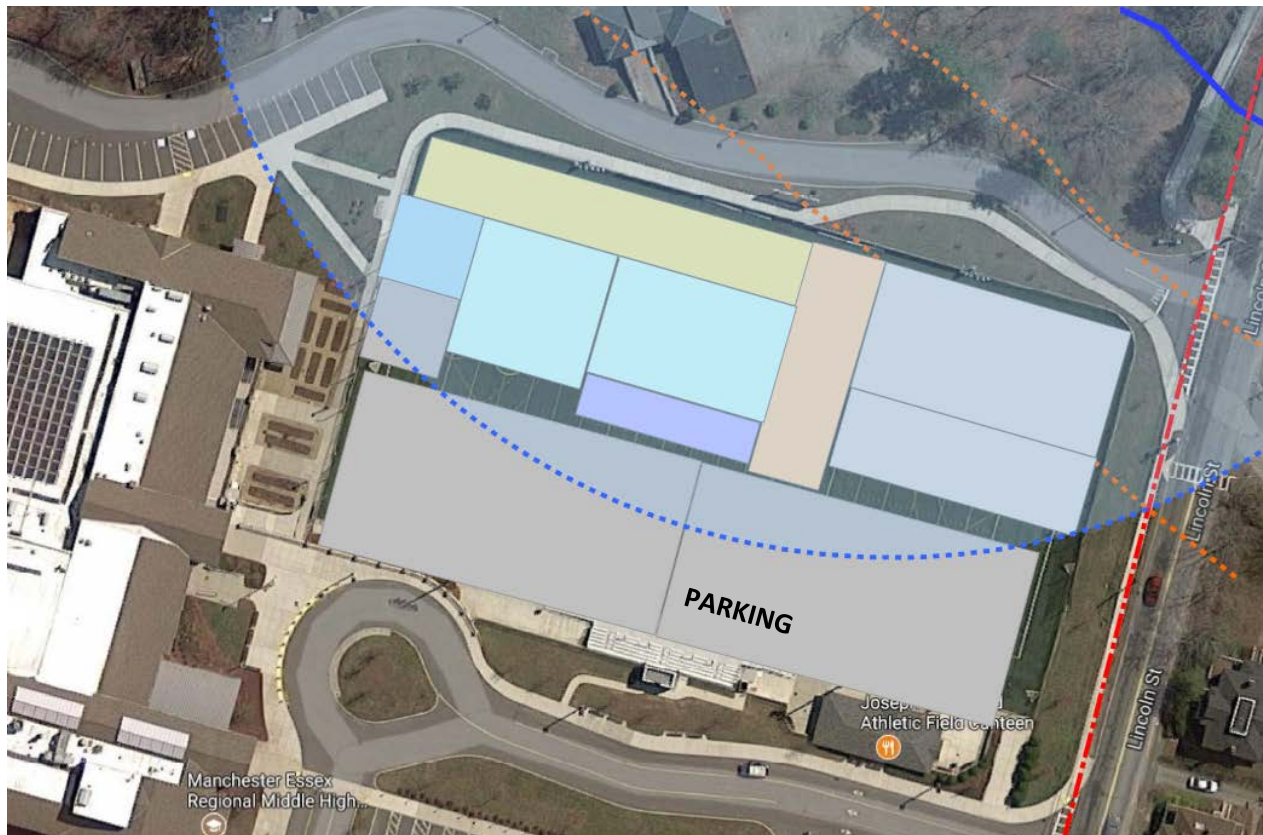
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MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE SELECTION

HYLAND FIELD AT MERMHS



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# SITE SELECTION

## *Student Parking Area at MERMHS*



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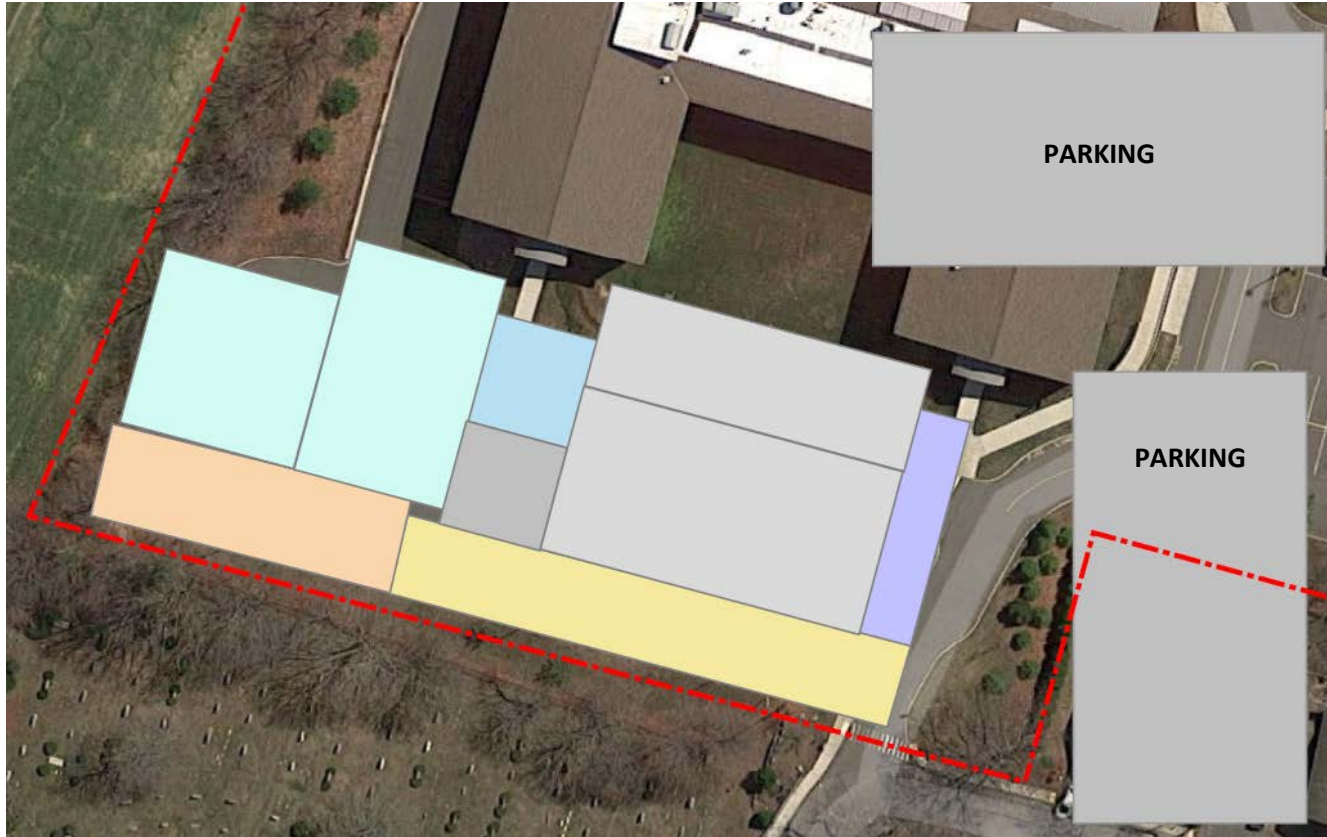
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# SITE SELECTION

STUDENT PARKING AREA - MERMHS



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# SITE SELECTION

## *Manchester-by-the Sea Compost Site*





# SITE SELECTION

## COMPOST SITE

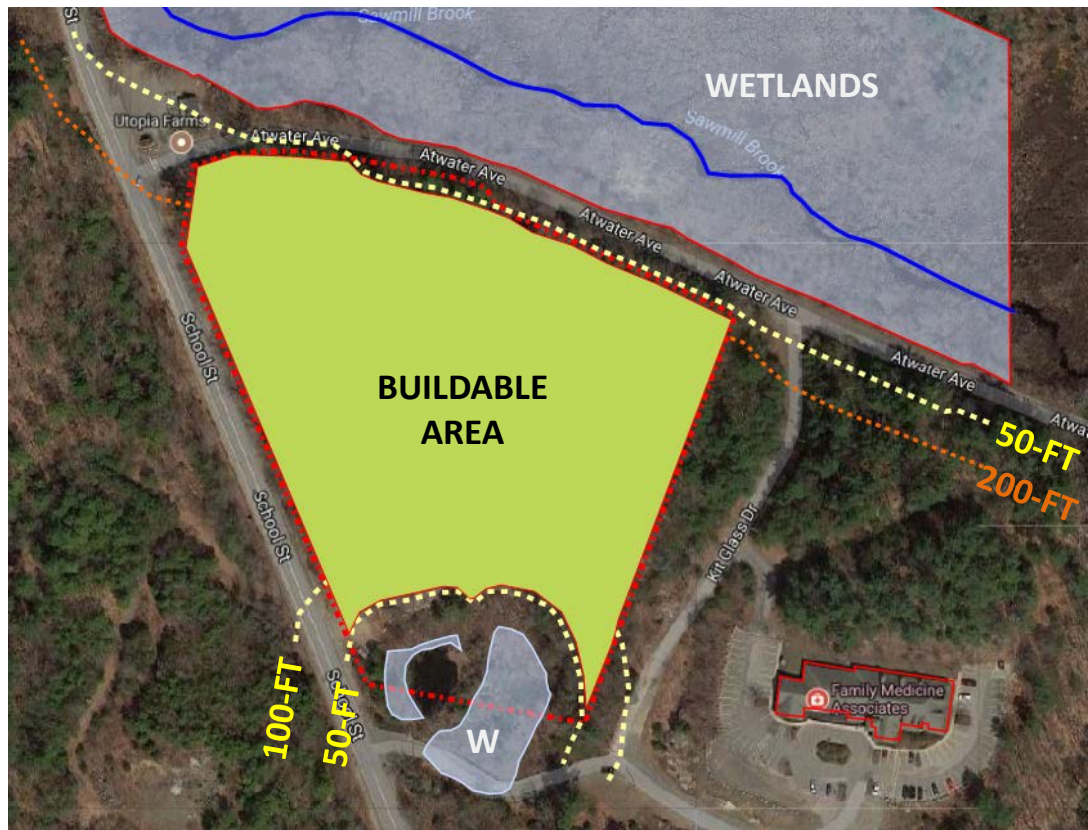


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# SITE SELECTION

## COMPOST SITE



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## COMPOST SITE





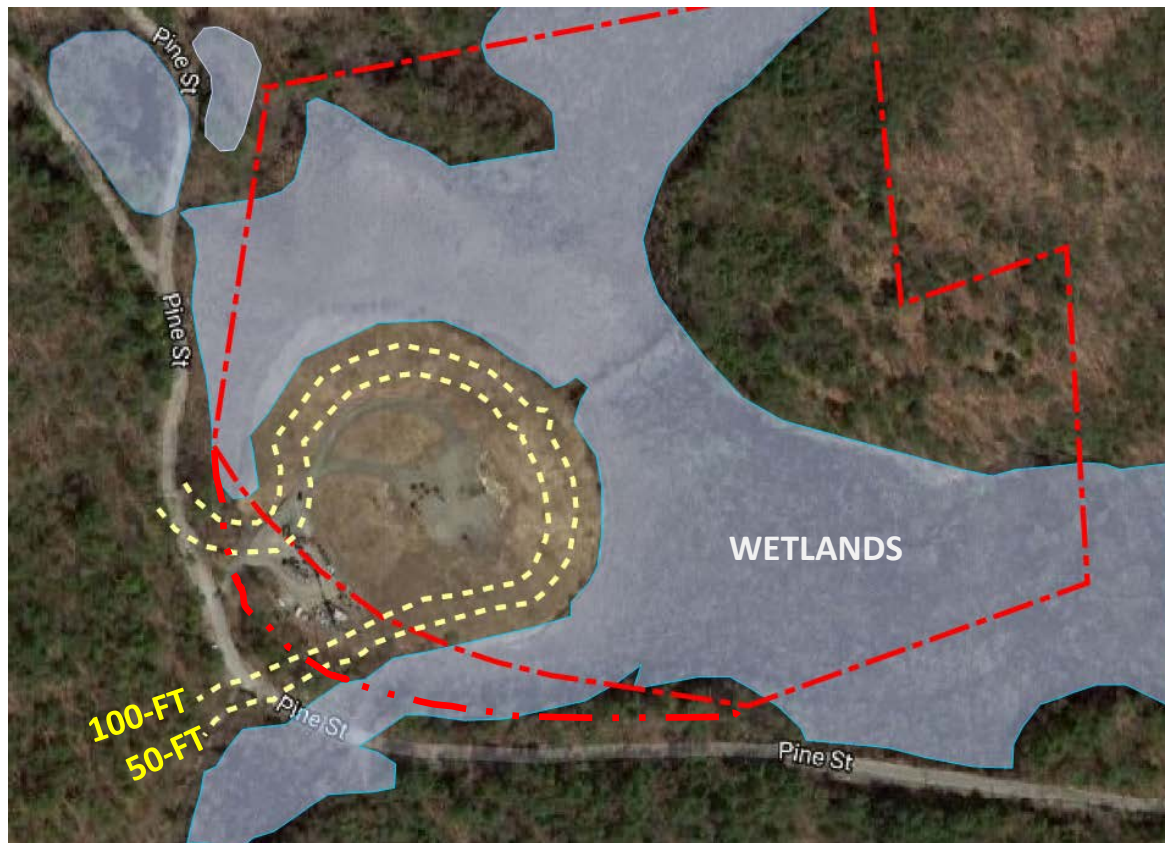
# SITE SELECTION

## *Manchester-by-the Transfer Station Site*



# SITE SELECTION

## TRANSFER STATION



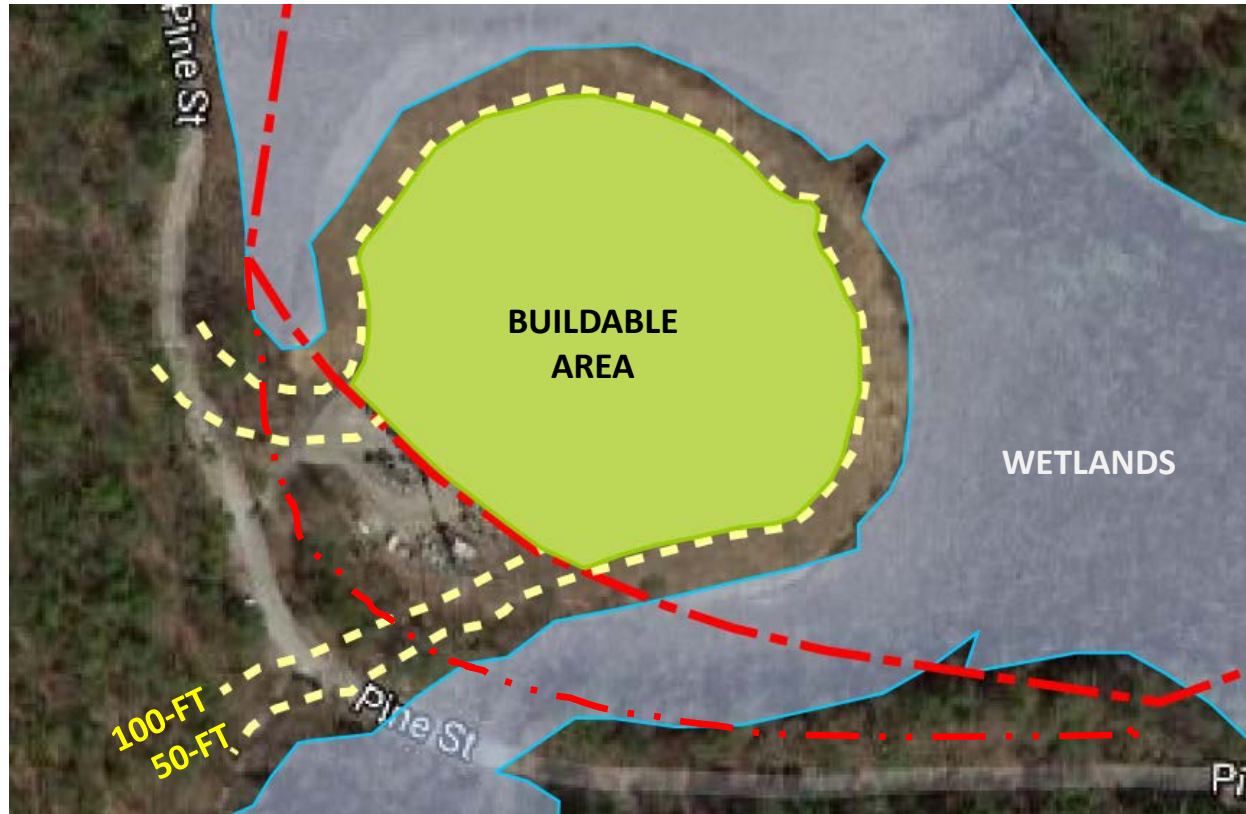
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# SITE SELECTION

## TRANSFER STATION



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

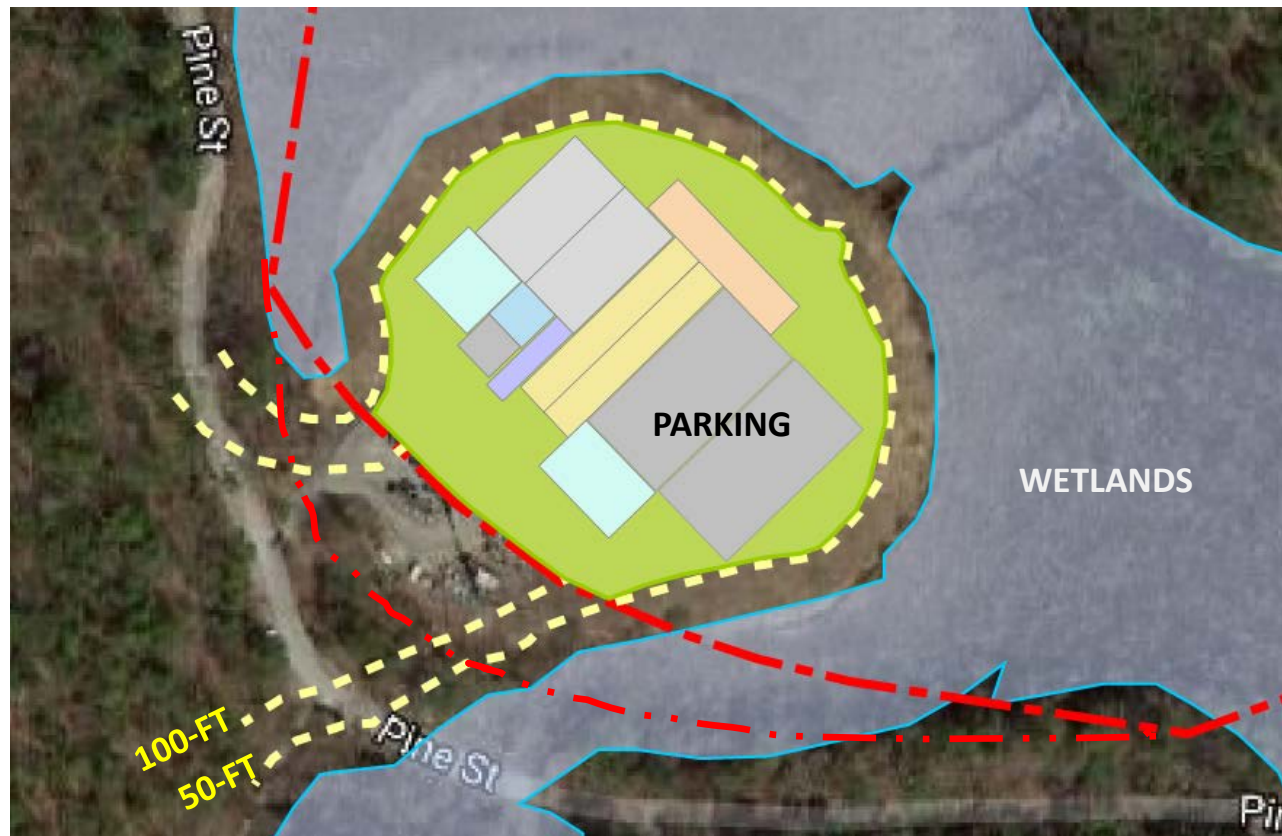
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# SITE SELECTION

## TRANSFER STATION



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# TODAY'S AGENDA

## Site Understanding

- *Site Selection*
- *Building Test Fits*
- *Modular Test Fits*

# BUILDING TEST-FITS

## *Option 1 – Renovation Only*

# BUILDING TEST-FITS

OPTION 1 - RENOVATION ONLY (*OCCUPIED/PHASED*)



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# BUILDING TEST-FITS

OPTION 1 - RENOVATION ONLY (*OCCUPIED/PHASED*)



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# BUILDING TEST-FITS

## *Option 2 – Renovation & Addition*

# BUILDING TEST-FITS

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



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# BUILDING TEST-FITS

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



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# BUILDING TEST-FITS

## *Option 3 – Renovation / Addition*

# BUILDING TEST-FITS

## OPTION 3 – RENOVATION & ADDITION (*OCCUPIED/PHASED*)



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# BUILDING TEST-FITS

## OPTION 3 – RENOVATION & ADDITION (*OCCUPIED/PHASED*)



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# BUILDING TEST-FITS

## OPTION 3 - RENOVATION & ADDITION (*OCCUPIED/PHASED*)



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# BUILDING TEST-FITS

## OPTION 3 - RENOVATION & ADDITION (*OCCUPIED/PHASED*)



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# BUILDING TEST-FITS

## *Option 4 – New Construction*

# BUILDING TEST-FITS

## OPTION 4 - NEW CONSTRUCTION



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# BUILDING TEST-FITS

## OPTION 4 - NEW CONSTRUCTION



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# BUILDING TEST-FITS

## OPTION 4 - NEW CONSTRUCTION



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# BUILDING TEST-FITS

## *Option 5 – New Construction*



# BUILDING TEST-FITS

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



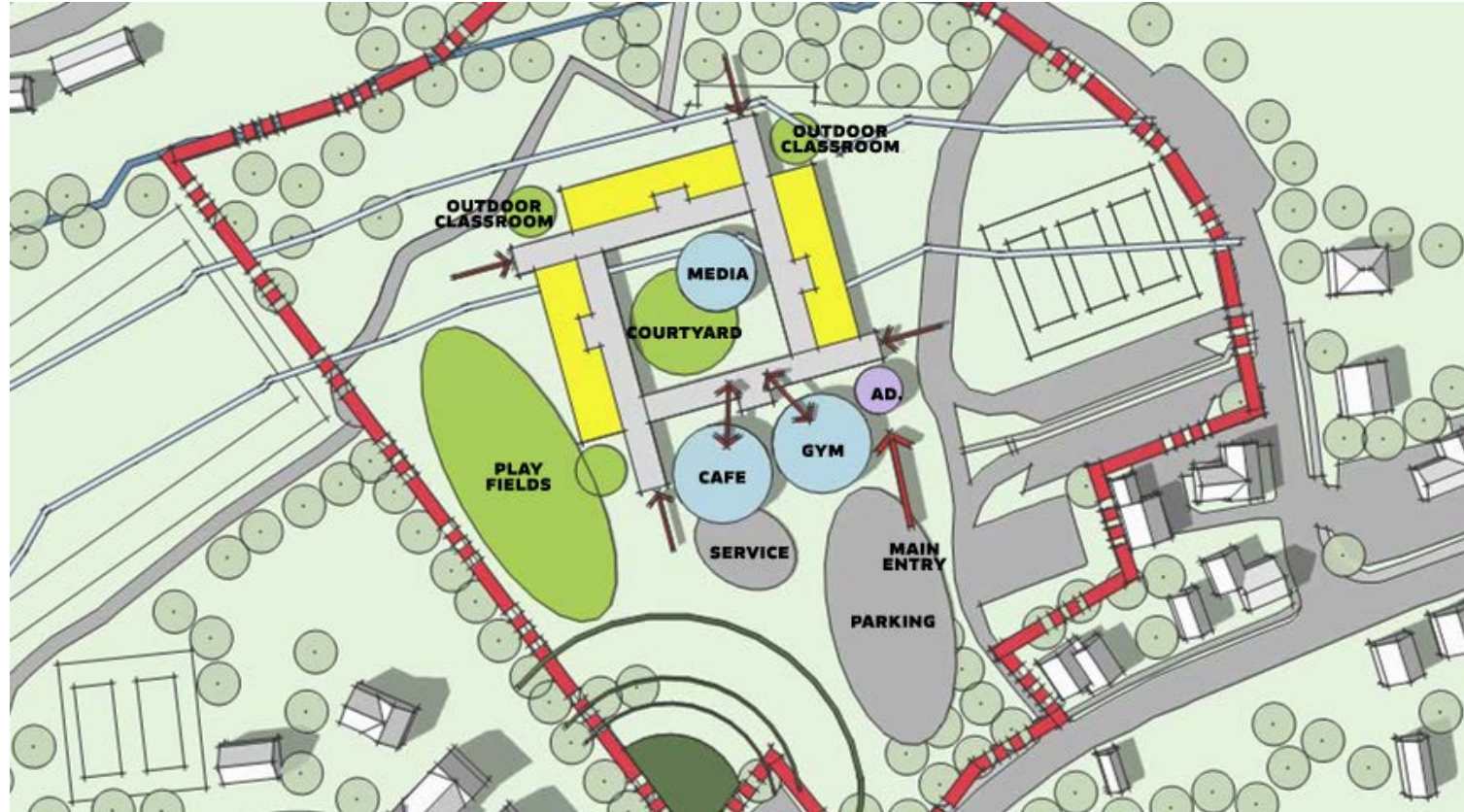
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# BUILDING TEST-FITS

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



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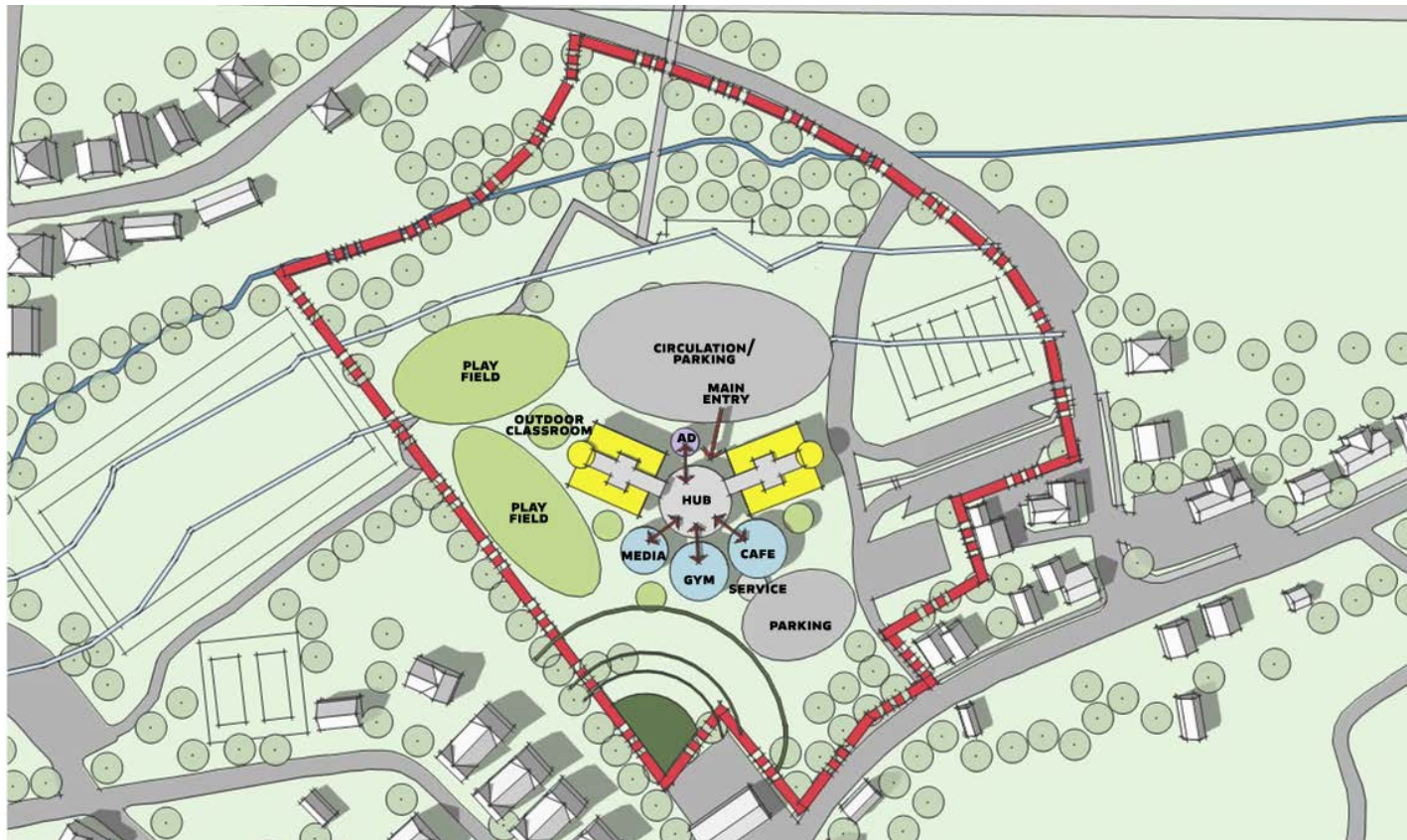
# BUILDING TEST-FITS

## *Option 6 – New Construction*



# BUILDING TEST-FITS

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



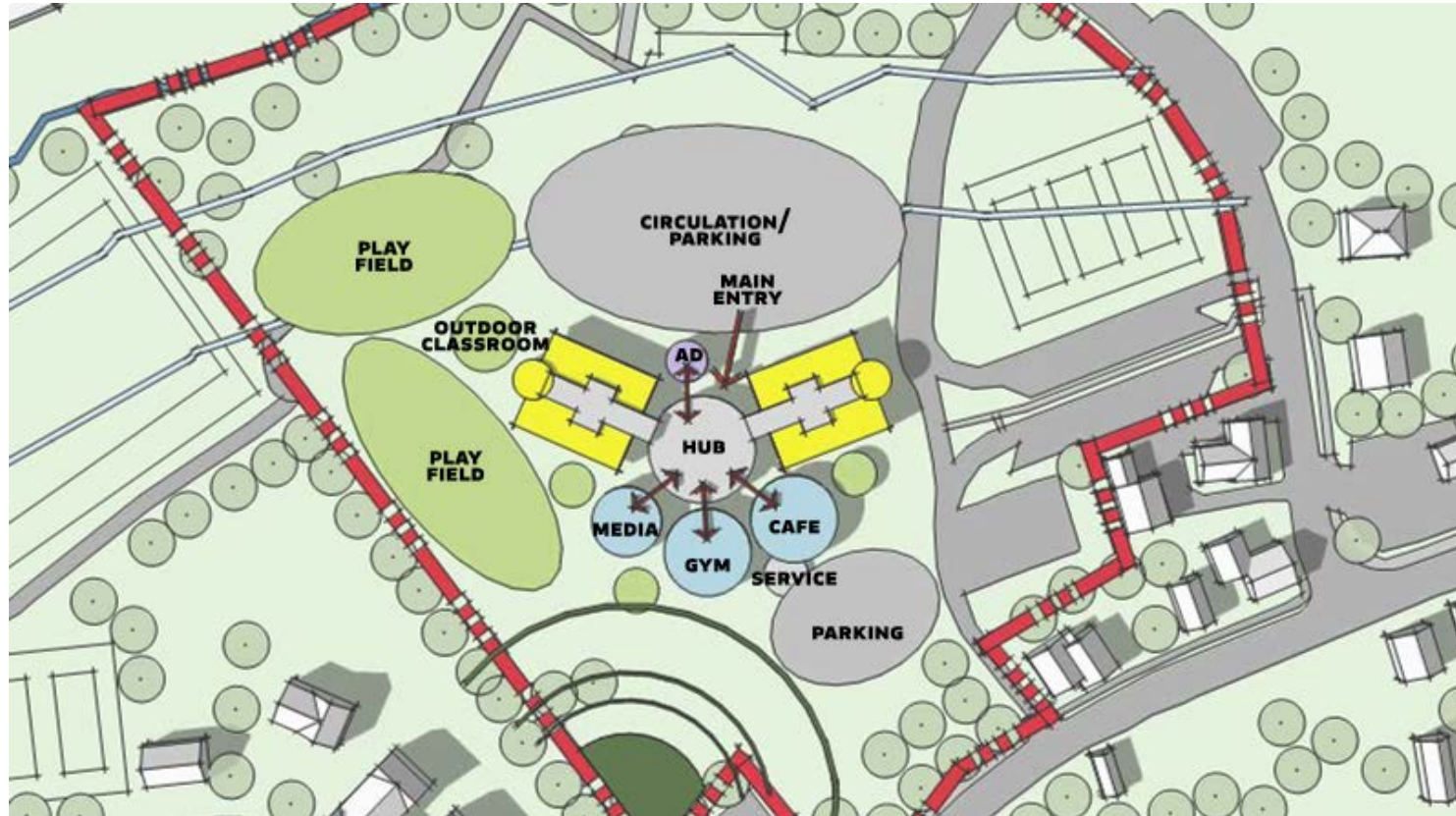
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# BUILDING TEST-FITS

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



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# BUILDING TEST-FITS

## *Option 7 – New Construction*

# BUILDING TEST-FITS

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



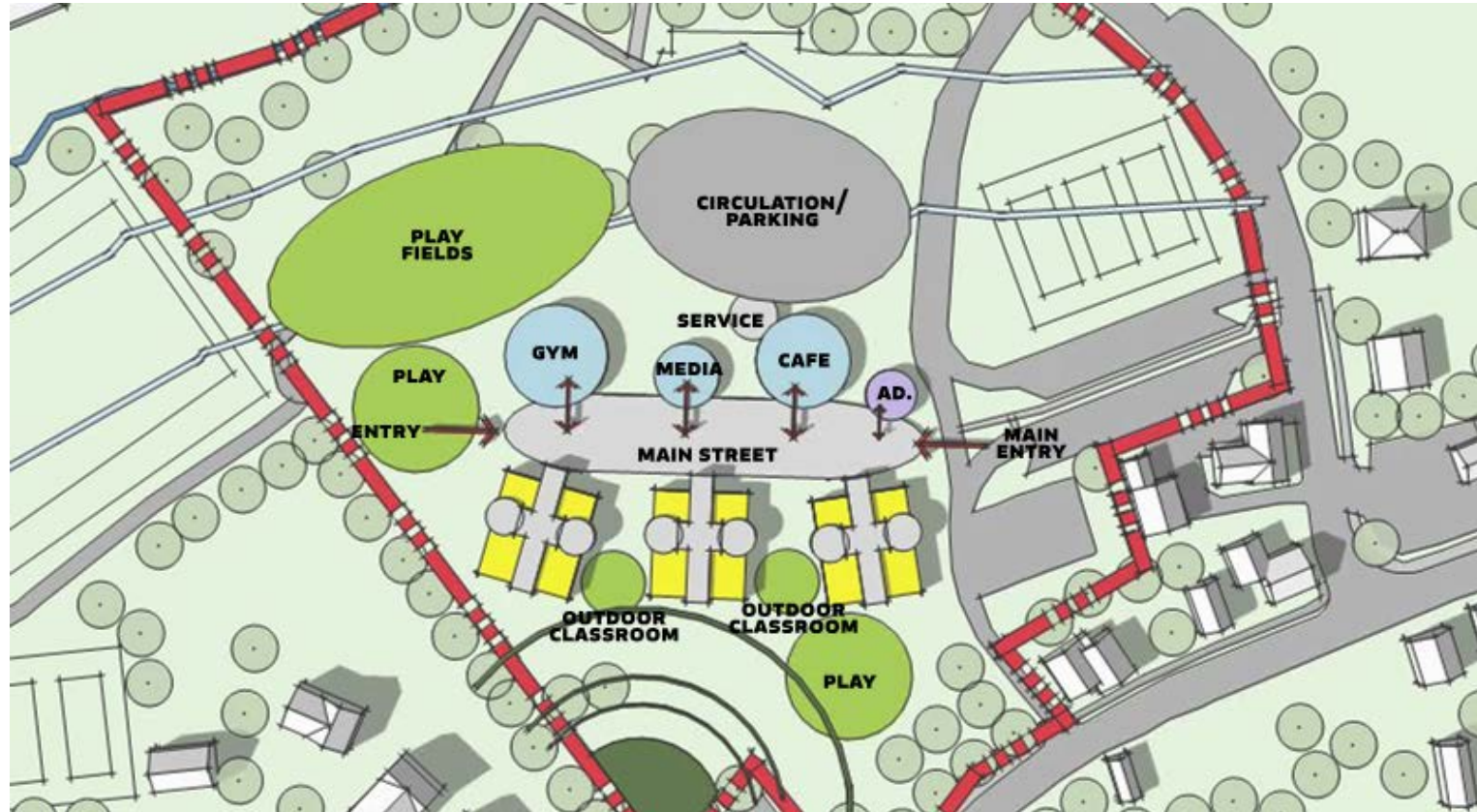
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# BUILDING TEST-FITS

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



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# TODAY'S AGENDA

## Site Understanding

- *Site Selection*
- *Building Test Fits*
- *Modular Test Fits*

# SITE SELECTION

## Modular Sites Identified

*MS/HS Student Parking Lot*

*MS/HS Between Wings*

*Memorial Staff Parking Lot*

*Brook Street Parking Lot*

*MMES Tennis Courts*

*Brook Street Turf Field*

*Essex Elementary School*



# MODULAR TEST-FITS



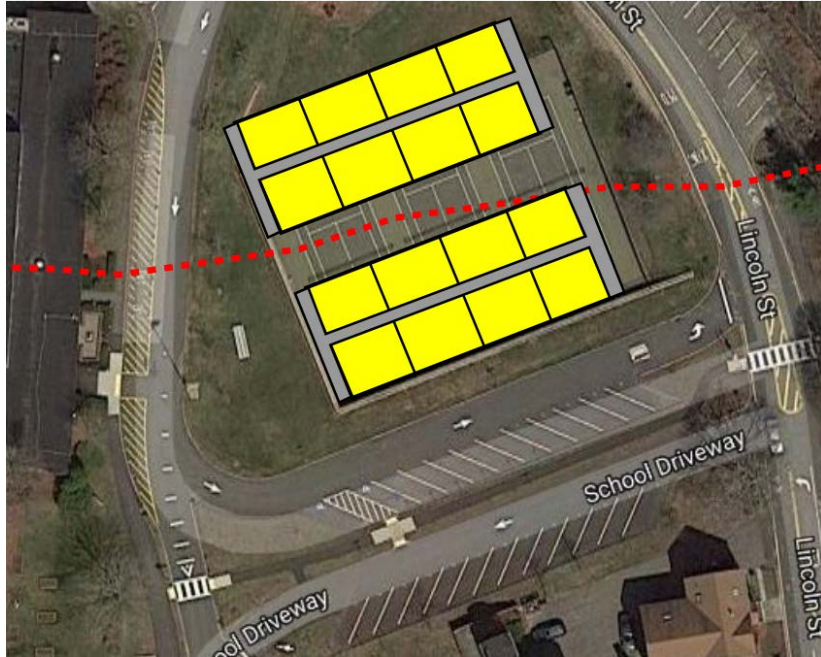
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## Considerations

- ✓ *Addition/Renovation*
  - ✓ *Replacement*
- ✓ *Phased Construction*
  - ✓ *Swing Space*
  - ✓ *Need for Play Yard*
- ✓ *Need for Gym and Cafeteria*

# MODULAR TEST-FITS

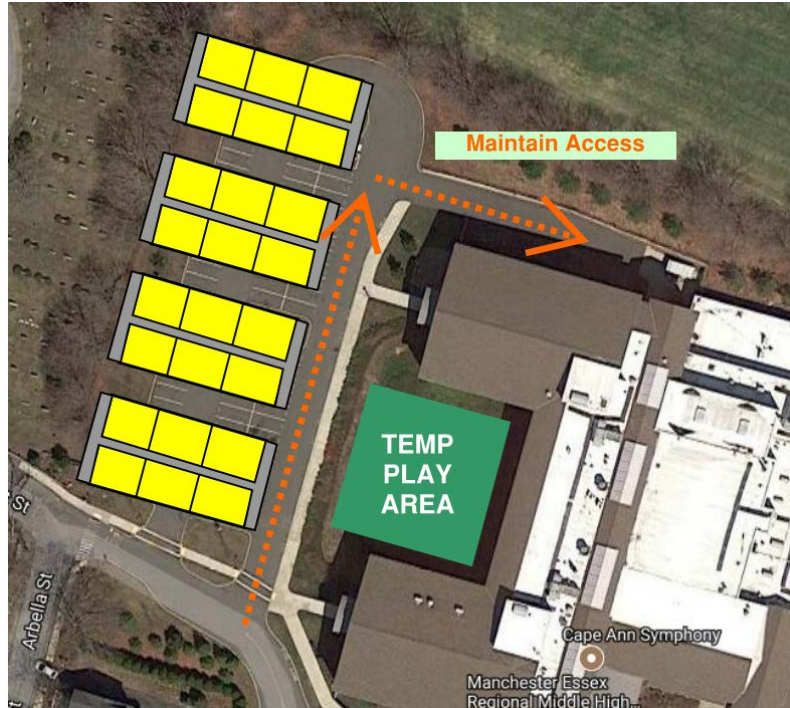
## *MMES Tennis Courts*



- *Accommodates Approx. 14-16 Classrooms*
- *Tennis courts not usable through construction*
- *Option does not incl. Gym/ Cafeteria*
- *Play area needed.*
- *Safety concern (crossings) if vehicular access maintained*

# MODULAR TEST-FITS

## *MS/HS Student Parking Lot*



- *Accommodates Approx. 22 Classrooms*
- *HS student parking eliminated or relocated off-site thru construction*
- *MMES Students could share facilities at MERMHS (Gym/ Cafeteria)*
- *Play area may be disruptive to MERMHS students*
- *Safety concern (crossings) if vehicular access maintained*

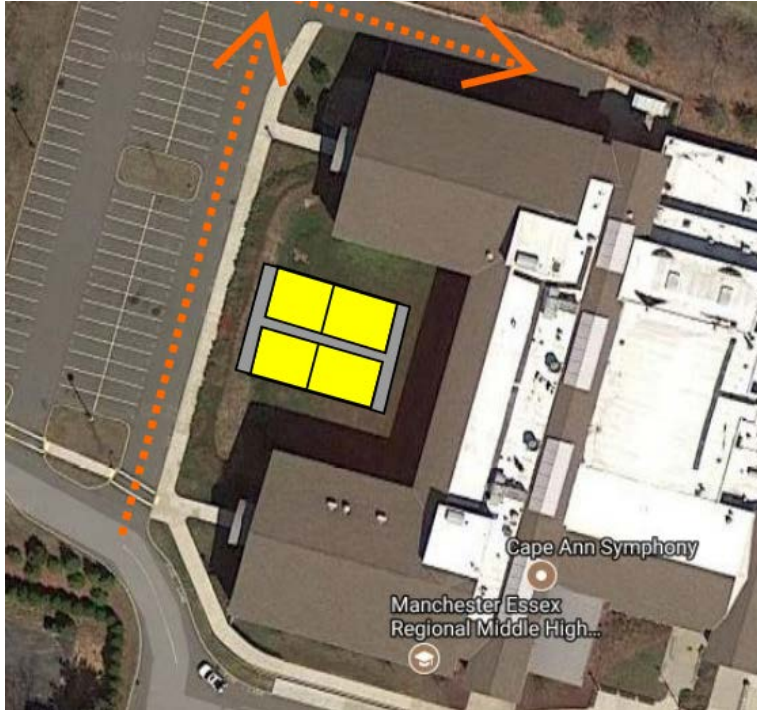
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# MODULAR TEST-FITS

## *MS/HS Between Wings*



- *Accommodates Approx. 4 Classrooms*
- *Not a sufficient number of moduls*
- *Could be combined w/ previous option*
- *MMES Students would need to share facilities at MERMHS (Gym/ Cafeteria)*
- *Play area needed.*



# MODULAR TEST-FITS

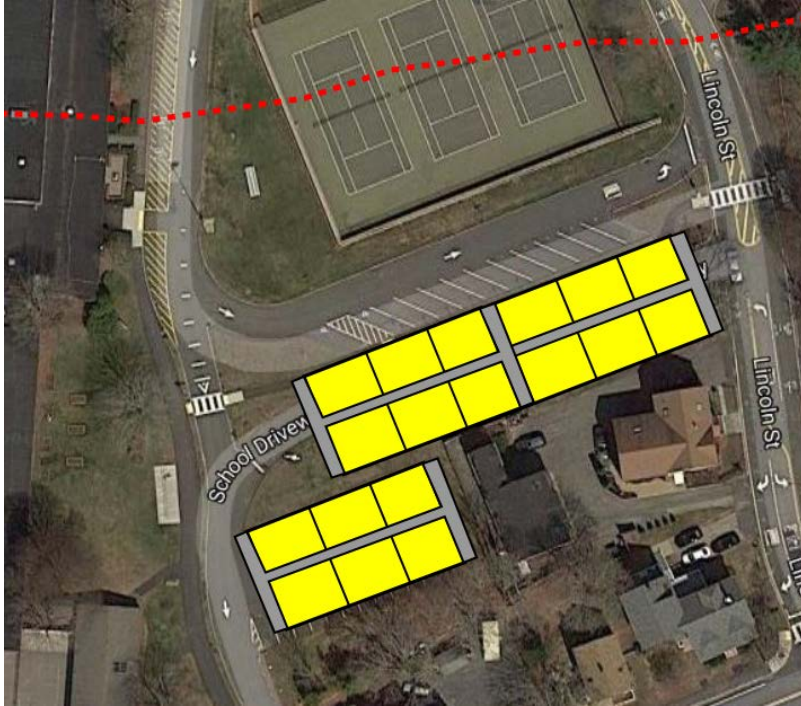
## *MS/HS Hyland Field*



- *Accommodates Approx. 22 Classrooms*
- *Field is off-line during construction*
- *Share Gym and Cafeteria with MHS*
- *Modulars located in Wellhead Zone I Protection area*
- *Expect turf field to be damaged. Would require replacement*
- *May not be accepted by MSBA*

# MODULAR TEST-FITS

## *Memorial Staff Parking Lot*



- *Accommodates Approx. 18-20 Classrooms*
- *Layout is very tight*
- *Parking is reduced during construction*
- *Safety concerns with pedestrian and on-site traffic flow*
- *Potential concerns with neighbors*
- *Parking lots may be damaged. Would require repair/repaving*

# MODULAR TEST-FITS

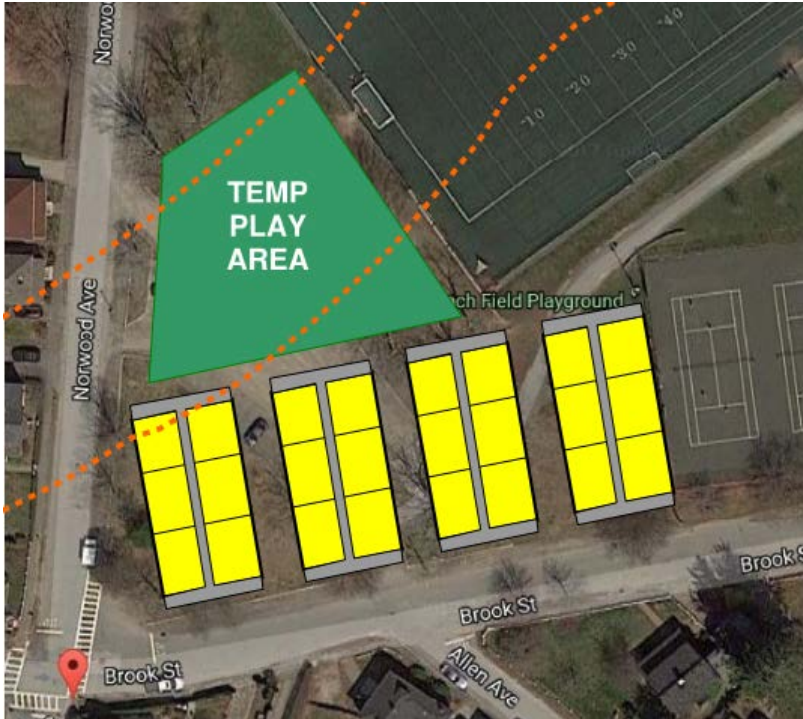
## *Brook Street Turf Field*



- *Accommodates Approx. 22 Classrooms*
- *Field is off-line during construction*
- *No Gym, No Cafeteria*
- *Play area needed.*
- *Modulars located in designed flood plain*
- *Expect turf field to be damaged.  
Would require repair/replacement*

# MODULAR TEST-FITS

## *Brook Street Parking Lot*

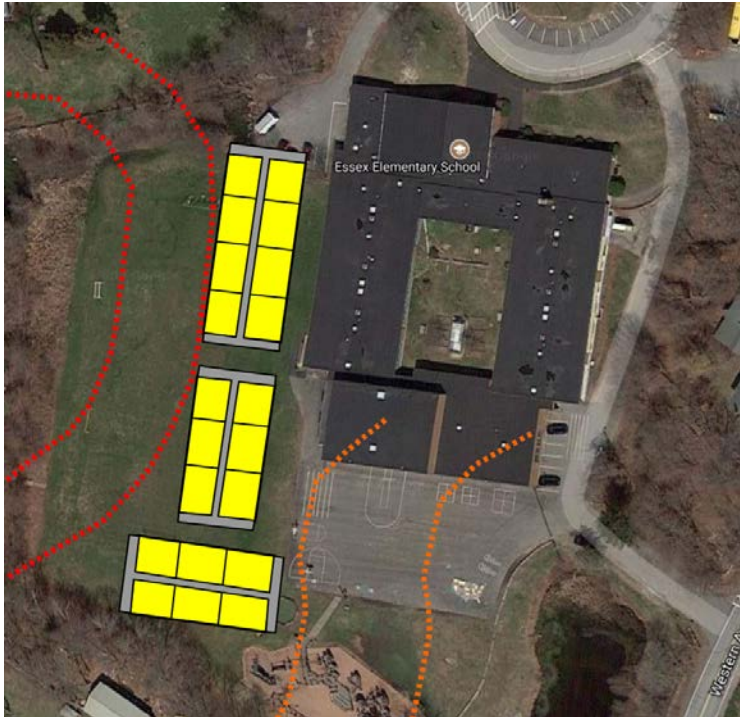


- *Accommodates Approx. 22 Classrooms*
- *Parking is off-line during construction*
- *No Gym, No Cafeteria*
- *Parent drop-off/pick-up drives traffic to residential streets*
- *Parking area would require renovation afterwards*



# MODULAR TEST-FITS

## *Essex Elementary School*



- *Accommodates approx. 20-22 classrooms*
- *Wetlands & pond setbacks*
- *Part of field is off-line during construction*
- *Reduced play area reduced for 590-600 students.*
- *Share Gym & Cafeteria w/ EES*
- *Expect field to be damaged. Would require renovation*



# TODAY'S AGENDA

## Community Meeting #1



# COMMUNITY MEETING #1

## Community Meeting #1 – Draft Agenda:

- ✓ *Welcomes & Introductions*
- ✓ *Organization/ Project Team*
- ✓ *The Need – Existing Conditions Overview*
  - ✓ *Process & Schedule*
  - ✓ *Budget Update*
- ✓ *Community Discussion*
  - ✓ *Next Steps*

# COMMUNITY MEETING #1

See Separate Slide Show

# THANK YOU



2017

# September

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28	29	30	31	01
04	05 SC Meeting	06	07	08 Small Group Budget Collaboration Meeting (8AM)
11	12 SBC Meeting Progress Report/Ed Planning/Space Summary/Developme nt of Alterna.	13 All-Boards Meeting- Operational Budget Projections	14	15
18	19 SC Meeting	20	21	22
25 Ed. Programming Workshop 8:30am- 3pm	26 SBC Meeting Progress Report/Space Summary/Developme nt of Alterna./Prepare for Comm Meet #1	27	28	29
02	03	Notes:		



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

**Project:**

Manchester Memorial Elementary School

**Project Details**

<b>DWMP Project No.</b>	MP17-114	<b>Project Type</b>	Elementary School
<b>Project Name</b>	Manchester Memorial Elementary School	<b>Scope Type</b>	TBD
<b>Project Address</b>	43 Lincoln Street Manchester-by-the-Sea, MA 01944	<b>MSBA Project?</b>	Yes
<b>Project Phase</b>	Feasibility Study	<b>MSBA Proj. No.</b>	201506980010
<b>Phase End-Date</b>	08/22/2018	<b>Enrollment</b>	335
<b>Phase % Complete</b>	15%	<b>Reimb. Rate</b>	31.00%

**Project Budget Summary**

Budget Category	Original Budget	Budget Transfers	Updated Budget	Contract Amount	% Committed	Expended	% Expended	Contract Remaining	Budget Balance
<b>0000-0000 Feasibility Study Agreement</b>									
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

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

## 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					

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