

# 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 student 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**

<b>DWMP Project No.</b>	MP17-114	<b>Project Type</b>	Elementary School
<b>Project Name</b>	Manchester Memorial Elementary School	<b>Scope Type</b>	TBD
<b>Project Address</b>	43 Lincoln Street Manchester-by-the-Sea, MA 01944	<b>MSBA Project?</b>	Yes
<b>Project Phase</b>	Feasibility Study	<b>MSBA Proj. No.</b>	201506980010
<b>Phase End-Date</b>	08/22/2018	<b>Enrollment</b>	335
<b>Phase % Complete</b>	11%	<b>Reimb. Rate</b>	31.00%

**Project Budget Summary**

Budget Category	Original Budget	Budget Transfers	Updated Budget	Contract Amount	% Committed	Expended	% Expended	Contract Remaining	Budget Balance
<b>0000-0000 Feasibility Study Agreement</b>									
0001-0000: OPM - Feasibility Study	\$125,000.00	\$30,000.00	\$155,000.00	\$155,000.00	100%	\$59,494.00	38%	\$95,506.00	\$0.00
0002-0000: A&E - Feasibility Study	\$400,000.00	-\$50,000.00	\$350,000.00	\$350,000.00	100%	\$24,285.00	6%	\$325,715.00	\$0.00
0003-0000: Environmental & Site	\$100,000.00	\$0.00	\$100,000.00	\$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
<b>Total - 0000-0000 Feasibility Study Agreement</b>	<b>\$650,000.00</b>	<b>\$0.00</b>	<b>\$650,000.00</b>	<b>\$559,188.83</b>		<b>\$84,607.83</b>		<b>\$474,581.00</b>	<b>\$90,811.17</b>
<b>Total</b>	<b>\$650,000.00</b>	<b>\$0.00</b>	<b>\$650,000.00</b>	<b>\$559,188.83</b>		<b>\$84,607.83</b>		<b>\$474,581.00</b>	<b>\$90,811.17</b>

**Invoice Items Pending Approval**

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

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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	
	<b>Feasibility Study Agreement Subtotal</b>	<b>\$ 650,000</b>	



# 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

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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**

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



# 12. Public Comments



# 13. Adjourn

