

## 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: 1/22/2019  
 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	✓	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	✓	Steven Brown	DWMP
	Jay Pagliarulo	Dir. of Facilities	✓	Christina Shefferman	DWMP
✓	Andy Oldeman *	Man. Fin. Comm.	✓	Jon Rich	WT Rich
✓	Lisa O'Donnell *	Essex B.O.S.	✓	Alex Corbett	WT Rich
✓	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			

\* SBC Voting  
Member

Action Items:

33.6	A. Urbas	Review F&S Funds with Owner Legal Counsel
35.3	MERSD	Security System/Standards at MS/HS

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)

Item No.	Description	Action
37.1	<u>Call to Order:</u> 7:04 pm meeting was called to order by the SBC Co-Chair C. Weld with 10 of 17 voting members in attendance. S. Brown of DWMP notes the meeting will follow the agenda that was provided to the SBC prior to the meeting via Dropbox.	Record
37.2	<u>Previous Topics &amp; Approval of January 8, 2019 Meeting Minutes:</u> A motion to approve the 1/8/2019 meeting minutes as submitted made by A. Ingaharro and seconded by R. Breuker. Discussion: None. Abstentions: A. Zaiger, T. Virden, J. Foster, C. Weld. Vote: All in favor: Motion passes, minutes approved.	Record
37.3	<u>MEP Systems-MEP Subcommittee Report:</u> A. Urbas provides the SBC with an update from the MEP meeting that occurred. An outline of the update is below: <ul style="list-style-type: none"> <li>➤ Reviewed preferred manufacturers specified by J. Pagliarulo and S. Hunt.</li> <li>➤ Review included narratives on supplied services</li> <li>➤ Next meeting to be scheduled</li> </ul>	JCJ
37.4	<u>Education Subcommittee Report Update:</u> J. Foster provides the SBC with an update from the last education subcommittee meeting. The group is pleased with the progress of the interior and exterior design. Sinks, finishes, and the media center layout and function will be part of the next discussion. Next meeting to be scheduled.	JCJ
37.5	<u>LEED Subcommittee Report Update:</u> D. McDonald states that the LEED subcommittee has had some overlap with the MEP subcommittee. The project was registered with LEED and is in process. LEED consultant involved in MEP meetings to ensure LEED points are on target and will still be met.	Record
37.6	<u>Site Review-Site Subcommittee Report:</u> JCJ is currently working through permit matrix, attending hearings/meetings as scheduled, and ensuring all deadlines are met. D. McDonald states has met with Building Inspector who has no issues. D. McDonald has also met with the FD which has reviewed and expressed only concern regarding egress and safety during construction. Informational meeting with ConCom scheduled for 1/29. NOI hearing scheduled for 2/19.	Record
37.7	<u>Design Schedule Review:</u> D. McDonald reviews JCJ design schedule. The stars on plan indicate meetings with jurisdiction. ConCom meetings/hearings are separated out and are highlighted. Subcommittee meetings will continue throughout design, JCJ to schedule additional meetings moving forward.	Record
37.8.1	<u>Design Update-Exteriors Materials Approval:</u> L. Braren presents SBC with exterior design slides. The design presentation is attached for reference. The update design slides were discussed and reviewed with the design sub-committee. The project team is asking for approval of just palate and materials. Color and patterns will be voted upon at a later date. <ul style="list-style-type: none"> <li>➤ Overall Building Massing: The focus was on the media center and populating the site. This includes identifying the play areas and reduction of windows in media center and pre-k.</li> <li>➤ Main Entry: the base elevation has been updated and shows split face CMU and Arriscraft.</li> <li>➤ South Elevation: includes changes to play area and fencing and raised beds.</li> <li>➤ Southwest Entry: sows cast in place concrete retaining wall.</li> <li>➤ Sumer Street and Gym Entry: Provides a sense of scale and indicates where</li> </ul>	Record

	<p>abutters properties lie within the view.</p> <ul style="list-style-type: none"> <li>➤ Brick: Econo size for the building skin. Color proposed Connecticut salmon. 2-8" courses.</li> <li>➤ Concrete Brick: Arriscraft building skin. 2 colors mixed. 2 colors of grey. 24" long piece variations at 3-8" courses. Darker grey Arriscraft at base.</li> <li>➤ Heavy Timber Frame: entry canopy and south play area canopies.</li> <li>➤ Gable Roofs: Asphalt shingles.</li> <li>➤ Roof: PVC.</li> <li>➤ Windows: storefront aluminum with 1" glazing unit. Low iron glass. Some windows will include a colored film that will go in between 2 panes of glass. Sunshades are on the south facing side of the building and are attached to frame of the building. The gymnasium will have frosted windows on the south side.</li> </ul> <p>After review of exterior materials, J. Foster asked about solar panels. A. Urbas states we are not planning on installing them on this project but allowing the roofs to be solar ready. The roof can withstand the weight if needed.</p>	
37.8.1	<p><u>Design Update-Interior Materials Approval:</u> E. Czarniecki presents SBC with interior design slides. The design presentation is attached for reference. The update design slides were discussed and reviewed with the design sub-committee.</p> <ul style="list-style-type: none"> <li>➤ Media Center: wood finishes on ceiling and walls, dry erase paint, acoustical panels, color windows, movable furniture, portals, carpet tiles and tactile surfaces.</li> <li>➤ HUB: Linear plan wood ceilings and wall systems, porcelain tile flooring and decorative tile accent flooring in hub and in cafeteria.</li> <li>➤ Gym: traditional wood flooring</li> <li>➤ Classrooms and Corridors: Solid vinyl tile with accent colors. Very durable, handles weight, saves on maintenance. Plank system. 1/3 of classrooms will be solid vinyl and the other 2/3's will be carpet tile. Broad loom, vinyl backed which helps with penetration of moisture and is antimicrobial.</li> <li>➤ Dry erase paint: primarily in all classrooms, media center, art rooms and in place of markerboards.</li> <li>➤ Wall tile wainscot at corridors: looks like wood and is very durable. Will be installed up to 42" in corridors and in classroom wings.</li> <li>➤ Glossy tile-will be installed in bathrooms and wet walls</li> <li>➤ Poured epoxy resin flooring: Will include orange peel finish. Broad cast across the floor.</li> <li>➤ Polished concrete shells and glass: project rooms and art room</li> <li>➤ Cabinetry: all plastic laminate. Counters plastic laminate. Project rooms and art rooms Correan. Flat files will be included at 24x48. Each cabinet is standard depth and extension of window sill will be a solid surface. Hardware will be a semi exposed 5 knuckle hinges. Every door will lock with a key. Usually there is one key per room. Shelves are 1" thick and are all adjustable height.</li> </ul> <p>L. Braren states in general many decisions were made about materials that are responsible and to budget. Since SD, development in DD includes reduction in height of the kitchen, Arriscraft in lieu of metal panel, reduction of horizontal sun screens, and reduction of glass. Still looking for places to impact cost and not design.</p> <p>A motion was made by A. Oldeman and seconded by L. O'Donnell to approval the exterior and interior materials pallet as specified as part of the DD package. Should budget determine a need to change, we are able to do so. Vote: All in favor. Motion passes.</p>	Record

37.9.1	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by T. Virden for the approval of JCJ invoice no. 17 in the amount of \$233,100.00. Discussion: None. All in favor: motion passes.	Record
37.9.2	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by J. Foster for the approval of WT Rich invoice no. 201802-03 in the amount of \$18,000.00. Discussion: None. All in favor: motion passes.	Record
37.9.3	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by J. Foster for the approval of Garrity and Knisely invoice no. 10445 in the amount of \$1,600.00. Discussion: None. All in favor: motion passes.	Record
37.9.4	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by L. O'Donnell for the approval of WT Rich camera inspection proposal to review condition of existing storm drain line in the amount of not to exceed \$1,200.00. Discussion: None. All in favor: motion passes.	Record
37.10	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> A. Oldeman ask if geotechnical and hazmat testing will occur soon? D. McDonald states testing is scheduled for February vacation.	Record
37.11	<u>Public Comments:</u> None.	Record
37.12	<u>Next Meetings:</u> S. Brown provides updated DD schedule slide. States we are 1/3 way through design. Estimates will be received 1/31 with reconciliation on 2/1. VE exercise with sub group on 2/5, and SBC meetings on 2/6 and 2/7.	Record
37.13	<u>Adjourn:</u> A motion was made by G. Scharfe and seconded by J. Foster to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:47 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 36 1/11/19 Meeting Minutes, JCJ Design Presentation, DWMP Meeting Presentation, JCJ Invoice no. 17, WT Rich invoice no. 201802-03, Garrity and Knisely invoice no. 10445, WT Rich camera inspection invoice.*

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



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.