

## 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: 9/12/2017  
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 *	Princ. 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>
5.7.1	P. Beaudoin/A. Urbas	Send AButters List
7.4.1	DWMP: C. Shefferman	Ed Program WG: Visioning Meeting Attendees
7.4.5	C Shefferman, A Cameron	Communications WG: Meet/Coord to Discuss
7.11	P. Beaudoin	Site: Swing space availability
8.4.3	MERSD	Local Approval: Determine local funding approval timeline
8.7.3	DWMP: S. Brown	Provide examples of PDP documents to SBC
8.8	P. Beaudoin	Poll group for potential school site tours
8.11.2	DWMP	DBB vs. CM@R SBC presentation/review

\* SBC Voting  
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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	<p><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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>DWMP</p> <p>A. Urbas/ P. Beaudoin</p>
7.4.1	<p><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.</p> <p>9/12/17: P. Beaudoin to send C. Shefferman list of attendees by Friday so the meeting invites can be sent out.</p>	<p>C. Shefferman</p>
7.4.5	<p><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.</p> <p>9/12/17: C. Shefferman and A. Cameron to discuss offline after meeting and report back to SBC.</p>	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>Project Update:</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>Educational Program Review:</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

## 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: 09/12/2017  
Time: 7:00 PM  
Prepared By: C. Shefferman

- 
1. Call to Order
  2. Previous Topics & Approval of August 29, 2017 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/Coord to Discuss (C. Shefferman/A. Cammeron)
    - 7.5 Budget/Contract: Respond/provide updated Survey proposal (JCJ)
    - 7.9.1 Project Update: Issue draft agenda for first community meeting (JCJ)
    - 7.9.1 Project Update: Determine second community meeting dated (SBC)
    - 7.10.2 Ed. Planning: Determine if student services spaces are in project (SBC)
    - 7.11 Site: Review options for swing space in surrounding towns (P. Beaudoin)
  3. Invoices & Commitments for Approval
  4. Working Groups Update (DWMP)
  5. Budget Update (DWMP)
  6. Schedule/Look Ahead (DWMP/JCJ)
  7. Project Update (JCJ)
  8. Educational Planning (JCJ)
  9. Site Understanding (JCJ)
  10. Next Meeting(s)
  11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
  12. Public Comments
  13. Adjourn

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Manchester Essex Regional School District  
School Building Committee

Meeting Date: 9/12/17  
Meeting No. 8



Member name	Town/Affiliation	email contact	Signature
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* George Scharfe	Manchester	<a href="mailto:gscharfe@johnpenney.com">gscharfe@johnpenney.com</a> <a href="mailto:scharfeg@mersd.org">scharfeg@mersd.org</a>	
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* Jake Foster	Essex	<a href="mailto:fosterig@verizon.net">fosterig@verizon.net</a>	
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Lauren Braren	JCJ	<a href="mailto:lbraren@jcj.com">lbraren@jcj.com</a>	
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\*\* Chair/Co-Chair  
\*Voting Member

## MEETING MINUTES



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	Sarah Creighton *	Manchester			
	Maggie Tomaiolo *	Essex			
✓	Jake Foster *	Essex			

### **Action Items:**

<u>Item No.</u>	<u>Responsible Party:</u>	<u>Description</u>
5.7.1	P. Beaudoin/A. Urbas	Organize Abutters List
7.4.1	DWMP: C. Shefferman	Ed Program WG: Visioning Meeting Attendees
7.4.5	C Shefferman, A Cameron	Communications WG: Meet/Coord to Discuss
7.5	JCJ	Budget/Contract: respond/rovide updated Survey proposal
7.9.1	JCJ	Project Update: Issue draft agenda for first community meeting
7.9.1	SBC	Project Update: Determine second community mtg date
7.10.2	SBC	Ed Planning: Determine if student services spaces are in project
7.11	P. Beaudoin	Site: Review options for swing space in surrounding towns

\* 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



Item No.	Description	Action
7.1	<u>Call to Order:</u> 7:04 pm meeting was called to order by the SBC Co-Chair Ann Cameron with 13 of 17 voting members in attendance. S. Brown of DWMP notes the meeting will follow the Power Point presentation that is being projected on the screen and to follow the agenda that was provided to the SBC prior to the meeting via Dropbox.	Record
7.2.1	<u>Previous Topics &amp; Approval of August 8, 2017 Meeting Minutes:</u> S. Brown explains and reviews the five previous items requiring action. A review of those items is noted below.	Record
4.6.1	<u>Previous Topics-Working Groups Update-Educational Programming:</u> P. Beaudoin stated that the working group is scheduled to get together tomorrow 7/12. JCJ noted that David Stevens of New Vista will dovetail into this group and provide a plan and schedule of visioning sessions based on key process deliverable dates. It was noted by J. LaPosta that finalizing the Educational Program will likely happen in the month of October.  8/29/17: P. Beaudoin states Ed. Programming Leadership meeting occurred on 8/21/17. D. Stephen started laying out the process for the leadership team, and provided ideas for them to start thinking about for further meetings. Next Ed. Programming Visioning Workshop is planned for 9/25/17. The workshop will be from 8:30 am-3:00 pm.	Record
5.3.1	<u>Previous Topics-MSBA Sub-Consultant Insurance Requirements:</u> A. Zaiger reviewed the Geotechnical and Hazardous Materials proposals that were sent to him by A. Urbas. A. Zaiger requested more information regarding insurance coverage that is not fully outlined in the proposals he reviewed. C. Shefferman stated there are standard insurance guidelines established by the MSBA and she will forward the information to A. Zaiger to further review.  8/29/17: S. Brown states that this item will be discussed as new business as presented on the agenda. Will discuss under item #6.	C. Shefferman  Record
5.4.1	<u>Previous Topics-Ed. Programming: Schedule and Hold Conference Call:</u> P. Beaudoin explains that the educational programming group have drafted components to discuss and review with D. Stevens. JCJ to schedule a conference call between D. Stevens and educational programming working group to determine meetings move forward.  8/29/17: S. Brown states this was discussed in item 4.6.1 above.	P. Beaudoin/JCJ  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.	DWMP



	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.	A. Urbas/ P. Beaudoin
7.2.2	<u>Previous Topics &amp; Approval of August 8, 2017 Meeting Minutes:</u> A motion to approve the 7/25/2017 meeting minutes as submitted made by A. Ingaharro and seconded G. Scharfe. Discussion: None. Vote: All in favor: Motion passes, minutes approved.	Record
7.3.1	<u>Invoices &amp; Commitments for Approval:</u> A motion to approve DWMP August OPM invoice #6 in the amount of \$11,561.00 as submitted made by A. Ingaharro and seconded by G. Scharfe. Discussion: None. Vote: All in favor: Motion passes, invoice approved.	Record
7.3.2	<u>Invoices &amp; Commitments for Approval:</u> A motion to approve JCJ August Designer OPM invoice #1 in the amount of \$24,285.00 as submitted made by A. Ingaharro and seconded by G. Scharfe. Discussion: A. Urbas states that he received a cash flow projection through Feasibility and Schematic Design from JCJ last week, and hasn't had time to review it ahead of the meeting. DWMP has reviewed the invoice and provided an approval to process. A. Urbas states the process moving forward should be JCJ sends invoice to DWMP, DWMP reviews, maps to cash flow schedule, and recommends approval to the owner. Invoices should be sent to owner from DWMP with enough time to review prior to SBC meeting. A. Urbas is comfortable with moving forward with approval of the invoice. Vote: All in favor. Motion passes, invoice approved.	Record
7.3.3	<u>Invoices &amp; Commitments for Approval:</u> A motion to approve DWMP Budget Revision Request #1 to align feasibility budget categories with executed contract amounts made by C. Weld and seconded by G. Scharfe. Discussion: S. Brown explains that the BRR transfers from feasibility original budget for DWMP from \$125,000 to \$155,000 and for the Designer from \$400,000 to \$350,000. MSBA requires the BRR as a standard protocol for transferring funds from one-line item to the next. Vote: All in favor. Motion passes, BRR approved.	Record
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.	C. Shefferman
7.4.2	<u>Working Groups Update-Facilities Assessment:</u> JCJ states they were looking for basement drawings to confirm total sq. ft. of the building. C. Weld stated that she went to town hall looking for the original school drawings, and town hall was not able to locate them. J. Pagliarulo confirmed with S. Hunt whether they know of any original drawings. If unable to find the drawings, JCJ will need to take their own measurements.	Record
7.4.3	<u>Working Groups Update-Facilities Assessment:</u> S. Brown states last week some preliminary survey and existing analysis was conducted. This included boring testing by the Geotech consultant, LGCI. J. Pagliarulo and A. Urbas were very complimentary of how smoothly testing went. From every preliminary detail that was established, including contacting ConCom and putting all necessary steps in place. Overall everyone was happy with the process and how handled.	Record
7.4.4	<u>Working Groups-Budget Collaboration Group:</u> A. Cameron states there is no update at this time. Once the group has any information to provide, they will report to the SBC.	Record

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.	C. Shefferman/A. Cameron
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 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.	JCJ
7.6	<u>Insurance Estimates Review:</u> S. Brown states that JCJ provided DWMP and MMES team with insurance estimates to increase personal liability coverage from both the Geotech and Structural consultants as requested. The estimates are attached in the meeting packet for review. Overall the SBC agrees that there is no need for the additional insurance coverage beyond the standard \$2 million that is provided and covered under JCJ's insurance, and required by MSBA standard Designer contract.	Record
7.7	<u>Schedule/Calendar Look Ahead:</u> S. Brown discusses the calendar that is provided in the meeting packet (backup attached). S. Brown explains that DWMP will continue to update and provide this information to the SBC via dropbox.	Record
7.8	<u>Work Plan Update-JCJ:</u> JCJ provides the SBC with a copy of their DRAFT Work Plan (backup attached). J. Laposta explains that this a live document, and it will continue to be edited and updated based on how the schedule moves forward. J. Laposta states that D. Stephen is not able to make it to tonight's meeting because of a family emergency. D. Stephen to attend next SBC meeting, and discuss Ed. Programming Meeting Details. J. Laposta discusses updated dates. Dates reflected below: <ul style="list-style-type: none"> <li>➤ PDP Submission-11/9/17</li> <li>➤ PSR Submission-2/21/18</li> <li>➤ SD Submission-7/11/18</li> </ul> A Cameron asks whether meetings will be revised since D. Stephen was not able to make it this evening, and whether we will need to push topics out for each meeting that has been outlined? J. Laposta states that D. Stephen will be able to cover everything needed at our next SBC meeting without delaying the other outlined topics per the work plan. JCJ to continue to provide updated workplan to SBC when any changes are made. JCJ Workplan is a live document and will be updated on the project dropbox.	Record
7.9.1	<u>Project Update:</u> 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: <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>	JCJ

	<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>	
7.9.2	<p><u>Project Update:</u> JCJ provides slides showing the recent preliminary site reviews conducted last week. P. Beaudoin asks about the holes that were dug by Geotech, and what is their condition now? J. Laposta states the holes were marked, and back filled and smoothed over. The observation well also has a cover. A. Urbas states that the new ConCom representative, C. Bertoni was part of the process, and was notified prior to drilling. ConCom's main concern will be overseeing any work on the waterfront and Sawmill Brook. R. Breuker, familiar with the ConCom committee states that C. Bertoni is new to the roll here in Manchester, and just providing her with enough time for review and process will help get ConCom on the same page with any needs the project has.</p>	Record
7.10.1	<p><u>Educational Planning:</u> J. Laposta reviews briefly the educational programming information. On 8/21/17 the Ed. Programming Leadership team met and discussed preliminary planning and overall process. On 9/25/17, the Ed. Programming workshop will delve into more details. The workshop will begin conversations with educators, teachers, and parents. The focus will be on educational principles.</p>	Record
7.10.2	<p><u>Educational Program Review:</u> 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> <li>➤ 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.</li> </ul>	SBC

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.	P. Beaudoin
7.12	<u>Next Meetings:</u> <ul style="list-style-type: none"> <li>9/12/17 SBC Meeting: Progress Report/Ed. Planning/Space Summary/Development of Alternatives (7pm)</li> <li>9/25/17 Ed. Programming Workshop (8:30am-3:00pm)</li> <li>9/26/17 SBC Meeting: Progress Report/Ed. Planning/Space</li> <li>10/4/17 Community Meeting No. 1 (9am, 7pm)</li> </ul>	Record
7.13	<u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> A. Ingaharro asks whether the schools website is updated with meeting information and data? P. Beaudoin responds that yes, all meeting minutes and agendas are posted to the website and updated with project info. P. Beaudoin will confirm last meeting's info has been posted. Posting on the school site will include the draft version of minutes, then final once formally approved.	Record
7.14	<u>Public Comment:</u> Four members of the public are in attendance – A member of the public, Jenn, stated she was at the meeting tonight because she is interested in the project and wanted to hear discussion. Jenn is an architect working in the private sector, and has a younger child that will be attending the MMES. Jenn provided feedback regarding the community meeting stating that she knows other parents are very interested to hear about the project and any info and additional communications would be appreciated.	Record
7.15	<u>Adjourn:</u> A motion was made by G. Scharfe and seconded by A. Ingaharro to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:41 pm.	Record

**Attached:**

SBC Meeting Agenda, SBC Meeting No. 6 8/8/17 Meeting Minutes, DWMP Invoice #6, JCJ Invoice #1, BRR Request #1, Structural Insurance Estimate, Geotech Insurance Estimate, Manchester Memorial Elementary School Presentation 8/29/17, JCJ Power Point presentation, JCJ Workplan, JCJ Schedule, DWMP calendar, DWMP Budget 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.

September 12<sup>th</sup>, 2017

Avi Urbas  
Director of Finance  
Manchester Essex Regional School District  
36 Lincoln Street  
Manchester, MA 01944



**PROJECT: Manchester Memorial Elementary School**

**SUBJECT: Sub Consultant Proposal Review – Samiotes Proposal dated 9/6/2017**

Submitted Summary:

JCJ's Feasibility Phase Amendment was originally submitted on 7/21/2017 for Land Survey scope to be performed by Samiotes Consultants, Inc. includes: reviewing existing information, Identifying/flagging wetlands locations, and producing an existing conditions survey & plan for a total of **\$36,000**.

Item	Description	Fee	Exceptions
Task 1	Wetlands Delineation	\$1,500	None
Task 2	Mark Borings	\$34,000	Exception taken – see notes
<i>Total as Submitted:</i>		<i>\$36,000</i>	

Amended - Explanation of Exceptions:

- Existing survey/as-built information is available from the turf field and tennis courts projects. JCJ to review this information and adjust proposal accordingly. Our estimates show these areas are conservatively estimated at 16% of the site (+/- 144,300 sq. ft).
- Overall cost / SF of site is high +/- \$1,700 per acre. Historically we've seen costs in the \$1,000 – 1,200 per acre range.
- JCJ to confirm underground storage tanks (if existing) shall be noted on existing plan

In response to Dore & Whittier's comments, JCJ/Samiotes provided an updated proposal dated August 3 (Rev. 9/8) with the following amendments:

Item	Description	Fee	Delta
Task 1	Wetlands Delineation	\$1,500	No change
Task 2	Existing Conditions Survey/Plan	\$24,250	<b>(-9,750)</b>
<i>Total as Amended:</i>		<i>\$25,750.00</i>	

Updated Value:

**Amended value for review and approval by the MMES School Building Committee shall be: \$25,750.00.**

Sincerely,

Steven W. Brown

**Dore and Whittier Management Partners LLC**

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)

Att: JCJ Architecture Proposal dated 9/6/2017, Samiotes Proposal dated 9/8/17, DWMP review comments dated 7/24/2017

July 24<sup>th</sup>, 2017

Daniel Ruiz  
JCJ Architecture  
One State Street, Suite 900  
Boston, MA 02109



**PROJECT: Manchester Memorial Elementary School**

**SUBJECT: Sub Consultant Proposal Review – Samiotes Proposal dated 7/17/2017**

Summary:

JCJ's Feasibility Phase Amendment for Land Survey scope to be performed by Samiotes Consultants, Inc. includes Wetlands delineation, and an existing conditions survey and plan, for a total amount of **\$36,000** (w/out Design markup).

Potential Cost revisions:

- Re-Use Turf Field and Tennis Courts as-built documentation **<\$5,500>**
- Reduce overall lump sum to +/- \$1,400 per acre **<\$5,800>**

**Revised cost based on these comments \$24,700**

Questions / Comments:

- Existing survey/as-built information is available from the turf field and tennis courts projects. JCJ to review this information and adjust proposal accordingly. Our estimates show these areas are conservatively estimated at 16% of the site (+/- 144,300 sq. ft).
- Overall cost / SF of site is high +/- \$1,700 per acre. Historically we've seen costs in the \$1,000 – 1,200 per acre range.
- JCJ to confirm tree caliper threshold to be surveyed and noted on existing condition plan
- JCJ to confirm underground storage tanks (if existing) shall be noted on existing plan

Recent Similar Projects

- For the Pine Grove School there was an amendment for similar services in the amount of \$12,400 for a 16 acre site = \$775 per acre (w/out Design markup)

Sincerely,

**Dore and Whittier Management Partners LLC.**  
Owner's Project Manager

PROJECT MANAGERS  
ARCHITECTS

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August 3, 2017 (Revised Sept 8, 2017)

Memorial Elementary School Building Committee  
c/o Dore & Whittier  
Mr. Michael Burton MCPPO  
260 Merrimac Street, Building 7  
Newburyport, MA 01950

Re: Manchester Memorial Elementary School  
Manchester-by-the-Sea, MA  
Proposal for Surveying & Wetlands Delineation  
JCJ Project No. B17046.00

Dear Mr. Burton and Members of the School Building Committee:

As outlined in our initial proposal JCJ Architecture (JCJ) included Samiotes Consultants as part of our design team to execute a site survey and conduct a wetlands delineation of the Manchester Memorial Elementary School property which is in the control of the Manchester-Essex Regional School District.

As provided under Section 8 of our Contract for Designer Services, JCJ submits this proposal for Extra Services for site surveying services. The full anticipated scope of services is outlined within their attached proposal dated August 3, 2017. However, in summary the services will include development of an existing conditions survey of the School property. It will also include a property line survey which is a Massachusetts School Building Authority requirement. The scope also includes property research and flagging of wetland limits impacting the sites.

Work will begin immediately upon receipt of authorization to proceed.

Our fee for this scope of work will be a lump sum of Twenty-five Thousand Seven Hundred Fifty Dollars. (\$25,750.00). Per Section 8 of our contract JCJ is allowed a mark-up of 10% on reimbursable consultant fees. However, given the limits of the Owner's appropriation for this phase of the work, JCJ has offered to forego this mark-up in this case.

Please contact our office with any questions.

Sincerely,



James E. LaPosta, Jr., FAIA, LEED AP  
President / Chief Architectural Officer

Attachment

Cc: Daniel FB Ruiz, MCPPO, JCJ  
File B17046.00 / 100-02A



September 6, 2017



JCJ Architecture  
Attn: Daniel F. B. Ruiz, MCPPO  
One State Street, Suite 900  
Boston, MA 02109

Re: Manchester Memorial E.S., 43 Lincoln St. – Manchester-by-the-Sea (S)      SCI #17136.01

Dear Dan:

Samiotes Consultants, Inc. (Samiotes) is pleased to present this proposal for land surveying services for Manchester Memorial Elementary School located at 43 Lincoln Street in Manchester-by-the-Sea, Massachusetts. Our proposal is as follows:

#### I - SCOPE OF SERVICES

- A. **Wetland Delineation:** Samiotes will coordinate the delineation of wetlands with Rimmer Environmental Consulting, LLC (REC). This work will include the following:
  - i. Delineate wetland resources along the property lines. Wetlands will be delineated in accordance with the Massachusetts Wetlands Protection Act regulations and the Town of Manchester-by-the-Sea Wetlands Ordinance. Numbered sequences of flags will be placed in the field to delineate wetlands boundaries including mean annual high water and any associated vegetated wetlands. RECC will provide rough sketch to assist surveyors in location of flags. Survey locations of wetland flags is to be performed by Samiotes during the field work required for Task B.
- B. **Existing Conditions Survey & Plan:** Samiotes Consultants will conduct an existing conditions survey including topography, property line and utility research and compilation for the above referenced site, as shown on the survey limits sketch highlighted in yellow, unless listed otherwise in the Survey Schedule. Existing underground utilities will be shown at a Quality Level C of the Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data (38-02) by the American Society of Civil Engineers. Please note the setting of markers at lot corners is not considered a part of this service.

#### II - FEE FOR SERVICES (*Invoice Tasks in Italics*)

- A. **Wetlands Delineation (*Task 1*)**  
Fixed Fee – \$1,500.00  
Method of Billing – Lump Sum billed monthly as a percentage of task completion.
- B. **Existing Conditions Survey & Plan (*Task 2*)**  
Fixed Fee – \$24,250.00  
Method of Billing – Lump Sum billed monthly as a percentage of task completion.

Samiotes Consultants, Inc.  
Civil Engineers + Land Surveyors

20 A Street  
Framingham, MA 01701-4102

T 508.877.6688  
F 508.877.8349

**EXPENSES:** Reimbursable Expenses are included in the fees listed above.

www.samiotes.com



### III - ADDITIONAL SERVICES

Additional Services are those services not listed or identified as such above. Typical Additional Services may be as follows:

- A. This contract assumes reasonable recoverability and congruity between field and record monumentation. Additional work due to an unanticipated degree of difficulty encountered in performing said services, errors/omissions in record plans, lost or disturbed monumentation, vague deeds, delay created within or by approving agencies, or unforeseen circumstances not covered by this proposal will be billed in accordance with our hourly rates.
- B. Additional fieldwork and/or calculations due to unanticipated site constraints will be billed in accordance with our hourly rates.
- C. Additional Survey Plans required for any proposed improvements to the property (e.g. Discontinuance Plan, Consolidation Plan, Certified Plot Plan, Subdivision Plan, Easement Plan, etc.).
- D. The price quoted in this proposal assumes this is not a prevailing wage project. Samiotes Consultants, Inc. reserves the right to adjust our estimate and Rate Schedule if this project is subject to prevailing wages.
- E. In the event of any legal action (excluding non-payment of outstanding balances) associated with the specific project, Samiotes Consultants, Inc. will be reimbursed in accordance with our hourly rates for any efforts involved in preparing for and/or appearing at any court proceedings.
- F. Police Details if required.

### IV - OWNER OR ARCHITECT RESPONSIBILITIES

The following are the responsibilities of the Owner or the Architect:

- A. Client shall provide safe access and working conditions for Samiotes employees (Surveyors).
- B. Client shall provide access and permission to enter the property and, if available, a place to park a survey van.
- C. Client shall provide Samiotes Consultants with copies (and/or AutoCAD drawing files if available) of plans including deeds, permit plans, existing conditions plans, ALTA/NSPS Land Title Plans, etc. that may facilitate the most efficient performance of our work.
- D. Provide to Samiotes all documents and information known to Client that relate to the identity, location, quantity, nature or characteristic of any hazardous waste at, on or under the site. In addition, Client will provide reports, data, studies, plans, specifications, documents and other information on surface and subsurface site conditions required by Samiotes Consultants for proper performance of its services. Samiotes shall be entitled to rely upon Client provided documents and information in performing the services required under this Agreement; however, Samiotes Consultants assumes no responsibility or liability for their accuracy or completeness. Client provided documents will remain the property of the Client.

### V – RATE SCHEDULE

Hourly work and Additional Services will be billed hourly at the following rates:

September 6, 2017

Manchester Memorial E.S., 43 Lincoln St. – Manchester-by-the-Sea (Survey)

Principal/President	\$230.00 per Hour
Expert Witness	\$275.00 per Hour
Civil Senior Project Manager/Senior Associate	\$150.00 per Hour
Registered Professional Land Surveyor (Director):	\$180.00 per Hour
Registered Professional Engineer:	\$140.00 per Hour
Registered Professional Land Surveyor:	\$140.00 per Hour
Survey Field Crew (2-person):	\$175.00 per Hour
Survey Field Crew (1-person)	\$125.00 per Hour
Survey Field Crew (Construction Layout):	\$2,200.00 per Day
	\$1,100.00 per one-half Day
Civil Project Manager:	\$120.00 per Hour
Soil Evaluator:	\$115.00 per Hour
3D Scan Processing:	\$115.00 per Hour
Project Engineer:	\$ 85.00 – \$100.00 per Hour
Project Surveyor:	\$ 85.00 – \$100.00 per Hour
Survey Technician:	\$ 75.00 per Hour
Professional Staff:	\$ 67.50 per Hour
Administrative Staff:	\$ 52.50 per Hour
Archive Retrieval Fee	\$150.00 Flat Fee for up to one (1) hour

Additional services will be performed only upon Authorization to Proceed.

AUTHORIZATION TO PROCEED: Execution of this proposal constitutes Authorization to Proceed. Work will not proceed until this Proposal is executed and a signed copy is returned to this office.

VALIDITY: The prices quoted in this proposal are valid for sixty (60) days.

COST: Rates are re-evaluated on an annual basis. Once a proposal is signed, the fees and terms shall be in effect until the end of the calendar year. If the project continues beyond that time, Samiotes' hourly rates and fees will be revised to conform to Samiotes' standard hourly rates for that calendar year. If additional services are contracted, the Client will be notified of the updated rate schedule.

TERMS AND CONDITIONS: The attached *Terms and Conditions of Agreement* is hereby incorporated into this agreement by reference.

ACCEPTANCE: This Proposal for Professional Consulting Services is hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he/she has full authority to act in the name of and on behalf of

September 6, 2017

Manchester Memorial E.S., 43 Lincoln St. – Manchester-by-the-Sea (Survey)

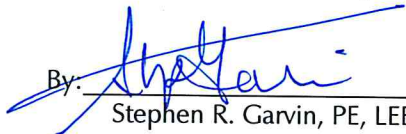
JCJ ARCHITECTURE

By: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed:

SAMIOTES CONSULTANTS, INC.

By:  \_\_\_\_\_ Title: President  
Stephen R. Garvin, PE, LEED AP

By:  \_\_\_\_\_ Title: Director of  
Todd M. Chapman, PLS Land Surveying

Please return a copy of the executed proposal as Authorization to Proceed. Thank you for this request for land surveying services.



## SURVEY SCHEDULE

### Existing Conditions Survey & Plan

In accordance with 250 CMR, Section 6.0 "Land Surveying Procedures and Standards", Paragraph 6.01 "Elements Common to all Surveys", and Paragraph 6.02 "Surveys of Lines Affecting Property Rights", Samiotes will:

- 1.1 Perform research at the relevant municipal, state, and county agencies to obtain record information concerning the project area.
- 1.2 Review and analyze the data obtained during the course of the research to verify consistency between deed descriptions, municipal street layouts, and plans of record. Form preliminary conclusions and plan procedure for performing field survey.
- 1.3 Reconnoiter the site to recover record monumentation and other boundary line evidence that affects the survey.
- 1.4 Reference the project horizontally to the Massachusetts State Plane Coordinate System North American Datum of 1983 and vertically to the North American Vertical Datum of 1988 by RTK GPS observations. Locate the following on-site observable surface features within the limits of the project area: (Features will be selected to provide for accurate contouring at a 1-foot contour interval).
  - o Buildings, sidewalks, landscape structures and street furniture;
  - o Edges of pavement (bituminous, concrete, brick, paving blocks, cobblestone, etc.);
  - o Pavement markings (traffic lane striping, stop lines, crosswalks, parking spaces, etc.);
  - o Utility, traffic and light poles, signs and bollards;
  - o Utility covers, meters, control boxes and other structures;
  - o Catch basins, area drains, manholes and culverts;
  - o Walls, curbing, tree wells, traffic islands and fences;
  - o Outline of thickly wooded areas;
  - o High and low ground points;
  - o Outline & spot grades at ledge outcroppings;
  - o Trees of 6" caliper and above with common description, spot elevation and dripline in open areas;
  - o Limits of shrubbery & other planting areas;
  - o Boundary line monumentation;
  - o Threshold or doorsill elevations at exterior entrances or exits.
- 1.5 Reduce and verify field measurements taken. Compare computed field information with record data and make final determination of property lines and any easements.
- 1.6 Prepare a plan entitled "Existing Conditions Plan" at a scale of 1" = 20' showing the following information:
  - o Observable site features such as those listed in section 1.4;
  - o Vertical contours at a one foot interval;
  - o Spot elevations at high/low points and in areas of little or no slope at 25 foot intervals;
  - o Spot elevations at building corners, driveway corners, top & bottom of walls, top & bottom of curbing at 25 foot intervals;
  - o Subsurface utilities in the abutting streets located as accurately as possible from observable surface structures and plans of record;
  - o Size and invert elevation of gravity flow pipes and culverts at accessible junction points;
  - o Elevations on pavements, manholes and catch basin rims will be shown to nearest 0.01'; spot grades on pervious surfaces to the nearest 0.1';
  - o Location and elevation of established benchmarks; (A minimum of two benchmarks per site will be provided)
  - o Boundary, right-of-way and easement lines with bearing and distance for each line segment;
  - o Lot area in square feet and in acres (to 0.001 acre);
  - o Location and type of permanent boundary markers found and how they relate to property line;

- Location, name, jurisdiction and layout widths of streets, ways, and easements of record abutting the project;
- Dimensions (to nearest 0.1') from building corners to property lines;
- Legend of symbols and abbreviations used on the plan;
- North arrow and its basis;
- Graphic scale in feet.
- FEMA Flood Zone Designation on the latest Flood Insurance rate map (Firm).



# Samiotes #17136.01

Revised Survey Limits Sketch  
September 6, 2017

## Legend



Manchester Memorial Elementary School



Google Earth

© 2017 Google



Section	Description	Author	Status	Submittal Date
<b>3.1.1</b>	<b><u>Introduction</u></b>			
	Summary of Deficiencies	JCJ		
	Date of Invitation to Feasibility Study	MERSD		
	Design Enrollment	MERSD		
	Capital Budget Statement Narrative	MERSD		
	Project Directory	DWMP		
	Project Schedule	DWMP		
<b>3.1.2</b>	<b><u>Educational Program</u></b>	MERSD		
	Grade and School Configuration			
	Class Size Policies			
	School Scheduling Method			
	Teaching Methodology & Structure			
	Teacher Planning & Room Assignment			
	Prekindergarten Program			
	Kindergarten Program			
	Lunch Programs			
	Technology Policies & Program Requirements			
	Art Programs			
	Music & Performing Arts Programs			
	Physical Education Programs			
	Special Education Programs			
	Vocational Education Programs (if applicable)			
	Transportation Policies			
	Functional and Spatial Relationships			
	Key Programmatic Adjacencies			
	Security & Visual Access Requirements			
<b>3.1.3</b>	<b><u>Initial Space Summary</u></b>	JCJ		
	Space Summary Description			
	Proposed Space Summary Form			
	Floor Plans			
<b>3.1.4</b>	<b><u>Evaluation of Existing Conditions</u></b>	JCJ		
	Executive Summary			
	Developable Property			
	<i>Proof of Ownership &amp; Availability for Development</i>			
	<i>Determination of Development Restrictions</i>			
	<i>Determination of Historic or Other Registrations</i>			
	Building			
	<i>Architectural, Accessibility &amp; Building Code</i>			
	<i>Structural &amp; Seismic</i>			
	<i>HVAC, Electrical, Plumbing &amp; Fire Protection</i>			
	<i>Kitchen</i>			
	<i>Hazmat</i>			
	Site			
	<i>Civil</i>			
	<i>Environmental</i>			
	<i>Survey</i>			
	<i>Geotechnical, Soils, Borings</i>			

<b>3.1.5</b>	<b><u>Site Development</u></b>	JCJ		
	Structures & Fences			
	Site Access & Circulation			
	Parking & Paving			
	Code Requirements			
	Zoning Requirements & Limitations			
	Accessibility Requirements			
	Easements			
	Wetlands and/or Flood Restrictions			
	Emergency Vehicle Access			
	Safety & Security Requirements			
	Utilities			
	Athletic Fields & Outdoor Recreation Spaces			
	Site Orientation & Other Location Considerations			
<b>3.1.6</b>	<b><u>Preliminary Evaluation of Alternatives</u></b>			
	Analysis of School District Assignment Practices	JCJ		
	Tuition Agreements w/ Adjacent School Districts (MGL c70b section 8)	MERSD		
	Rental or Acquisition of Existing Buildings	MERSD		
	Code Upgrade (Base Repair) Option	All		
	Renovation/Addition Option(s)	All		
	New Construction Option(s)	All		
<b>3.1.7</b>	<b><u>Local Actions &amp; Approvals</u></b>			
	SBC Approval of Preliminary Design Program	DWMP		
	SBC Meeting Agendas, Minutes, and Materials	DWMP		
	Public Meeting Agendas, Minutes, and Materials	DWMP		



**Module 3 - Feasibility Study**

Updated: 9/11/2017

Manchester Memorial Elementary School

**3.1 Preliminary Design Program**

SECTION	TASK	ITEM	ACTION	NOTES
<b>3.1.1</b>		<b><u>Introduction</u></b>		
	A	Summary of Deficiencies	JCJ	
	B	Date of Invitation to Feasibility Study	MERSD	
	C	Design Enrollment	MERSD	
	D	Capital Budget Statement Narrative	MERSD	
	E	Project Directory	DWMP	
	F	Project Schedule	DWMP	
<b>3.1.2</b>		<b><u>Educational Program</u></b>	JCJ	
	A	Grade and School Configuration		
	B	Class Size Policies		
	C	School Scheduling Method		
	D	Teaching Methodology & Structure		
	E	Teacher Planning & Room Assignment		
	F	Prekindergarten Program		
	G	Kindergarten Program		
	H	Lunch Programs		
	I	Technology Policies & Program Requirements		
	J	Art Programs		
	K	Music & Performing Arts Programs		
	L	Physical Education Programs		
	M	Special Education Programs		
	N	Vocational Education Programs (if applicable)		
	O	Transportation Policies		
	P	Functional and Spatial Relationships		
	Q	Key Programmatic Adjacencies		
	R	Security & Visual Access Requirements		
<b>3.1.3</b>		<b><u>Initial Space Summary</u></b>	JCJ	
	A	Space Summary Description		
	B	Proposed Space Summary Form		
	C	Floor Plans		
<b>3.1.4</b>		<b><u>Evaluation of Existing Conditions</u></b>	JCJ	
	A	Executive Summary		
	B	Developable Property		
	b.1	<i>Proof of Ownership &amp; Availability for Development</i>		
	b.2	<i>Determination of Development Restrictions</i>		
	b.3	<i>Determination of Historic or Other Registrations</i>		
	C	Building		
	c.1	<i>Architectural, Accessibility &amp; Building Code</i>		
	c.2	<i>Structural &amp; Seismic</i>		
	c.3	<i>HVAC, Electrical, Plumbing &amp; Fire Protection</i>		
	c.4	<i>Kitchen</i>		
	c.5	<i>Hazmat</i>		
	D	Site		
	d.1	<i>Civil</i>		
	d.2	<i>Environmental</i>		
	d.3	<i>Survey</i>		
	d.4	<i>Geotechnical, Soils, Borings</i>		
<b>3.1.5</b>		<b><u>Site Development</u></b>	JCJ	
	A	Structures & Fences		
	B	Site Access & Circulation		
	C	Parking & Paving		

## ENVIRONMENTAL SITE ASSESSMENT QUESTIONNAIRE

INSTRUCTIONS: As soon as possible, please complete to the best of your knowledge and return to (email):

Susan Cahalan  
CDW Consultants  
6 Huron Drive  
Natick, MA  
scahalan@cdwconsultants.com

### GENERAL INFORMATION

Property Name: Manchester Memorial Elementary School

Address: 43 Lincoln St, Manchester-by-the-Sea, MA 01944

### PROPERTY INFORMATION

Property Size (in acres): \_\_\_\_\_

# of Buildings: \_\_\_\_\_

Gross Building Square feet: \_\_\_\_\_

Date of Construction: \_\_\_\_\_

### The questionnaire information was provided by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ENVIRONMENTAL INFORMATION

### PREVIOUS REPORTS, DOCUMENTS AND OWNERS

1. Are you aware if a previous Environmental Assessment has ever been performed on the subject property?

Yes                      No                      Do not Know

If yes, are you aware of the recommendations made in the report or please provide a copy of the report?

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2. Do you have any other environmentally associated documents, such as compliance audits, environmental permits (such as an NPDES permit, boiler permit, wastewater permit), registrations (such as for an underground storage tank)? If yes, please provide a copy of the document(s)

Yes                      No                      Do not Know

### HISTORICAL & PRESENT USAGE/SITE CONDITIONS – SUBJECT AND ADJOINING PROPERTIES

1. Are you aware of the prior use of the subject property, i.e., any previous development, undeveloped? If so, please describe.

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2. Has fill dirt ever been brought onto the subject property that originated from a contaminated site or from an unknown source?

Yes                      No                      Do not Know

3. Are there currently or have there ever been any pits, ponds or lagoons on the subject property utilized in connection with waste treatment or waste disposal?

Yes                      No                      Do not Know

4. Are you currently aware of or have there ever been any hazardous substances, petroleum products, tires, car or industrial batteries, pesticides or other chemicals or waste materials that have been dumped, buried or burned on the subject property?

Yes                      No                      Do not Know

5. Have any of the adjoining properties ever been used for industrial purposes? (including but not limited to a gas station, dry cleaner, auto repair facility, landfill, waste treatment, printing facility etc.)? If yes, please describe.

Yes                      No                      Do not Know

6. If the subject property is served by a private well or non-public water system, is there evidence or do you have prior knowledge that contaminants have been identified in the well or system that exceed guidelines applicable to the water system or that the well has been designated as contaminated by any government environmental/health agency? If an on-site well is present, please attach a copy of the most recent water quality testing report.

Yes                      No                      Do not Know

#### **AAI and REGULATORY QUESTIONS**

1. Are you aware of any past or current existence of hazardous substances, specific chemicals, or petroleum products on the subject property or any facility located on the property?

Yes                      No                      Do not Know

2. Are you aware of any past or current spills or other chemical releases that have taken place at the property?

Yes                      No                      Do not Know

3. Do you know of any clean ups (with respect to hazardous substances, specific chemicals, or petroleum products) that have occurred at the property?

Yes                      No                      Do not Know

4. Are you aware, based on your knowledge of the property, if there are any obvious indicators that point to the presence or likely presence of contamination at the property?

Yes                      No                      Do not Know

5. Do you have any knowledge of filed or recorded environmental cleanup liens under federal, state or local law or governmental notification relating to past or recurrent violations of environmental laws with respect to the subject property or any facility located on the property?

Yes                      No                      Do not Know

6. Are there any potential or pending lawsuits or administrative actions concerning a release or threatened release of hazardous substances or petroleum product involving the subject property or any facility located on the property?

Yes                      No                      Do not Know

7. Are you aware of any areas of activity or use limitations (AULs) such as engineering controls, land use restrictions or institutional controls that are in place at the property and/or have been recorded or filed in a registry under federal, state or tribal law?

Yes                      No                      Do not Know

#### **STORAGE TANKS AND DRAINS**

1. Are there currently or are you aware if there have ever previously been any registered or unregistered storage tanks, aboveground or underground, located on the subject property? If so, please attach copies of documentation such as tank closure/removal reports, tank tightness tests or registration/regulatory information.

Yes                      No                      Do not Know

2. Are there currently or are you aware if there have ever previously been any vent pipes, fill pipes, or access ways indicating a fill pipe protruding from the ground on the property or adjacent to any structure located on the subject property?

Yes                      No                      Do not Know

3. Are there currently or are you aware if there has ever previously been any current evidence of leaks, spills, or staining by substances other than water, or foul odors, associated with any flooring, drains, walls, ceilings, or exposed grounds on the subject property?

Yes                      No                      Do not Know

#### **TRANSFORMERS AND HYDRAULIC EQUIPMENT**

1. Are there any transformers, capacitors, and/or hydraulic equipment on the subject property?

Yes                      No                      Do not Know

2. If yes, are there any records indicating the presence or absence of PCBs in this equipment. If so, please attach copies of this documentation.

Yes                      No                      Do not Know

3. Are the transformers owned by the subject property or by the local utility? If owned by the utility, please note the name of the utility.

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#### **ASBESTOS CONTAINING MATERIALS**

1. Has the subject property ever been tested for the presence of asbestos containing materials (ACM)?

Yes                      No                      Do not Know

2. If yes, are you aware if asbestos containing materials were identified? If so, please note what asbestos containing materials were identified and their locations or please attach a copy of the test results?

Yes                      No                      Not applicable

3. Is there an Asbestos Operations and Maintenance Program in place at the subject property?

Yes                      No                      Do not Know

#### **RADON**

1. Has the subject property ever been tested for the presence of radon?

Yes                      No                      Do not Know

2. If yes, do you have the results of the testing? Please attach.

Yes                      No                      Do not Know

**LEAD BASED PAINT**

1. Has the subject property ever been tested for the presence of lead based paint (LBP)?

Yes                      No                      Do not Know

2. If yes, are you aware if lead based paint was identified? If so, please note where it was identified or please attach a copy of the test results?

Yes                      No                      Not applicable

**MOLD**

1. Is there any evidence of mold and/or mildew on the subject property? If yes, please provide information as to the location, extent and the cause of the mold/mildew. Please note what actions are currently or have formerly been taken to address this concern.

Yes                      No

2. Is there a Mold and Moisture Minimization Program in place at the subject property?

Yes                      No                      Do not Know

**COMMENTS/ADDITIONAL INFORMATION** (If necessary, please provide any additional relevant environmental information that has not been discussed above.)

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# Manchester Memorial Elementary School Feasibility Phase

## SBC MEETING #8

9/12/2017

# TODAY'S AGENDA

Project Update

Educational Programming

Site Understanding



# TODAY'S AGENDA

## Project Update



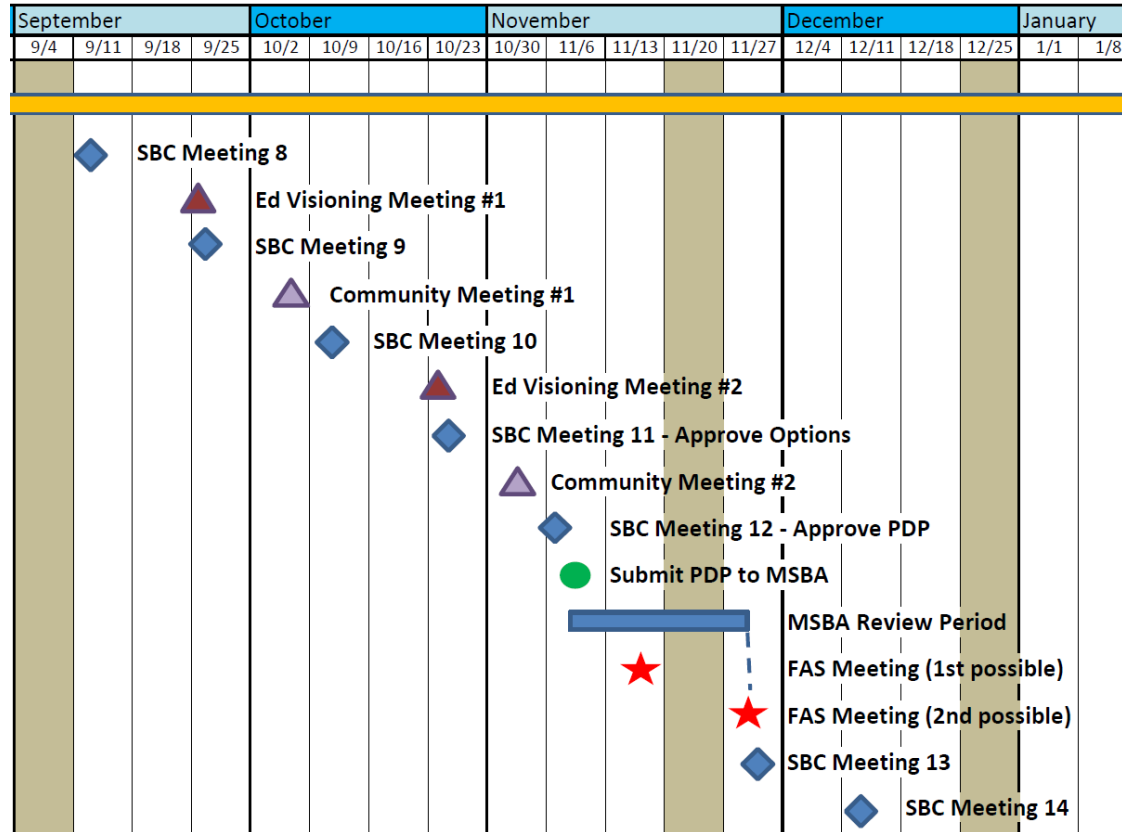
## Existing Conditions Assessments

- *Report in Development*
- *Draft Structural Assessment Received*
  - *Visit by Surveyor to be Scheduled*
  - *Traffic Analysis Begins Next Week*
    - *HazMat Survey*

## Project Schedule

- *Community Meeting #1 - Scheduled:*
  - ✓ *Two Meetings on October 4th: 9am & 7pm*
- *Community Meeting #2 - TBD:*
  - ✓ *Week of 10/30*
- *Educational Visioning Sessions*
  - ✓ *September 25<sup>th</sup>*
  - ✓ *October 23<sup>rd</sup>*

## PROJECT UPDATE



## PDP Submission Requirements

### *Introduction*

*Summary of Deficiencies – JCJ*

*Date of Invitation to Feasibility Study – MERSD*

*Design Enrollment – MERSD*

*Capital Budget Statement Narrative – MERSD*

*Project Directory – DWMP*

*Project Schedule – DWMP*

*Draft (10/5) + Final (10/19)*

*Approved by SBC (10/24)*

## PDP Submission Requirements

### *Educational Plan*

*Draft by MERSD (10/5)*

*Final by MERSD (11/2)*

*Approved by SBC (11/6 or 11/7)*

### *Initial Space Summary*

*Draft by JCJ (10/5)*

*Final by JCJ (10/26)*

*Approved by SBC (11/6 or 11/7)*

## PDP Submission Requirements

### *Existing Conditions Assessments*

*Draft by JCJ (10/5)*

*Finalized by JCJ (10/19)*

*Approved by SBC (10/24)*

### *Site Development*

*Draft by JCJ (10/5)*

*Final by JCJ (10/19)*

*Approved by SBC (10/24)*

## PDP Submission Requirements

### *Preliminary Evaluations of Alternatives*

*Draft by JCJ (10/19\*)*

*Approved by SBC (10/24\*)*

### *Local Actions & Approvals*

*Draft by DWMP (10/19)*

*Final by DWMP (10/27)*

*Approved by SBC (11/6 or 11/7)*



# PROJECT UPDATE

## PDP Submission Requirements

*SBC Approves Options*

*10/24*

*SBC Approves PDP*

*10/6 or 11/7*

*SC Approves PDP*

*11/7*

*Submit PDP to MSBA*

*11/9*

# PROJECT UPDATE

## Project Schedule *Community Meeting #1*

*If Options Approved 10/24  
Then Share These at  
Community Meeting #1  
(10/4)*

## Project Schedule

- *Community Meeting #1 – Draft Agenda:*
  - ✓ *Welcomes & Introductions*
  - ✓ *Organization/Project Team*
  - ✓ *The Need – Existing Conditions Overview*
    - ✓ *Process & Schedule*
    - ✓ *Budget Update*
  - ✓ *Community Discussion*
    - ✓ *Next Steps*

## Project Schedule

- *Community Meeting #2 – Draft Agenda:*
  - ✓ *Welcomes & Introductions*
  - ✓ *Organization/ Project Team*
    - ✓ *Process & Schedule*
  - ✓ *Community Forum #1 Themes*
    - ✓ *Site Alternatives Overview*
  - ✓ *Review of Preliminary Building Options*
    - ✓ *Community Discussion*
      - ✓ *Next Steps*

# EDUCATIONAL PLANNING

## Educational Planning



August 29, 2017



Manchester Essex Regional  
School District



ENVISIONING  
THE NEW  
MANCHESTER  
MEMORIAL  
ELEMENTARY  
SCHOOL

newvistadesign



JCJ ARCHITECTURE



# New Vista Background and Experience

5 years

Architect

- 100+ Schools
- Public  
Independent  
Charter
- Publications

15 years

Educator

- Teacher
- Researcher
- Curriculum  
Coordinator
- HGSE – LEFT
- HTHGSE

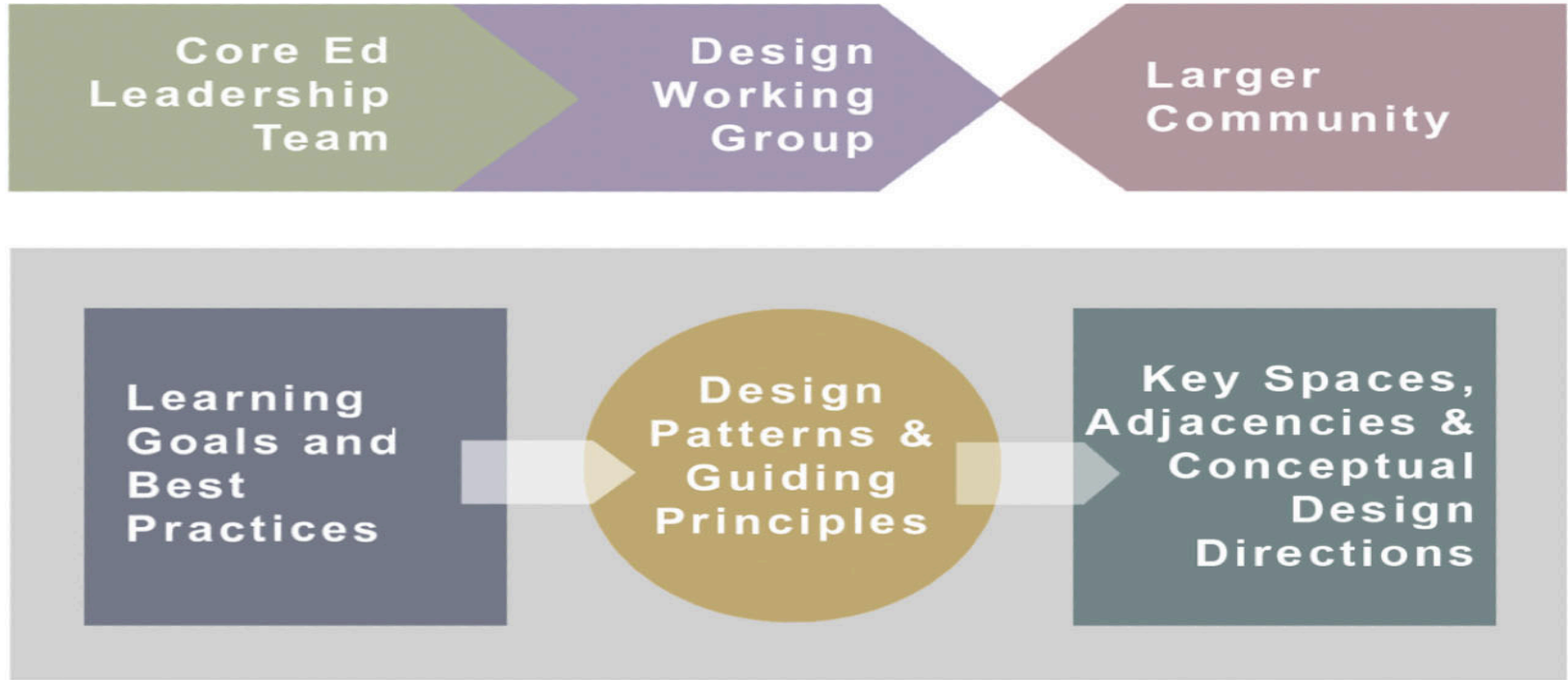
12 years

School Designer

- 21<sup>st</sup> Century Schools
- Project-Based  
Learning
- STEM/STEAM/CTE
- Design Thinking



# The Visioning Process



# Visioning Options Overview

8.21.17 Meeting with ELT

- 21<sup>st</sup> Century Learning Goals and Outcomes
- SCOG Analysis
- District/School Deep Dive
- Design Patterns
- Guiding Principles
- Bubble Diagramming

# Developing a Narrative

- Shared language about educational and design priorities
- Thorough exploration of design needs and goals
- Understanding of how to best optimize the MSBA template
- Illustrations of key spaces and desired adjacencies
- Language that adds depth to your Ed Plan and helps you to describe and advocate for your design needs



# Honoring Core Values

- ❖ **Whole Child**
- ❖ **Student Achievement**
- ❖ **Climate**
  - ❖ Challenging Standards
  - ❖ Differentiated Instruction
- ❖ **Community Partnerships**
- ❖ **Resources**



# MERSD

- Elementary Foreign Language
- Integrated Pre-K
- Before and After School Programming
- SWING Program
- Middle School Engineering
- Project Adventure
- FIRST Robotics
- ASR -Authentic Science Research
- Nationally Recognized Debate Team
- Award Winning Drama Program
- Green Team & Green Scholars



# Core Curriculum and Instruction Goals

Align with district and school strategic planning:

- Vertically Aligned Standards-Based Curriculum
- Common, Formative, and Summative Assessments
- Curriculum & Technology Integration
- Research-Based Instructional Practice
- Differentiated Instruction
- Reaching all Learners
- Professional Learning Communities
- Tiered Instruction and Intervention
- Understanding by Design
- Equity and Equality for all Students

# Overarching FY17 Goals – Memorial SIP

- Growth Mindset philosophy adoption PK-5
- Investigate options for a coordinated approach to mindfulness, social competency, Anti-bullying, core values, etc.
- Outdoor Classroom – project expansion
- Whiteboard, Zen garden, butterfly garden
- Communication – Streamlined and website integration
- Food Service – Balance nutrition/taste/finances
- Science Alignment

# Overarching FY17 Goals – Memorial SIP

- Investigate Know Atom expansion to lower grades
- Investigate/evaluate writing program effectiveness
- Analyze Time on Learning and Unstructured Physical Activity Time
- Safety and Security – evacuation protocols/drills
- Math fact supplementation – K-5 approach
- Teacher Assistance Team (TAT) adjustments and improvements
- MSBA Project

# Deeper Learning and 21<sup>st</sup> Century Skills

The Committee on Defining Deeper Learning and 21<sup>st</sup> Century Skills identified three broad domains of competence:

## *Cognitive*

- Reasoning and memory

## *Intrapersonal*

- The capacity to manage one's behavior and emotions to achieve one's goals (including learning goals)

## *Interpersonal*

- Expressing ideas, and interpreting and responding to messages from others.

# 21<sup>st</sup> Century Teaching and Learning

## The 6 Rs

Reading  
WRiting  
ARithmetic

Rigor  
Relevance  
Relationship

## The 4 Cs

- Critical Thinking
- Communication
- Collaboration
- Creativity

*plus Citizenship*

Head & Hand

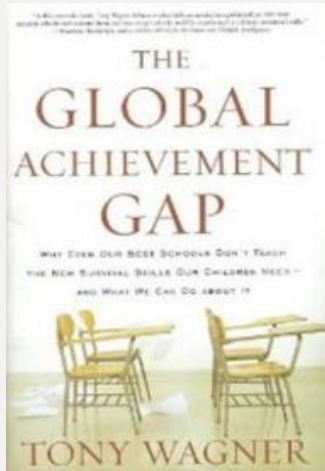
Growth Mindset

- Student-Centered
- Interdisciplinary
- Technology-Infused
- Fully-Inclusive
- Differentiated
- Community Connected
- Problem & Project-Based
- Process & Product Oriented



# Focus on Doing not Knowing

The world no longer cares about how much you know, the world cares about what you can do with what you know – *Tony Wagner*



- Critical Thinking and Problem Solving
- Communication, oral and written
- Collaboration and Leadership
- Creativity, Curiosity and Imagination
- Accessing and Analyzing Information
- Initiative and Entrepreneurialism
- Agility and Adaptability



# Focus on Learning NOT Teaching

- High-performance work environments
- Varied and collaborative
- Lifelong learning



newvistadesign

Envisioning 21<sup>st</sup> Century Schools

# Common Core ELA Shifts

## Common Core Shifts for English Language Arts/Literacy

### 1. Regular practice with **complex text** and its **academic language**

Rather than focusing solely on the skills of reading and writing, the Standards highlight the growing complexity of the texts students must read to be ready for the demands of college and careers. The Standards build a staircase of text complexity so that all students are ready for the demands of college- and career-level reading no later than the end of high school. Closely related to text complexity—and inextricably connected to reading comprehension—is a focus on academic vocabulary: words that appear in a variety of content areas (such as *ignite* and *commit*).

### 2. Reading, writing and speaking grounded in **evidence from text**, both literary and informational

The Standards place a premium on students writing to sources, i.e., using evidence from texts to present careful analyses, well-defended claims, and clear information. Rather than asking students questions they can answer solely from their prior knowledge or experience, the Standards expect students to answer questions that depend on their having read the text or texts with care. The Standards also require the cultivation of narrative writing throughout the grades, and in later grades a command of sequence and detail will be essential for effective argumentative and informational writing.

Likewise, the reading standards focus on students' ability to read carefully and grasp information, arguments, ideas and details based on text evidence. Students should be able to answer a range of *text-dependent* questions, questions in which the answers require inferences based on careful attention to the text.

### 3. **Building knowledge** through **content-rich nonfiction**

Building knowledge through content rich non-fiction plays an essential role in literacy and in the Standards. In K–5, fulfilling the standards requires a 50–50 balance between informational and literary reading. Informational reading primarily includes content rich non-fiction in history/social studies, science and the arts; the K–5 Standards strongly recommend that students build coherent general knowledge both within each year and across years. In 6–12, ELA classes place much greater attention to a specific category of informational text—literary nonfiction—than has been traditional. In grades 6–12, the Standards for literacy in history/social studies, science and technical subjects ensure that students can independently build knowledge in these disciplines through reading and writing.

- Complex Text
- Academic Language
- Evidence from Text
- Building Knowledge
- Content-Rich Nonfiction

# Common Core Math Shifts

## Common Core State Standards Shifts in Mathematics

### 1. **Focus** strongly where the Standards focus

**Focus:** The Standards call for a greater focus in mathematics. Rather than racing to cover topics in a mile-wide, inch-deep curriculum, the Standards require us to significantly narrow and deepen the way time and energy is spent in the math classroom. We focus deeply on the major work\* of each grade so that students can gain strong foundations: solid conceptual understanding, a high degree of procedural skill and fluency, and the ability to apply the math they know to solve problems inside and outside the math classroom.

### 2. **Coherence:** think across grades, and link to major topics within grades

**Thinking across grades:** The Standards are designed around coherent progressions from grade to grade. Learning is carefully connected across grades so that students can build new understanding onto foundations built in previous years. Each standard is not a new event, but an extension of previous learning.

**Linking to major topics:** Instead of allowing additional or supporting topics to detract from the focus of the grade, these concepts serve the grade level focus. For example, instead of data displays as an end in themselves, they are an opportunity to do grade-level word problems.

### 3. **Rigor:** in major topics\* pursue: - **conceptual understanding**, - procedural skill and **fluency**, and - **application** with equal intensity.

**Conceptual understanding:** The Standards call for conceptual understanding of key concepts, such as place value and ratios. Students must be able to access concepts from a number of perspectives so that they are able to see math as more than a set of mnemonics or discrete procedures.

**Procedural skill and fluency:** The Standards call for speed and accuracy in calculation. Students are given opportunities to practice core functions such as single-digit multiplication so that they have access to more complex concepts and procedures.

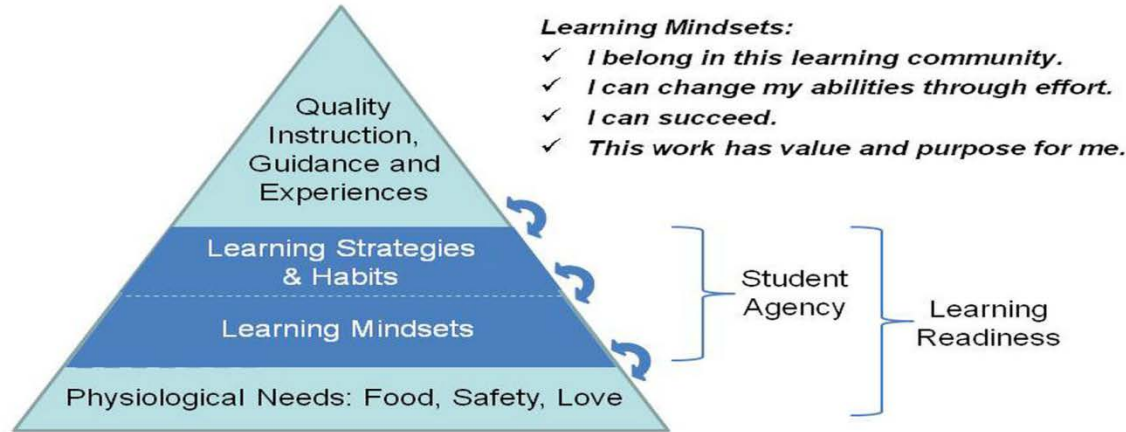
**Application:** The Standards call for students to use math flexibly for applications in problem-solving contexts. In content areas outside of math, particularly science, students are given the opportunity to use math to make meaning of and access content.

- Concepts and Skills
- Problem Solving
- Thinking Across Grades
- Conceptual Understanding
- Fluency
- Application



# Academic/Growth Mindset

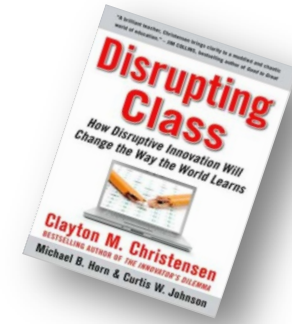
## Hierarchy of Learner Needs



... Integrity, responsibility and  
Perseverance...

# Blended Learning

- Seamless Technology Integration
- Online and Virtual Delivery
- Production of Technology and Information



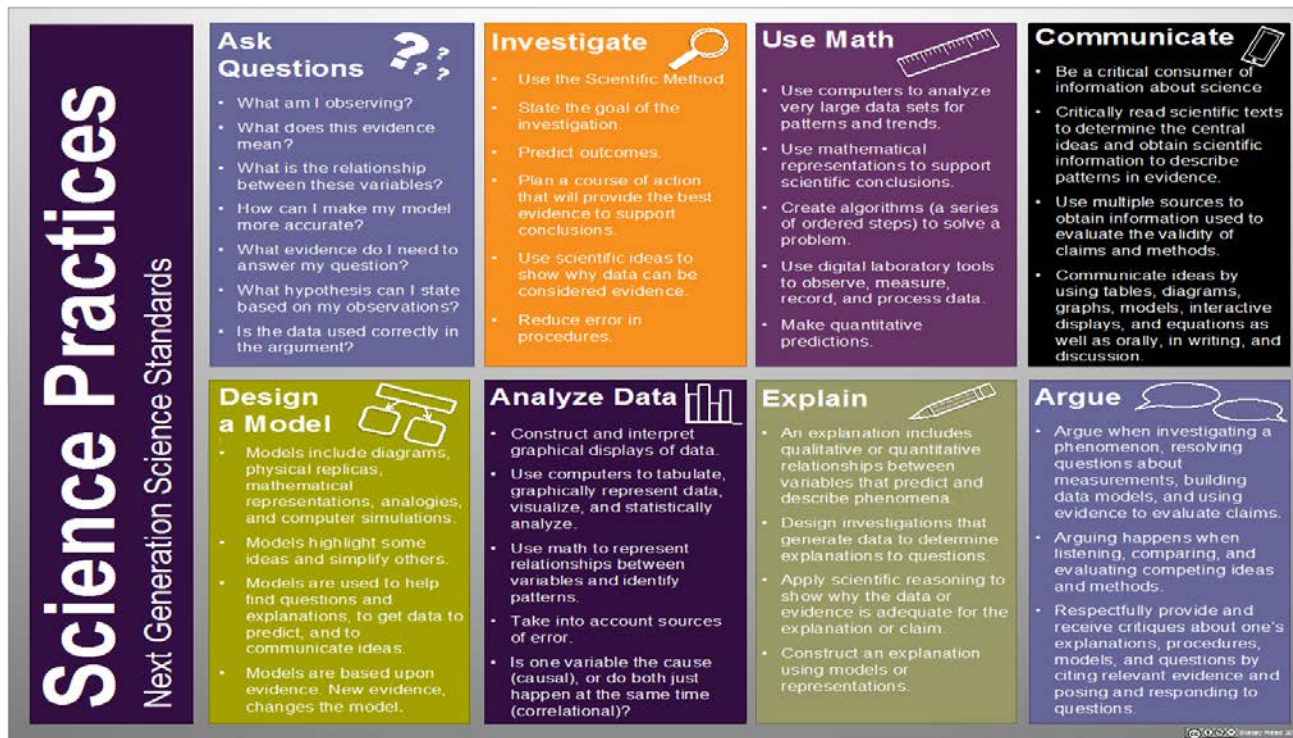


# Differentiated Instruction

- Full Inclusion
- Personalization
- Self-Paced and Small Group
- Anywhere, anytime learning



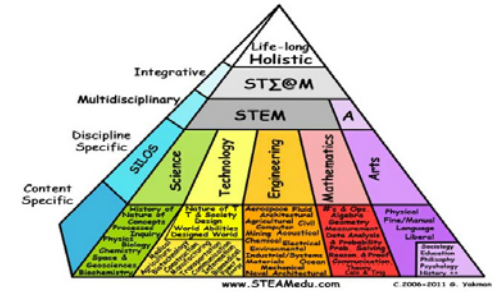
# Next Gen Science Standards





# STEM and STEAM

- STEM as meta-discipline
- Art and Humanities as Glue
- Design Thinking Process



# Explorer Elementary PBL Video



# Learning Goals for Manchester Memorial Elementary

What school/district  
materials are important  
incorporate into our visioning  
work together?

# Top 10 Skills

## in 2020

1. Complex Problem Solving
2. Critical Thinking
3. Creativity
4. People Management
5. Coordinating with Others
6. Emotional Intelligence
7. Judgment and Decision Making
8. Service Orientation
9. Negotiation
10. Cognitive Flexibility

## in 2015

1. Complex Problem Solving
2. Coordinating with Others
3. People Management
4. Critical Thinking
5. Negotiation
6. Quality Control
7. Service Orientation
8. Judgment and Decision Making
9. Active Listening
10. Creativity

Source: Future of Jobs Report, World Economic Forum



# 21<sup>st</sup> Century Skills

[Partnership for 21st Century Skills / National Education Association \(NEA\)](#)

## The six elements of 21st century learning are:

1. Emphasize core subjects
2. Emphasize learning skills
3. Use 21st century tools to develop learning skills
4. Teach and learn in a 21st century context
5. Teach and learn new 21st century content
6. Use 21st century assessments that measure core subjects and 21st century skills

# What 21<sup>st</sup> Century Skills Are Most Important to Your School and District?

## Bloom's Taxonomy

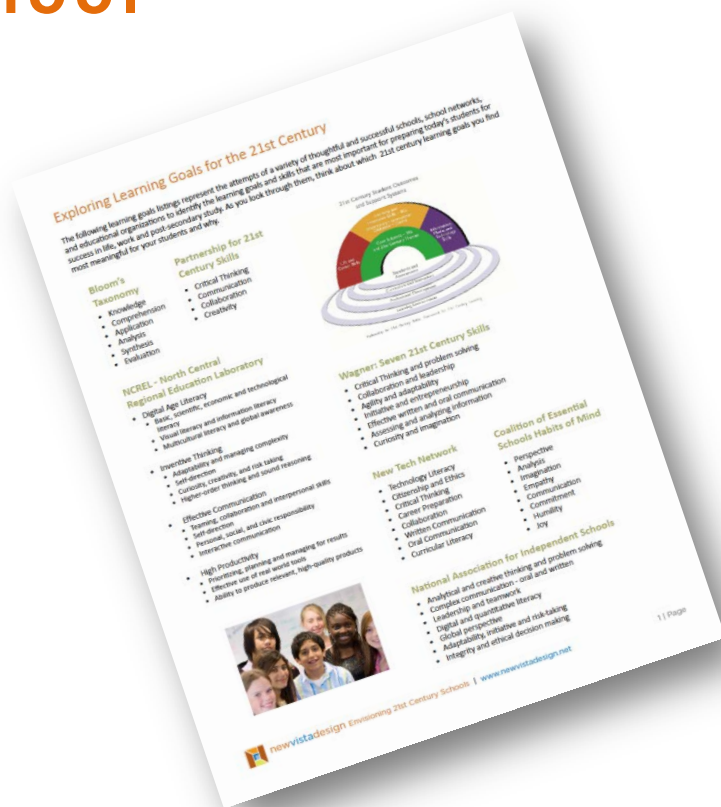
- Knowledge
- Comprehension
- Application
- Analysis
- Synthesis
- Evaluation

## Partnership for 21st Century Skills

- Critical Thinking
- Communication
- Collaboration
- Creativity

## NCREL - North Central Regional Education Laboratory

- Digital Age Literacy
  - Basic, scientific, economic and technological literacy
  - Visual literacy and information literacy
  - Multicultural literacy and global awareness



# SCOG Analysis

What are the district's Strengths, Challenges, Opportunities and Goals as connected to the project?



# SCOG Analysis

- *Strengths*
- *Challenges*
- *Opportunities*
- *Goals*





# Deep Dive into School Programs and Initiatives

How can we best create an overview of  
essential programs and initiatives  
within the school and district ?

# Overview of key programs and initiatives

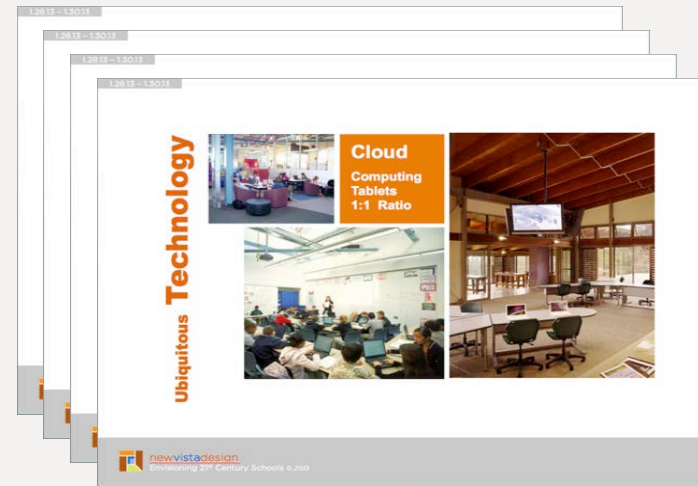


# Design Patterns

# New School Design Patterns

## In Support 21<sup>st</sup> Century Teaching and Learning

- Facilitate inquiry-based learning – now and tomorrow
- View school as varied, evolving, and high performance environment
- Provide seamless technology integration



# Selected Design Patterns

- Clusters of Learning
- Differentiated Instruction
- Distributed Resources
- Professional Workspaces
- Shared Use
- Flexible Furniture
- Comfort and Play
- Sustainable Design
- Building as Teacher
- Branding and Identity
- Greeting and Gatekeeping
- Safety
- Streetscapes
- Wayfinding
- Flexible Use
- High-Performance
- Ubiquitous Technology
- Varied Spaces
- Collaboration
- Gathering
- Multi-Use Classrooms
- Multi-Purpose Spaces
- Teaming
- Hubs of Activity
- Transparency
- Display and Exhibition
- Aesthetics
- Lifelong Fitness
- Community Connections
- Maker Spaces
- Design Thinking
- Indoor/Outdoor Connections
- Community Access
- Between Spaces
- Breakout Spaces
- Distributed Dining
- Cyber Dining
- Curb Appeal
- Universal Design
- Athletics and Wellness
- Campus Feel
- Inclusion
- Arts Integration
- Movable Walls
- Permeable Walls
- Extended Learning
- Alternative Storage
- Nooks



**Guiding Principles** set design priorities and offer an invaluable framework for making decisions and choices as the design process unfolds...

# Dr. Martin Luther King Junior School



# Dr. Martin Luther King Jr. School and Putnam Avenue Upper School



1. Innovation Agenda
2. Community School
3. Academic Wings/Front Doors
4. Heart of the Building
5. Extended Learning Spaces
6. Outdoor Learning
7. Sustainability





# Bubble Diagramming

CLASSROOM  
(TYPICAL)

TEACHER OFFICE  
(TYPICAL)

HUB

LAB

COMMONS

HUB

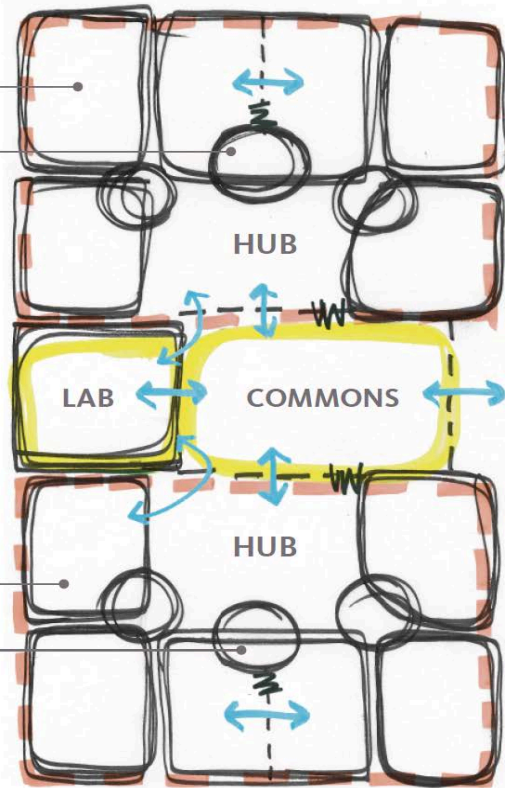
CLASSROOM  
(TYPICAL)

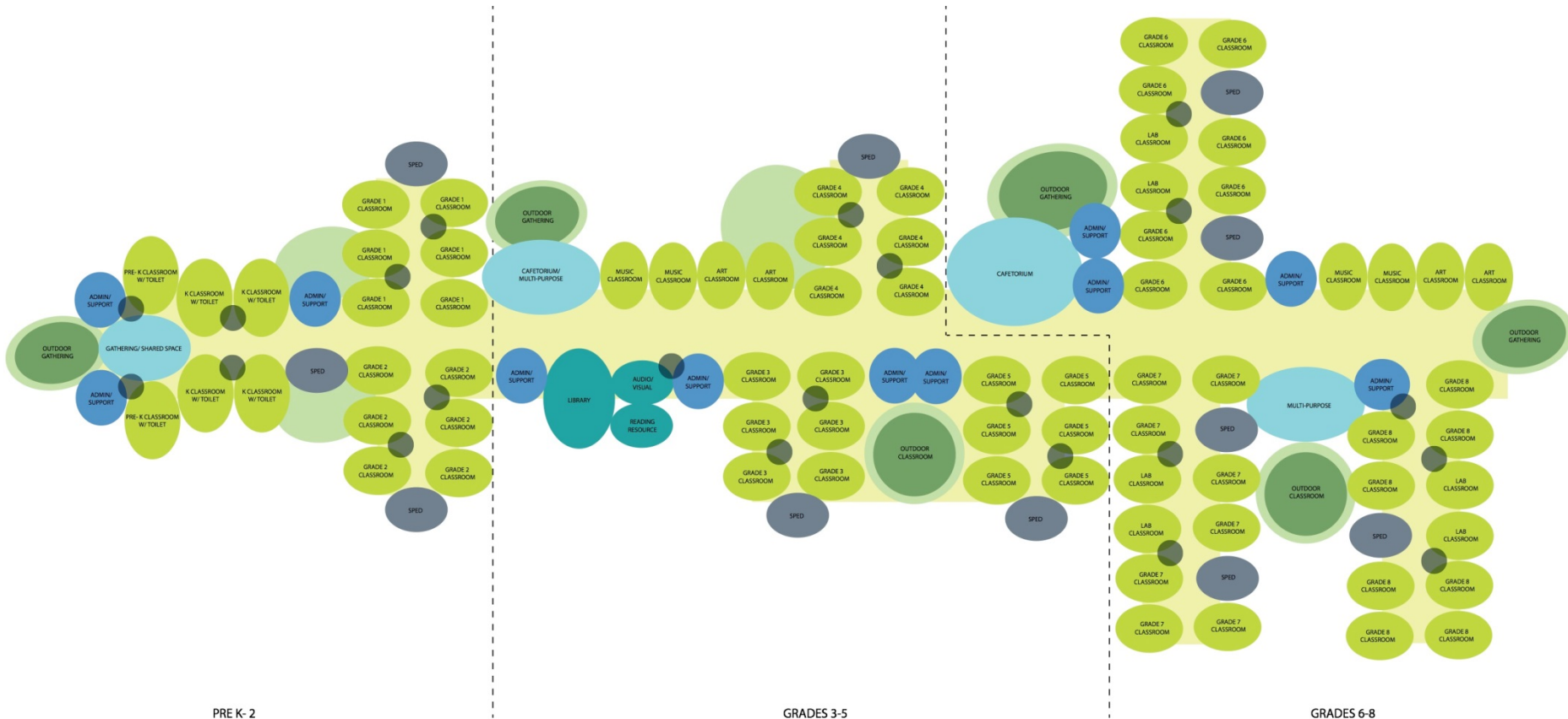
TEACHER OFFICE  
(TYPICAL)

Neighborhood

All-School Meeting Space

Neighborhood





EMPHASIZES HORIZONTAL INTEGRATION

# Educational Program Review

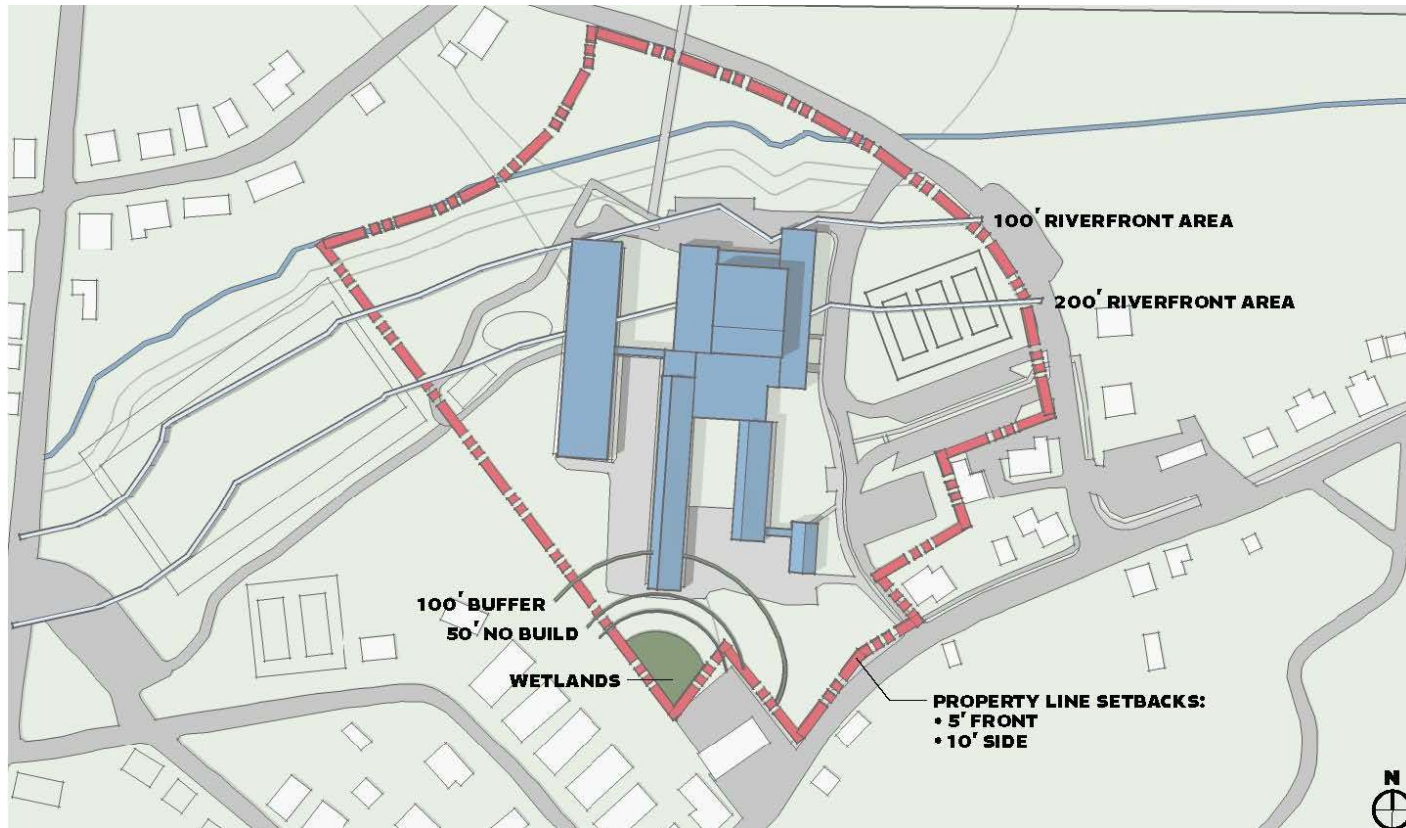
# TODAY'S AGENDA

## Site Understanding



# SITE UNDERSTANDING

## SETBACKS



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

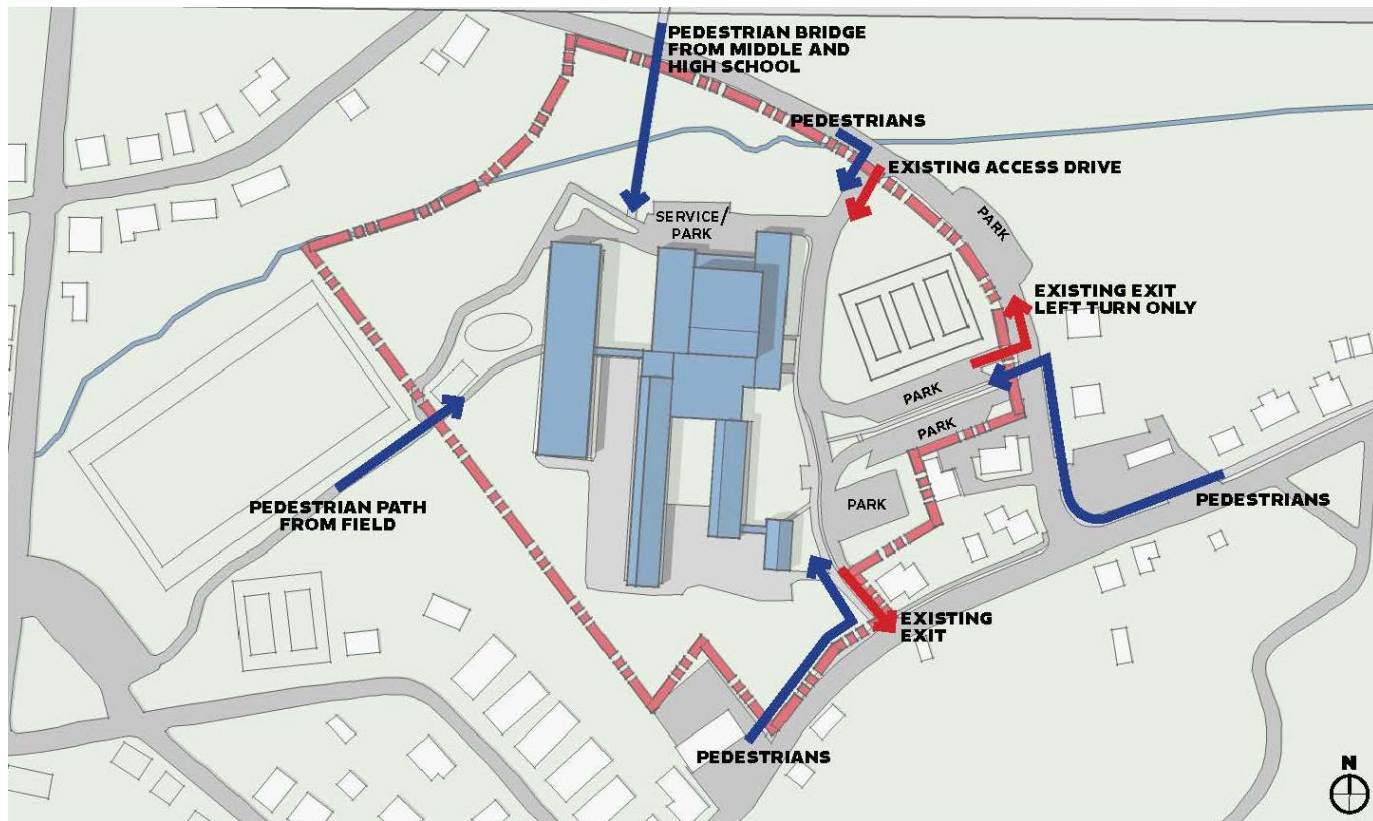
MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

**JCU**ARCHITECTURE



# SITE UNDERSTANDING

## SITE ACCESS/ CIRCULATION



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE UNDERSTANDING

## BUILDABLE AREA



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE UNDERSTANDING

NEIGHBORS/ ABUTTERS



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE UNDERSTANDING

## VIEWS



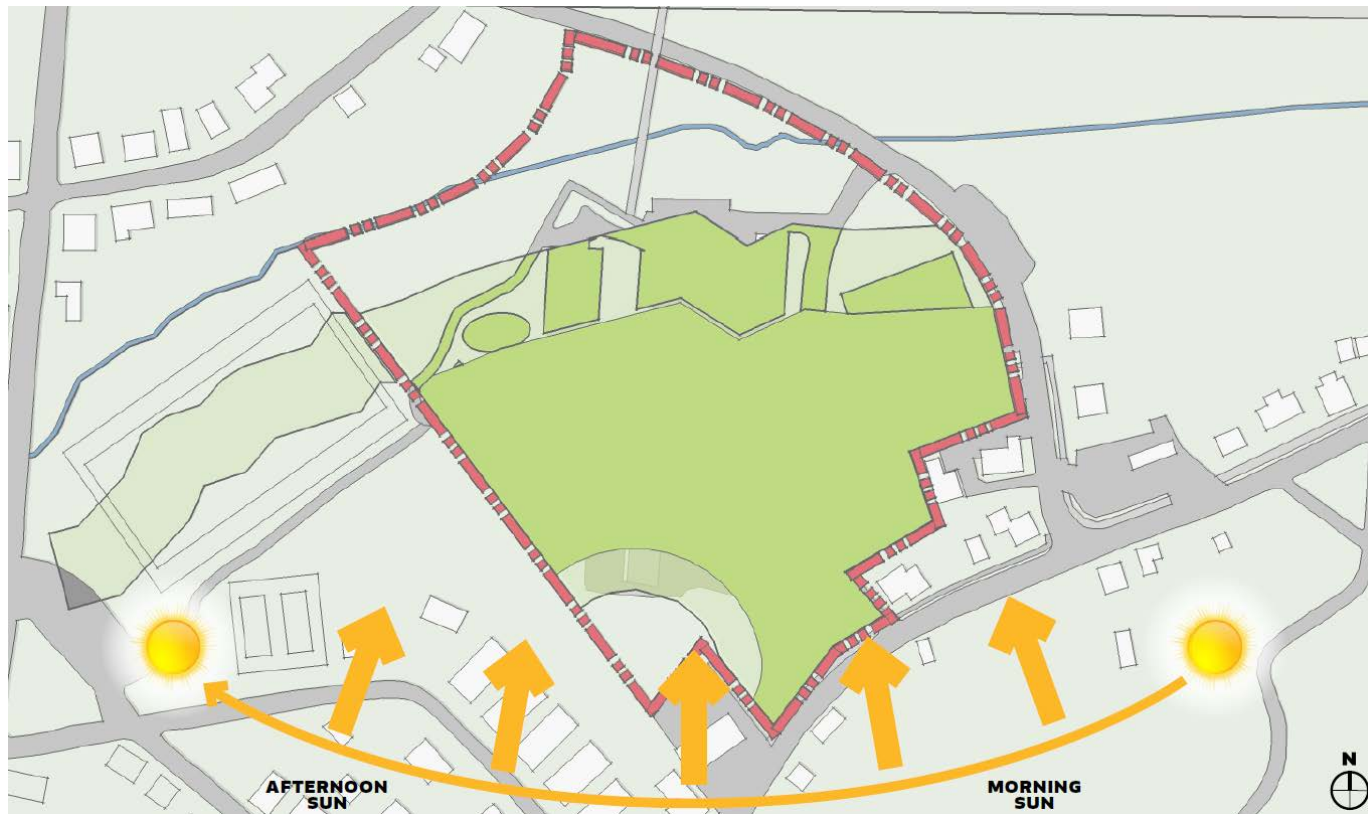
**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE UNDERSTANDING

## SOLAR ORIENTATION - DAYLIGHTING



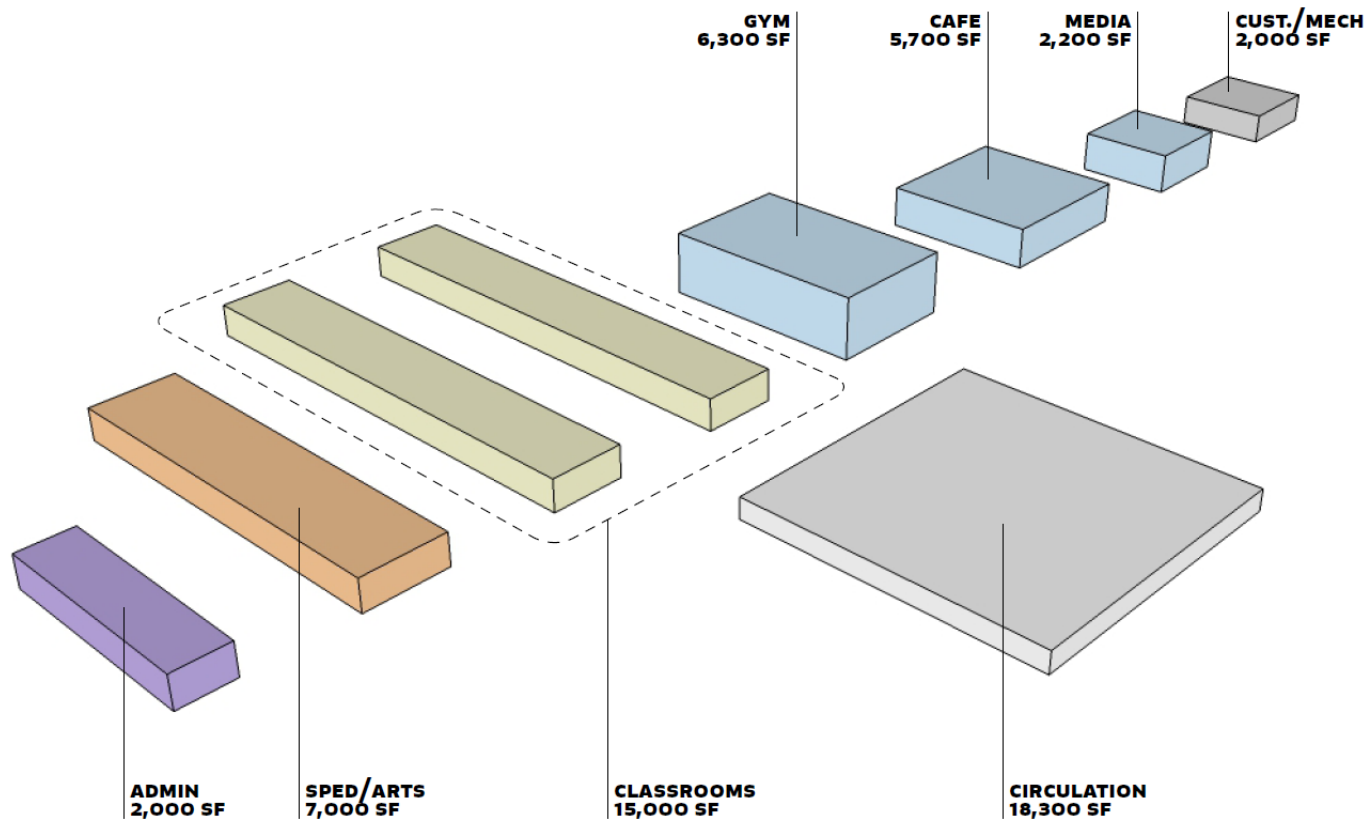
**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE UNDERSTANDING

## 1-STORY PROGRAM MASSING DIAGRAMS



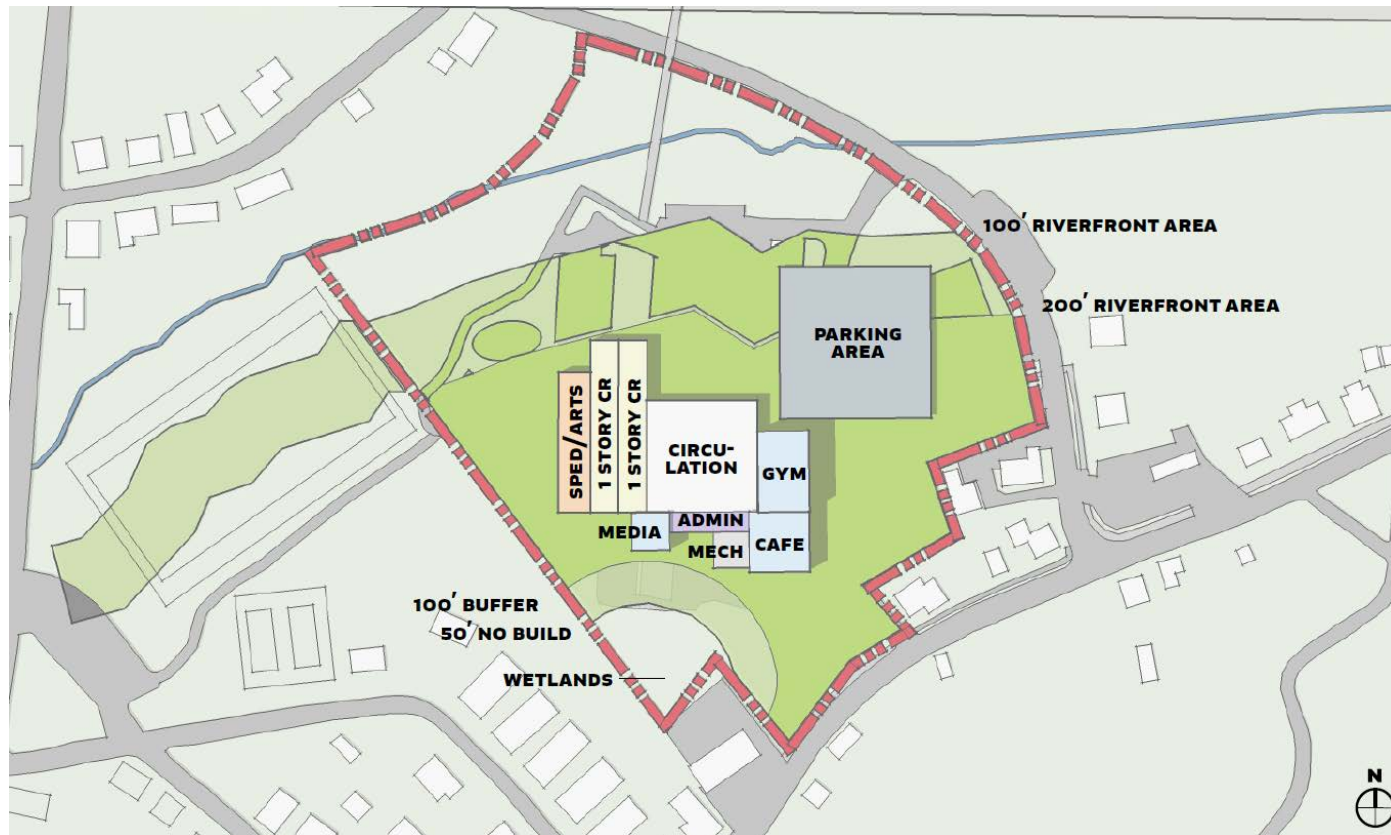
**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE UNDERSTANDING

## 1-STORY SITE TEST FIT



### MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS



# SITE UNDERSTANDING

## 1-STORY TEST FIT MASSING VIEW

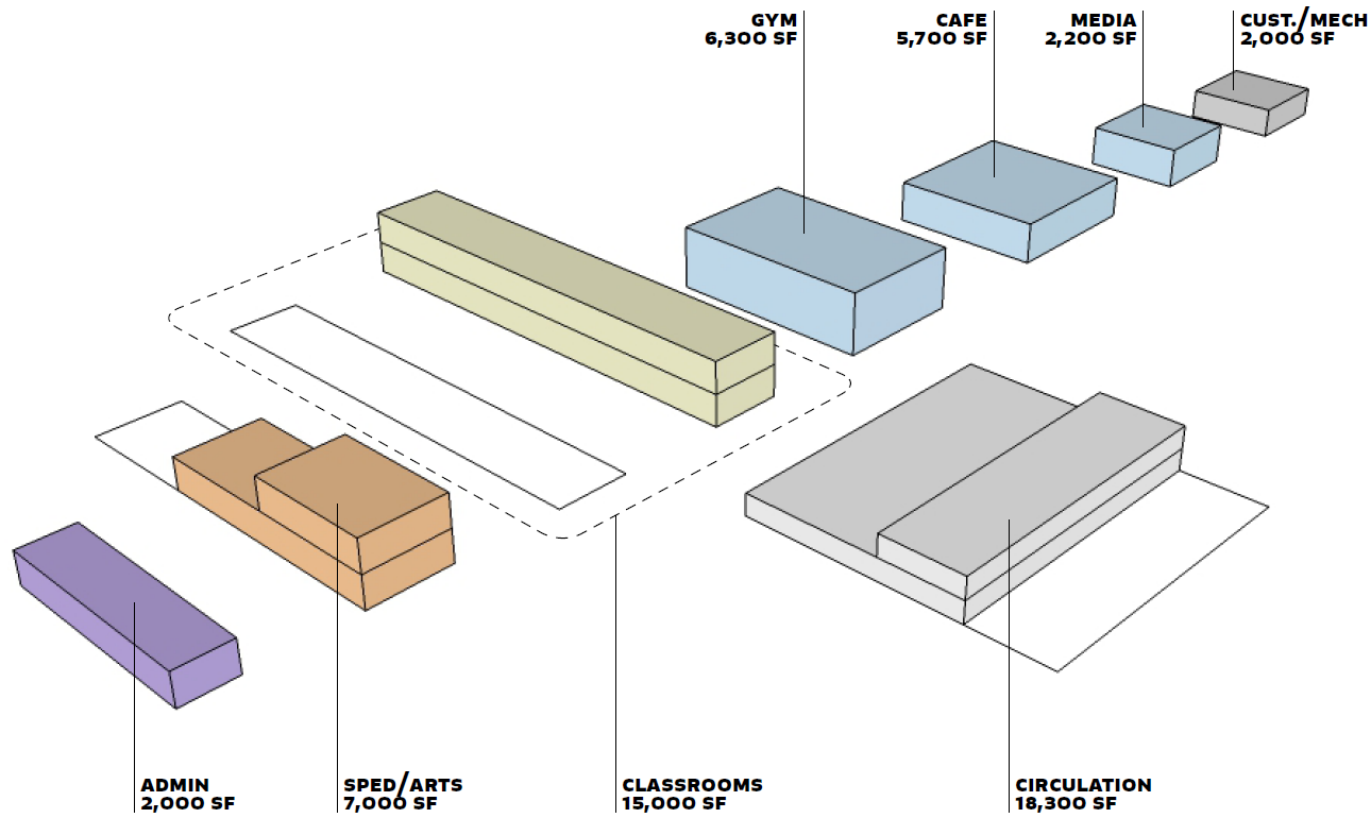


### MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

# SITE UNDERSTANDING

## 2-STORY PROGRAM MASSING DIAGRAM



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

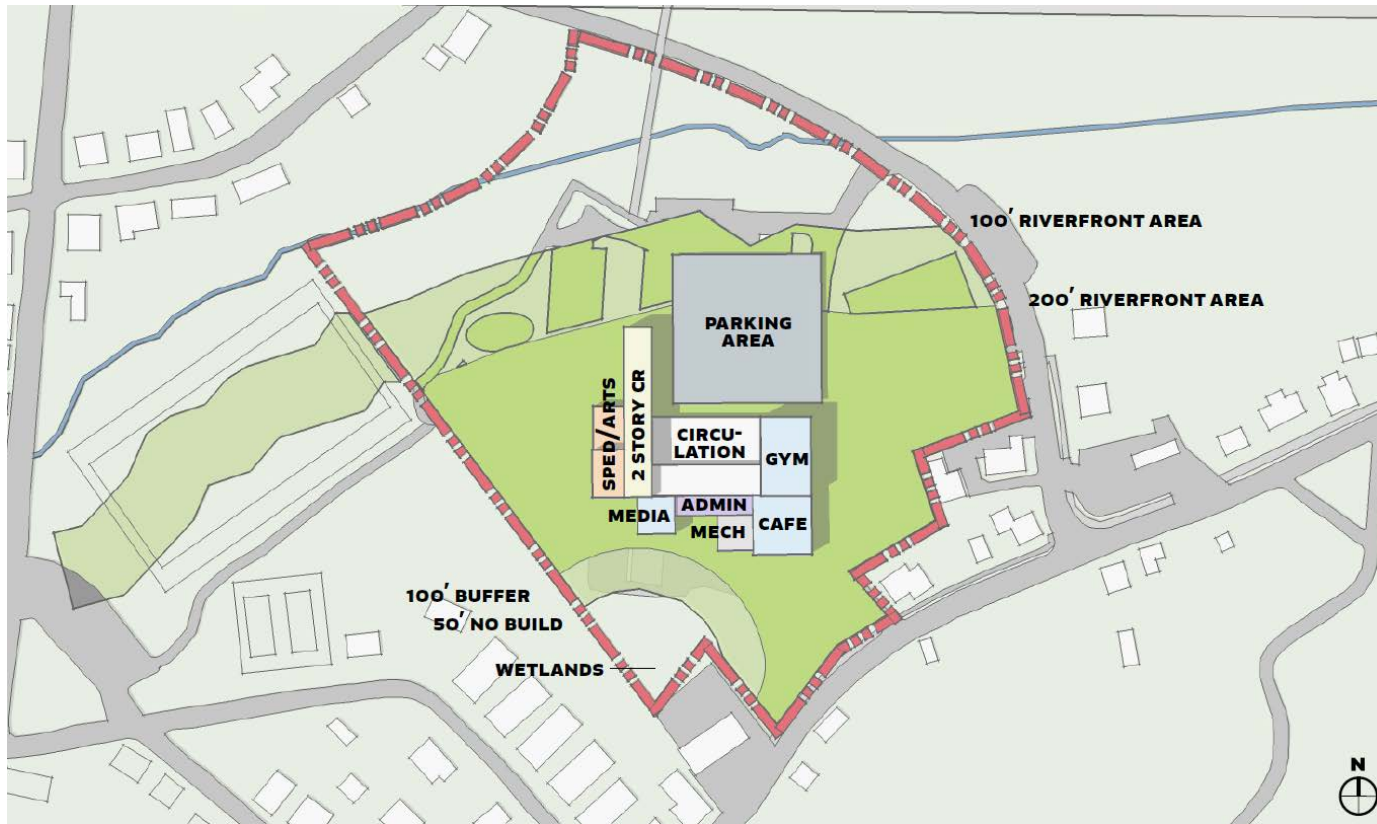
MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE UNDERSTANDING

## 2-STORY SITE TEST FIT



**MANCHESTER MEMORIAL ELEMENTARY SCHOOL**

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

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# SITE UNDERSTANDING

## 2-STORY TEST FIT MASSING VIEW



### MANCHESTER MEMORIAL ELEMENTARY SCHOOL

MANCHESTER-ESSEX REGIONAL SCHOOL DISTRICT, MASSACHUSETTS

# SITE UNDERSTANDING

## CONSIDERING MODULARS



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

### Options To Be Considered

- ✓ *Addition/Renovation*
- ✓ *Replacement*

#### Other Considerations

- ✓ *Phased Construction*
- ✓ *Swing Space*
- ✓ *Contractor's Access*
- ✓ *Contractor's Layout Area*

**THANK YOU**

# Manchester Memorial Elementary School SBC Meeting

9/12/2017



JCJ ARCHITECTURE

# Agenda

1. Call to Order
2. Previous Topics & Approval of August 29, 2017 Meeting Minutes
3. Invoices & Commitments for Approval
4. Working Groups Update
5. Budget Update
6. Schedule/Look Ahead
7. Project Update
8. Educational Planning
9. Site Understanding
10. Next Meetings
11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
12. Public Comments
13. Adjourn





# 1. Call to Order



## 2. Previous Topics & Approval of August, 29 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)
7.5 Budget/Contract: Respond/provide updated Survey proposal	(JCJ)
7.9.1 Project Update: Issue draft agenda for first comm. meeting	(JCJ)
7.9.1 Project Update: Determine second comm. meeting date	(SBC)
7.10.2 Ed Planning: Determine if Manchester Youth services spaces in project	(SBC)
7.11 Site: Review options for swing space in surrounding towns	(P. Beaudoin)



### 3. Invoices & Commitments for Approval

- Samiotes Survey Proposal dated 9/8/2017 in the amount of \$25,750.00 (proposal attached). Vote expected.



## 4. Working Groups Update

- Educational Programming
- Facilities Assessment
- Budget Collaboration
  - 9/8/17 Meeting scheduled
- Communications
  - Responsibilities/Tasks/Strategy



# 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	11%	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	\$53,360.00	53%		0%	\$53,360.00	\$46,640.00
0004-0000: Other	\$25,000.00	\$20,000.00	\$45,000.00	\$828.83	1%	\$828.83	100%	\$0.00	\$44,171.17
Total - 0000-0000 Feasibility Study Agreement	\$650,000.00	\$0.00	\$650,000.00	\$559,188.83		\$84,607.83		\$474,581.00	\$90,811.17
Total	\$650,000.00	\$0.00	\$650,000.00	\$559,188.83		\$84,607.83		\$474,581.00	\$90,811.17

Invoice Items Pending Approval

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



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# 5. Budget Update

Name		EST
Feasibility & SD Budget	<b><u>FEASIBILITY STUDY AGREEMENT</u></b>	
	1 OPM - Feasibility Study	\$ 155,000
	2 A&E - Feasibility Study	\$ 350,000
	3 Environmental & Site	\$ 79,110
	<i>Hazmat</i>	\$ 15,645
	<i>Phase 1 ESA</i>	\$ 4,500
	<i>Geotech</i>	\$ 17,215
	<i>Traffic</i>	\$ 16,000
	<i>Survey</i>	\$ 24,250
	<i>Wetlands</i>	\$ 1,500
	4 Other	\$ 65,890
	Feasibility Study Agreement Subtotal	\$ 650,000



## 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/Ed Planning/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	11	12	13
16	17 SC Meeting	18	19	20
23 Ed. Programming Workshop 8:30am- 3pm	24 SBC Meeting-Approve PDP	25	26	27

SBC Meeting 9/12/17



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## 6. Schedule Look Ahead (JCJ)



## 7. Project Update (JCJ)



## 8. Educational Planning (JCJ)



## 9. Site Understanding (JCJ)



## 10. Next Meetings

- 9/25/17 Ed Programming Workshop *8:30 AM-3:00 PM*
- 9/26/17 SBC Meeting *Progress Report/Ed. Planning/Space Summary/Evaluation of Alternative/Prepare for Comm Meeting #1*
- 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/Required*
- 10/23/17 Ed Programming Workshop *8:30 AM-3:00 PM*

SBC Meeting 9/12/17



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



## 12. Public Comments





## 13. Adjourn

