

Manchester Memorial Elementary School SBC Meeting

7/11/2017



Agenda

1. Call to Order
2. Previous Topics & Approval of June 13, 2017 Meeting Minutes
3. Invoices & Commitments for Approval
4. Designer Introduction/Kick Off
5. Designer Contract Update
6. Working Groups Update
7. Schedule/Timeline Review
8. Next Meetings
9. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
10. Public Comments
11. Adjourn



1. Call to Order



2. Previous Topics & Approval of June 13, 2017 Meeting Minutes

Action Items from Meeting Minutes:

1. Provide Updated Goals Statement
2. Send DSP References/Questions

Complete

Complete



3. Invoices & Commitments for Approval

- DWMP April OPM Invoice #4 in the amount of \$11,561.00
invoice attached (Vote Expected)



4. Designer Introduction/Kick Off

- Introduction
 - Introducing JCJ
 - Who We Are/Responsibilities
- Project Schedule
 - Milestone Tasks
 - Milestone Submissions
- Expectations & Goals
- Next Tasks:
 - Educational Plan Review
 - Working Groups Meetings
 - Site Documentation
 - Community Outreach



5. Designer Contract Update



6. Working Groups – Educational Programming

- Work prior to Architect’s selection to define the educational vision and write the educational program for the project.
- Update?
 - Pam Beaudoin - Chair
 - Charlie Hay
 - Jake Foster
 - John Willis
 - Maggie Tomaiolo
 - A. Collins
 - J. DeRoche



6. Working Groups – (Existing) Facilities Assessment

- Locate as much existing data for existing facility such as plans, specs, major mechanical equipment purchase info, warranties, etc.
- Identify any facility needs not previously identified in H&A Report
- Identify a list of short term needs that require funds to fix or address in the next 5 years
- Update?
 - Jay Pagliarulo – Chair
 - S. Hunt
 - Avi Urbas
 - John Willis



6. Working Groups – Budget Collaboration Group

- Existing Budget Collaboration Group to update the SBC
- Update?
 - Annie Cameron-SC FINCOM Subcommittee Rep (Essex)
 - Shannon Erdmann-SC FINCOM Subcommittee Rep (MBTS)
 - Alva Ingaharro-SBC Essex Rep
 - TBD-SBC MBTS Rep
 - Essex and Manchester Boards of Selectmen Representatives-one from each town
 - Essex and Manchester Town Managers-
 - Essex and Manchester FINCOM Representatives-one from each town



6. Working Groups – Goal setting

- To establish what is important to the SBC and to help inform as to how decisions will be made
- Jake Foster – Chair
- *Problem:*
The poor condition of the 1951 Manchester Memorial Elementary School is having a detrimental impact on educational programs.
- *Solution:*
In collaboration with both communities and the Massachusetts School Building Authority (MSBA), the School Building Committee will determine a fiscally responsible solution for the Memorial Elementary School that ensures a dynamic environment for 21st century learning and an efficient building system.



7. Schedule Review/Project Timeline

Manchester Memorial Elementary School Project - Potential Timeline

MSBA Standard Schedule	Duration in Months	2017												2018												2019												2020												2021																																															
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																																				
Hire OPM	3	█																																																																																															
Select Architect	3				█																																																																																												
Feasibility	10													Feasibility																																																																																			
MSBA Preliminary Design Program Submission																																																																																																	
MSBA Preferred Schematic Report																																																																																																	
MSBA Recommendation to proceed into Schematic Design																																																																																																	
Schematic Design	9													Schematic																																																																																			
MSBA Schematic Design Submission																																																																																																	
MSBA Board Approval of Schematic Design																																																																																																	
Town Approval	2																																																																																																
MSBA Issues Project Funding Agreement (\$\$ committed)																																																																																																	
Design Development	5																																					DD																																																											
Construction Documents	6																																					CD																																																											
Prequalify and Bid Documents	5																																					Bidding																																																											
Construction Start	28																																																																																																

Option 1

- Longer Feasibility and Schematic Design Phase
- Aligns with Annual Town Meeting Spring 2019
- Construction start July 2020 – complete October 2021

7. Schedule Review/Project Timeline

Manchester Memorial Elementary School Project - Potential Timeline

MSBA Standard Schedule	Duration in Months	2017												2018												2019												2020												2021											
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Hire OPM	3	█																																																											
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MSBA Schematic Design Submission																																																													
MSBA Board Approval of Schematic Design																																																													
Town Approval	3																																																												
MSBA Issues Project Funding Agreement (\$\$ committed)																																																													
Design Development	3																																																												
Construction Documents	5																																																												
Prequalify and Bid Documents	2																																																												
Construction Start	18																																																												
Building Occupied	0																																																												

- Shorter (typical) Feasibility and Schematic Design Phase
- Requires Special Town Meeting Fall 2018
- Construction start July 2019 – complete October 2020

8. Next Meetings

- **7/25/17 SBC Meeting** *Design Discussion, Feasibility Study Process, CM @ Risk Discussion*



9. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting

- Invoices previously approved



10. Public Comments



11. Adjourn

