

	<p>project team is the only one attending these meetings/hearings. Chris Bertoni doesn't see an appeal being an issue. S. Creighton then questioned if we will proceed during the appeal period if needed? Answer: Yes. Also, she asked if DEP had reviewed? Answer: Yes.</p> <p>A.Cameron mentioned at the community meeting there were neighbors from Norwood who wanted to weigh in on neighborhood concerns. She stated Pam &amp; Avi did a great job including them during abutter meeting discussions. They weren't negative and it was more of a positive interaction. Pam noted no technical issues have arose and more questions are based around traffic impact rather than specific properties.</p> <p>S. Creighton then commented that if we go beyond May 20<sup>th</sup> we will lose a voting member.</p> <p>D.McDonald revealed Planning Board &amp; ConCom are leaning heavily on Bill Jones' comments &amp; if he approves, they will.</p> <p>A.Cameron asked if the gentleman who asked about the swale has been included? C. Shefferman stated that yes he had emailed her and she will add A.Cameron &amp; C.Weld on those emails going forward. She noted he just wants to be kept in the loop. D.McDonald said he wanted to make sure we weren't draining the south end of the site on to his property.</p>	
41.5	<p><u>Workplan Schedule Review and Update:</u> C. Shefferman explained the updated work plan/permitting schedule and that it now reflects the change with planning and ConCom. D. McDonald then noted that our focus has been on getting packages out. Subcommittee meetings such as LEED &amp; Design will be scheduled soon while Security will pick back up in the summer when details need to be finalized. M. Burton noted that the 60% Reconciliation Meeting was being held at WT Rich's office on all day on May 1<sup>st</sup>. He also shared that we are only off by 30k &amp; we will update everyone at the next SBC meeting on 5/7. J. Rich explained that WT Rich estimate was lower than VJ Associates for certain reasons and he expects theirs to come down once everything is cross checked. They will then know if they are over or under budget. D. McDonald shared that she is not surprised their estimates are so close as there are not a lot of unknowns. A. Cameron asked if the new renderings will be available when they approve the budget on 5/7? D. McDonald responded that she doesn't know if the contextual renderings will be ready but she will try to expedite.</p>	Record
41.6	<p><u>Vibration Monitoring Budget Review &amp; Approval:</u> A motion was made by S. Creighton and seconded by A. Ingaharro for the Geocomp Vibration Monitoring Proposal in the amount of \$13,050.00 Discussion: None. All in favor, motion passes.</p>	Record
41.7.1	<p><u>Subcommittee Report Out:</u> Design (G. Brewster, C. Hay, A. Oldeman, R. Breuker, P. Beaudoin, A. Urbas) – None. Lauren will be reaching out to schedule the next meeting once the new renderings are ready.</p>	Record
41.7.2	<p><u>Subcommittee Report Out:</u> Education (J. Foster, P. Beaudoin, J. Willis, M. Tomaiolo, A. Collins) – None.</p>	Record
41.7.3	<p><u>Subcommittee Report Out:</u> LEED (L. O'Donnell, S. Creighton, A. Zaiger, A. Urbas) – None. D. McDonald stated the meeting will be scheduled shortly.</p>	Record
41.7.4	<p><u>Subcommittee Report Out:</u> Facilities (A. Urbas, A. Oldeman, S. Hunt, J. Pagliarulo) – None.</p>	Record

## 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: 4/30/2019  
 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		Steven Brown	DWMP
	Jay Pagliarulo	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

Action Items:

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
41.1	<u>Call to Order</u> : 7:05 pm meeting was called to order by the SBC Co-Chair A. Cameron with 14 of 17 voting members in attendance.	Record
41.2	<u>Previous Topics &amp; Approval of April 9, 2019 Meeting Minutes</u> : A motion to approve the 4/9/2019 meeting minutes as submitted made by A. Oldeman and seconded by C. Hay. Discussion: None. Abstentions: A. Ingharro, A. Zaiger, T.Virden, M.Tomaiolo. Vote: All in favor: Motion passes, minutes approved.	Record
41.3	<u>Design Update</u> : D. McDonald gave a quick update. She explained there has been some concern about the style of the renderings that have been presented. JCJ is working on them and they should be ready in the next week or two. She stated another update has to do with the change in site grading. Now, there is a need to store more water on site and will pull grades in closer to the building to get more lowlands near the wetlands and creek areas. JCJ will review that area with the Education, Design & Site subcommittees. C. Hays noted he would like to see more context in the renderings & a neighborhood aerial view. G. Brewster expressed he is a little concerned about the quality of the renderings to date. They still have not seen yet how it fits in with the site. D. McDonald explained when they have graphics, they will share them.	Record
41.4	<u>Permit Schedule Review and Update</u> : M. Burton shared specifically how the schedule related to ConCom and Planning Board. He recapped that the original date for ConCom approval was April 23 <sup>rd</sup> and Planning Board March 25 <sup>th</sup> . The discovery of the Flood Plain came from the peer reviewer, Bill Jones on March 21 <sup>st</sup> . Bill Jones requested that we dig more test pits and we were out there 2 days later. We received the reports and followed up with the information required. The information was submitted for ConCom and Planning on April 12 <sup>th</sup> . We then thought we were then presenting at Planning (April 22 <sup>nd</sup> ) and ConCom (April 23 <sup>rd</sup> ) but, Bill Jones felt he needed more time to review the information that was provided so we but found out on the day of each meeting it was canceled. On April 26 <sup>th</sup> , more comments were received. Originally, we thought we had to submit in 2 phases but now we are back to one. M. Burton explained that moving forward, May 2 <sup>nd</sup> is our deadline to respond to Bill Jones' new comments. If we hit May 14 <sup>th</sup> for ConCom and May 20 <sup>th</sup> for Planning Board, we are still on schedule. He then noted that all of this does impact EP2, the Demo Permit, Cut & Cap, etc. But, thinks we now have picked up some time and feeling better about it. Following all of this, we will then receive the building permit.	Record
41.2	<p><u>Permit Schedule Review and Update</u>: A. Cameron asked about the comments received from Bill Jones. D. McDonald assured her none of his comments raised a red flag. Samiotes already had answers and they will then combine their responses with WT Rich &amp; Landscape Consultant. She also felt that Bill Jones required more detail because he wants to review the complete project going forward. This will be our 3<sup>rd</sup> round with him &amp; Chris Bertoni will review the information as well.</p> <p>R. Brueker noted that though Planning Board &amp; ConCom seem to look at similar factors they both have a different emphasis. He wants to make sure Bill Jones &amp; Chris Bertoni are aware of that.</p> <p>S. Creighton commented that both the Special Permit/Order of Conditions have an appeal period. She then asked has there been any abutter issues. C. Shefferman stated that the</p>	Record

41.8.1	<u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Ingaharro for the approval of DWMP Invoice No. 24 in the amount of \$12,552.00. Discussion: None. All in favor, motion passes.	Record
41.8.2	<u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Ingaharro for the approval of JCJ Invoice No. 21 in the amount of \$483,100.00. Discussion: None. All in favor, motion passes.	Record
41.8.3	<u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Ingaharro for the approval of WT Rich Precon Invoice No. 5 in the amount of \$18,000.00. Discussion: None. All in favor, motion passes.	Record
41.8.4	<u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Ingaharro for the approval of MERSD Invoice for Request for Permit for the Conservation Commission to approve Soil Test Pits in the amount of \$26.00. Discussion: None. All in favor, motion passes.	Record
41.8.5	<u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Ingaharro for the approval of Minuteman Press Invoice No. 90750 in the amount of \$478.54. Discussion: None. All in favor, motion passes.	Record
41.8.6	<u>Invoices and Commitments for Approval:</u> A motion was made by S. Creighton and seconded by A. Ingaharro for the approval of Postmaster Invoice No. 01944 in the amount of \$841.47. Discussion: None. All in favor, motion passes.	Record
41.9	<u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> None	Record
41.10	<u>Public Comments:</u> None	Record
41.11	<u>Next Meeting:</u> Next SBC Meeting is 5/7/19 @ 7:00	Record
41.12	<u>Adjourn:</u> A motion was made by S. Creighton and seconded by A. Oldeman to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.	Record

**Attached:**

*SBC Meeting Agenda, SBC Meeting No. 40 4/9/2019 Meeting Minutes, JCJ Workplan, DWMP Invoice No.24, JCJ Invoice No. 21, WT Rich Precon Invoice No. 5, MERSD Invoice Request for Permit for the Conservation Commission to approve Soil Test Pits, Minuteman Press Invoice No. 90750, Postmaster Invoice No. 01944*

**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.**