

## 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: 9/10/2019  
Time: 7:00 PM  
Prepared By: R. Donner

Present	Name	Affiliation	Present	Name	Affiliation
✓	Caroline Weld *	SBC Co-Chair		Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Debi McDonald	JCJ
✓	Pam Beaudoin *	Superintendent		Lauren Braren	JCJ
	Avi Urbas *	Dir. of Fin. & Ops		Emily Czarnecki	JCJ
✓	Alva Ingaharro *	Essex		Mike Burton	DWMP
	John Willis *	Principal MMES	✓	Chip Heitkamp	DWMP
✓	Jason Waldron	Dir. of Facilities	✓	Christina Shefferman	DWMP
	Andy Oldeman *	Man. Fin. Comm.	✓	Rachel Donner	DWMP
	Lisa O'Donnell *	Essex B.O.S.		Jon Rich	WT Rich
✓	Remko Brueker *	Manchester		Alex Corbett	WT Rich
✓	Adam Zaiger *	Manchester	✓	Brian Paradee	WT Rich
	Tyler Virden *	Essex			
✓	George Scharfe *	Manchester			
	Gordon Brewster *	Manchester			
✓	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
	Maggie Tomaiolo *	Essex			
	Jake Foster *	Essex			

\* SBC Voting  
Member

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Item No.	Description	Action
46.1	<b>Call to Order:</b> 7:03 pm meeting was called to order by the SBC Co-Chair A. Cameron with 10 of 17 voting members in attendance.	Record
46.2	<b>Previous Topics &amp; Approval of August 13, 2019 Meeting Minutes:</b> A motion to approve the 8/13/2019 meeting minutes as submitted made by G. Scharfe and seconded by S. Creighton. Discussion: G. Scharfe questions the technology procurement charge in Amendment 5. G. Scharfe states that this should be a standard service. D. McDonald explains that all school districts have different terms and MERSD will be performing this service on their own. P. Beaudoin shares that MERSD will be purchasing everything they already use and the security will be going through GGD. GGD will provide a list of technology related items for the district to consider through the procurement process. Abstentions: A. Ingaharro, A. Zaiger, C. Weld, C. Hay. Vote: All in favor: Motion passes, minutes approved.	Record
46.3	<p><b>Construction Update:</b> B. Paradee shares WT Rich's Drone Deploy video with the SBC. P. Beaudoin asks WT Rich to share the video with the district so it can be posted online. B. Paradee to share link with MERSD.</p> <p>B. Paradee states at the last construction update WT Rich reported that ground improvements and mobilization were ongoing. A. Cameron asks how the testing went. B. Paradee responds that it went smoothly. B. Paradee explains that there were a few priority items for school starting. These priority items consisted of the temporary play area, the main primary electrical duct bank in the bus loop, and the PreK walkway.</p> <ul style="list-style-type: none"> <li>➤ <u>Foundations</u> – Concrete sub is on site and on schedule. 80%-85% of the footings have been poured and the sub is now moving forward with wall pouring. The sub is moving quickly, and they will be about 50% complete this week.</li> <li>➤ <u>Challenges</u> – Beginning to accumulate excess soil on site. WT Rich is trying their best to manage the material with the congested site. A. Ingaharro asks if WT Rich plans to truck it off site? B. Paradee responds that they are trying to find a facility that will take the contaminated topsoil. CDW our hazmat consultant reported that the soil could not be reused on site and will have to be removed. Currently waiting on letter from CDW stating where the soils can be trucked off to. S. Creighton asks if WT Rich asked the town if they would like to use the topsoil elsewhere?. B. Paradee shares that the town probably would not want to use it as it is filled with organics and would need to be screened.</li> <li>➤ <u>Neighbors:</u> A. Cameron asks if there have been any neighbor concerns? C. Shefferman mentions that the team plans to address a signage issue on the sidewalk and in the construction access parking lot. One neighbor has complained how fast the construction workers are leaving the site. WT Rich plans to address this with a speedbump and signage.</li> <li>➤ <u>Students:</u> C. Heitkamp shares with the SBC that he will be working with the school's psychologist on involving the kids in construction activity. C. Heitkamp suggests possibly getting the high school students involved with some photography. P. Beaudoin responds that she is happy to get in touch with the high school and will be a liaison for that.</li> </ul>	Record

46.4	<p><b>100% Construction Document Review:</b> C. Shefferman shares an updated calendar with the SBC.</p> <ul style="list-style-type: none"> <li>➤ <u>100% Construction Documents</u> – Released on 9/6 to all contractors who were prequalified. . An addendum will be issued on Friday for Volumes 1, 2 &amp; 3. There will be a pre-bid walkthrough on 9/18. Bids are due on 10/1 for all contractors. Bids will be opened at the district office. DWMP plans to get the SBC a draft of the budget with the bids received on 10/4 to give time to review before the next meeting. A price comparison will also be provided. WT Rich will provide a letter of recommendation with a not to exceed amount and data for backup. <ul style="list-style-type: none"> <li>○ SBC Meeting 10/8 – The team will ask for a not to exceed value to approve non-trades.</li> </ul> </li> <li>➤ <u>Final GMP</u> – Will be presented to the SBC on 11/12 for the SBC's approval.</li> <li>➤ <u>Playground Meeting:</u> R. Breuker asks when the next playground meeting will be. D. McDonald explains this is a place holder and JCJ will send an email to the subcommittee with potential dates.</li> </ul> <p>S. Creighton asks about the 60% and 90% MSBA submission comments. C. Shefferman explains that the project team was also concerned with their comments, but the table of contents were followed, and all information was provided. A call was scheduled with the MSBA to discuss their comments and it was discovered that the submission was evaluated by a many reviewers which caused some confusion. . The team was able to direct them to the correct section where the information was provided.</p> <p>S. Creighton asks who the project contact is at the MSBA. C. Shefferman shares that Z. Pekelis is the project manager for MMES who will come to the OAC meetings once a month to receive project updates.</p>	Record
46.5.1	<p><b>Invoices and Commitments for Approval:</b> A motion was made by A. Ingaharro and seconded by S. Creighton for the approval of DWMP Invoice No. 28 in the amount of \$85,000.50. Discussion: C. Shefferman shares that this is DWMP's typical billing for the month, but it also includes additional work for the onsite clerk. All in favor, motion passes.</p>	Record
46.5.2	<p><b>Invoices and Commitments for Approval:</b> A motion was made by A. Ingaharro and seconded by S. Creighton for the approval of JCJ Invoice No. 25 in the amount of \$413,183.69. Discussion: C. Shefferman explains this invoice includes construction documents, bidding, Amendment #5, and environmental work. Amendment #5 has been revised and tasks 3 &amp; 5 were removed. The next meeting will approve Amendment #5 with task #4 included. All in favor, motion passes.</p>	Record
46.5.3	<p><b>Invoices and Commitments for Approval:</b> A motion was made by A. Ingaharro and seconded by S. Creighton for the approval of WT Rich Requisition No. 3 in the amount of \$1,076,327.00. Discussion: DWMP &amp; JCJ reviewed WT Rich's schedule of values and WT Rich revised. All in favor, motion passes.</p>	Record
46.6	<p><b>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ Budget – S. Creighton requests a dropbox link with a user-friendly owner's budget. C. Hay explains they would like to see a budget with major categories such as soft costs, furniture, technology, etc. C. Shefferman will provide.</li> <li>➤ Bidding – A. Zaiger asks WT Rich what they anticipate for numbers once bids come in. B. Paradee explains there are a lot of different variables. G. Scharfe confirms there are no general trends.</li> </ul>	

	➤ MEP List – G. Scharfe requests a list of MEPs. B. Paradee shares the list with G. Scharfe.	
46.7	<b>Public Comments:</b> None.	Record
46.8	<b>Next SBC Meeting:</b> ➤ 10/8/2019 @ 7:00 pm.	Record
46.9	<b>Adjourn:</b> 7:50 A motion was made by G. Scharfe and seconded by S. Creighton to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.	Record

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.**

Rachel Donner  
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.**