

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: 5/7/2019
 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

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Item No.	Description	Action
42.1	<u>Call to Order</u> : 7:07 pm meeting was called to order by the SBC Co-Chair A. Cameron with 16 of 17 voting members in attendance.	Record
42.2	<u>Previous Topics & Approval of April 30, 2019 Meeting Minutes</u> : A motion to approve the 4/30/2019 meeting minutes as submitted made by A. Ingaharro and seconded by R. Brueker. Discussion: None. Abstentions: G. Scharfe, J. Willis. Vote: All in favor: Motion passes, minutes approved.	Record
42.3	<p><u>Permit/Workplan Schedule Review and Update</u>: A. Urbas explains that this is a process that is taking a lot of time & effort. He then recaps how Samiotes attended Planning Board on Monday night and they did an exceptional job answering a lot of questions. The Peer Reviewer (Bill Jones) had a lot of comments but feels only 20% of the work still to be done. This time around ConCom has been a lot more straight forward. The timeline going forward is,</p> <ul style="list-style-type: none"> ➤ ConCom approval May 14th. They are going to look at what we've submitted and recommend that we get approval for Phase 1A which will allow demolition to proceed. Bill Jones will then review the rest of the details for the remainder of the project and we feel we are on track to be fully approved at the June 4th meeting. ➤ Planning Board May 20th. We are going to go have the actual permit approved. They may ask for an additional application in permit for a special sub section of the bylaws related to the clearance above the high-water level. Estimated approval June 10th meeting. <p>A.Urbas then mentions that there was a meeting with Bill Jones and Samiotes on Monday May 6th that was 3 hours long. This is where they reviewed the comments and questions for the ConCom submission. This will be Samiotes 3rd version of responses to plans and documents. They plan to submit by the end of this week to give Bill Jones time to review it ahead of the May 20th meeting. Chip Nylon has also been advised that he will need to write the decision on the special permit. Chip plans to reach out to Bill Jones to make sure he addresses what he wants to see. A. Ingaharro asks what the risk is if we don't get these signed. A. Urbas explains there is always a risk, but Bill Jones has been specific in his areas of review and hasn't seen anything that would be problematic for approval. J. Rich then notes that if they don't approve, it is going to take months to resolve and that will be a problem for the schedule. Abatement begins at the end of June so that still leaves some wiggle room. Also, Planning Board should not prevent us from construction as they do not handle the permit for demolition. There is a small risk associated with the scope for demolition since it is bought out, but we are trying to avoid that risk. C. Shefferman comments that we have also disclosed to them how tight our timeline is, so they are helping us by breaking it in to a phased approach. R. Brueker states it is unlikely for ConCom to hold up demolition as it seems Samiotes has done a lot of additional work to satisfy their requirements.</p>	Record
42.4.1	<p><u>60% CD Estimate and Reconciliation Discussion</u>:</p> <p>S. Brown explains that this is another MSBA milestone. Unlike other MSBA milestones, this is not a formal vote for the submission just a confirmation that our budget is on track. This results from the estimates and VE process that has been followed and confirms where we are at a budgetary level. He states DWMP, JCJ, WTRich, & VJ Associates (JCJ's estimating team) met on May 1st. The estimating teams were comparing notes and hammering out differences in scope, quantities and prices. It went much quicker than previous milestones because of all the hard work everyone has done up to this point. S. Brown then refers to the</p>	Record

	Construction Budget Comparison for review. The SBC had general concerns about the acoustic roof screens. They are wondering if they should have acoustic roof screens or should they settle for the LEED standard. Another area of concern was the canopy alternate. The canopy is outside of the construction budget. DWMP will put a list together of alternates for the next SBC Meeting on May 28 th . That way, the SBC can formally vote or put a subcommittee in charge of these decisions. G. Brewster asks what the difference is between general conditions and general requirements. J. Rich explains that general conditions include staff, construction trailers, dumpsters, etc. while general requirements are considered temporary water, weather protection, snow removal, etc.	
42.4.2	<u>60% CD MSBA Submission Vote and Approval:</u> A motion was made by G. Scharfe and seconded by G. Brewster for the approval of 60% CD MSBA Submission. Discussion: None. All in favor, motion passes.	Record
42.5	<u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> <ul style="list-style-type: none"> ➤ A. Oldeman asks what happened with the Geotech work on site and were there any surprises. C. Shefferman said we will see the full report from LGCI on Friday. This will help us determine where Rigid Inclusions or RAPs are needed. J. Rich explains the difference between the two options noting that rigid inclusions are double the cost. In the budget, 1/3 is being carried for Rigid Inclusions and 2/3 is being carried for RAPs. ➤ S. Brown shared that the ground breaking ceremony is on June 10th @10:30 ➤ P. Beaudoin states that the parent meeting and abutter meeting will be moved to June 5th. (Parent Meeting @6:00, Abutters @7:30) Also, it is decided to use the word “Neighbor” vs. “Abutter” going forward. ➤ A. Cameron asks what the plan is in terms of prepping the wing that will be demoed? J. Willis responds that he has a moving plan for the teachers. They will be packing their classrooms and facilities will begin moving everything in to the gym so that wing will be completely empty. 	Record
42.6	<u>Public Comments:</u> None	Record
42.7	<u>Next Meeting:</u> Next SBC Meeting is 5/28/19 @ 7:00	Record
42.8	<u>Adjourn:</u> A motion was made by G. Scharfe and seconded by S. Creighton to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.	Record

Attached:

SBC Meeting Agenda, SBC Meeting No. 41 4/30/2019 Meeting Minutes, WT Rich 60% CD – Reconciled Grand Summary, MMES Construction Budget Comparison

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.