

# Manchester Memorial Elementary School SBC Meeting

6/13/2017



# Agenda

1. Call to Order
2. Previous Topics & Approval of May 9, 2017 Meeting Minutes
3. Invoices & Commitments for Approval
4. Working Groups Update
5. Designer Selection Panel Update
6. Schedule Review
7. Next Meetings
8. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
9. Public Comments
10. Adjourn



# 1. Call to Order



## 2. Previous Topics & Approval of May 9, 2017 Meeting Minutes

### Action Items from Meeting Minutes:

- |   |                 |
|---|-----------------|
| 1. S. Creighton send DWMP Existing Reports        | Complete        |
| 2. Working Group Findings                         | <i>Open</i>     |
| 3. Add Historical building information to Dropbox | <i>Open</i>     |
| 4. Send J. Foster Project Goals Examples          | <i>Complete</i> |



### 3. Invoices & Commitments for Approval

- DWMP April OPM Invoice #2 in the amount of \$6,625.00  
*invoice attached (Vote Expected)*
- DWMP May OPM Invoice #3 in the amount of \$11,561.00  
*invoice attached (Vote Expected)*



## 4. Working Groups – Educational Programming

- Work prior to Architect’s selection to define the educational vision and write the educational program for the project. Target completion 7/11/17.

- Pam Beaudoin - Chair
- Charlie Hay
- Jake Foster
- John Willis
- Maggie Tomaiolo
- A. Collins
- J. DeRoche



## 4. 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
  - Jay Pagliarulo – Chair
  - Avi Urbas
  - John Willis



## 4. Working Groups – Budget Collaboration Group

- Existing Budget Collaboration Group to update the SBC
  - 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



## 4. 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
- *Option A:*  
The mission of the Manchester-Essex School Building Committee is to collaborate with both communities and the Massachusetts School Building Authority (MSBA) to determine a fiscally responsible solution for the Manchester Elementary School that ensures a quality environment for 21<sup>st</sup> century learning and an efficient building design.
- *Option B:*  
**Problem:** Poor condition of the 1957 Memorial Elementary School and its impact on educational programs.  
**Solution:** In collaboration with both communities and the Massachusetts School Building Authority (MSBA), determine a fiscally responsible solution for the Manchester Elementary School that ensures a quality environment for 21<sup>st</sup> century learning and an efficient building design.



# 5. Designer Selection Panel Update

- **6/6/17 MSBA Designer Selection Panel Meeting**
  - Reviewed all 5 proposals
  - Interviews next Tuesday 6/20/17
    - JCJ
    - Studio G



# 5. Designer Selection Panel Update

## MSBA DSP Interview Questions

- Please describe your experience with early childhood and elementary educational facilities in the last five years and how you envision this experience translating to this potential project. What are the critical elements of developmentally appropriate indoor and outdoor learning environments for young children? What are the considerations regarding inclusion of children with special educational needs?
- Manchester-by-the-Sea and Essex. The School Building Committee has members representing the school and district, member town government, and other community stakeholders. Describe how you collaborated with regional school districts and other committees and community groups successfully on other projects to disseminate information and achieve consensus of design while keeping the project on track. Describe previous experiences that utilized the internet and social media in communicating issues during the study and design phases, as well as other innovative methods of engaging the community in the project.



# 5. Designer Selection Panel Update

## MSBA DSP Interview Questions Cont.

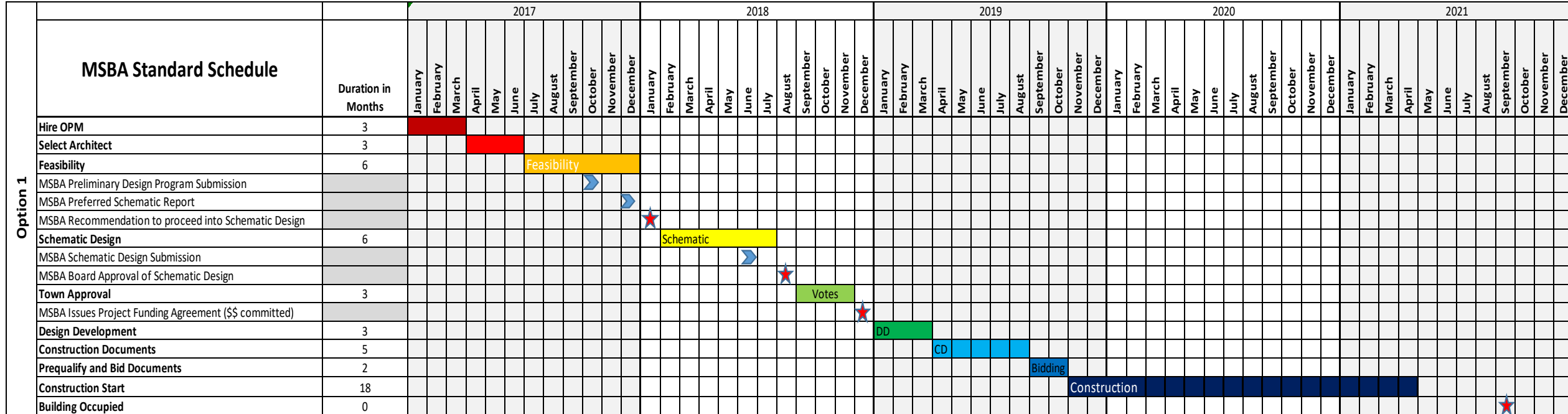
- At least two concepts that will be examined as part of the Feasibility Study include addition and/or renovation to the existing school and new construction on the site of the existing school. Please describe your approaches for occupied, phased addition/ renovation project and new construction on the site of an existing occupied school facility. Describe your approach to designing a handicap accessible 21st century elementary school facility in an older building, including the integration of sustainable design elements and modern mechanical and electrical systems.
- Please describe your team's history in project cost control and provide specific recent examples of your experiences in managing the design to budget through each design phase, bidding and construction completion while maintaining your architectural vision for the school. Describe how your firm responds to progress estimates that are over the targeted budget. Please explain your process of estimating long term building maintenance and operation costs related to design choices.
- Discuss your current workload in detail, including commissions for both public and private clients, and your team's approach to completing each phase of this project in accordance with the proposed schedule while completing work for other clients.





# 6. Schedule Review/Project Timeline

Manchester Memorial Elementary School Project - Potential Timeline



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

# 7. Next Meetings

- **6/20/17 DSP**
- **7/11/17 SBC Meeting**
- **7/25/17 SBC Meeting**

*Interview Designers*

*Designer kickoff*

*Design Discussion, CM @ Risk Discussion*



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



# 9. Public Comments



# 10. Adjourn

