

## 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: 7/16/2019  
 Time: 5:00 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
44.1	<u>Call to Order</u> : 5:14 pm meeting was called to order by the SBC Co-Chair A. Cameron with 11 of 17 voting members in attendance.	Record
44.2	<u>Previous Topics &amp; Approval of June 3, 2019 Meeting Minutes</u> : A motion to approve the 6/3/2019 meeting minutes as submitted made by T. Virden and seconded by G. Scharfe. Discussion: None. Abstentions: L. O'Donnell. Vote: All in favor: Motion passes, minutes approved.	Record
44.3	<u>Permit Schedule review and Update</u> : C. Shefferman explains she forwarded a dropbox link so that the SBC could review the final order of conditions from ConCom. She continues that the project is currently transitioning from Phase 1A to Phase 1B. Chris Bertoni will be on site tomorrow morning give us the approval to proceed. A. Cameron asks if there is something unexpected in the order of conditions or was it what Chip Nylon was expecting? P. Beaudoin notes that Manchester is exercising their authority. M. Burton explains that along with this there comes costs. There were multiple meetings with Bill Jones and the engineer. ConCom is creating more work for JCJ and WTRich. A. Ingaharro asks if the concrete washouts will be an additional cost. J. Rich responds that that is a possibility. P. Beaudoin shares that she attended an MSBA conference last week and asked for advice on some of these procedures. A. Cameron asks if there are any other permits expected at this point? M. Burton says they are awaiting the building and foundation permit but ConCom and Planning Board are over.	Record
44.4	<p><u>FF&amp;E Budget Review and Discussion</u>: C. Shefferman shares that it was decided to separate FF&amp;E and alternates. She reviews that the MSBA contributes \$1,200 per student for FF&amp;E. Originally, we thought if we wanted to purchase all new furniture, the cost would be around 800K. Emily from JCJ took another look at her estimate and created a new budget for mid-range furniture. This new update was broken into 4 buckets. Now, we will need to find \$284K to cover all new furniture and equipment. She continues that the sub-committee met a few times since the last SBC meeting and decided to break it down this way. There is still a lot of work that needs to be done in order to make this happen such as meeting with the teachers and seeing what they will need per classroom, per grade. A. Cameron asks when is the drop dead date. C. Shefferman responds that some of the furniture will be delivered next August so we are looking to order the furniture in March. She also shares with the SBC that there is a collaborative buying program we are looking in to. The collaborative program allows schools to buy in bulk which would lead to a steeper discount. This could be beneficial to the Memorial School. C. Hay asks if the estimated pricing is based on State Contract or MHEC? D. Lombardi shares that the pricing is based on current projects. C. Shefferman notes we do not have any furniture lines selected yet so we cannot use the State Contract pricing yet. J. Foster reminds the SBC that the group made a decision that made this situation worse. Originally decided each student budget would be \$1,500 and during VE lowered it to \$1,200. C. Hay feels we can get a lot closer to the actual number. D. Lombardi shares that Project rooms and Pre-K are not included in the MSBA contribution. C. Shefferman mentions that the next step is to review with the teachers and buckle up quantities and pricing to have a legitimate number. After that, we can see where we are budget wise. A. Cameron questions whether technology is part of this number. M. Burton states that it is not and JCJ is currently looking in to it. J. Foster shares we will probably have the same issue.</p> <ul style="list-style-type: none"> <li>➤ <u>Technology Subcommittee</u>: It is suggested to be the same group as the FF&amp;E subcommittee. A. Ingaharro asks if there are grants that could be helpful. P. Beaudoin explains that any grant they apply for, they are usually</li> </ul>	Record

	<p>ruled out of. She then shares she is optimistic about the collaborative buying program. A lot of schools last year ended up with high end furniture they otherwise could not afford. The goal is to cover furniture in the project as much as possible. It would be problematic opening a school with not old/used furniture.</p>	
<p>44.5</p>	<p><u>Alternates Review and Discussion:</u> M. Burton explains that the project team had 90% reconciliation. WTRich and JCJ estimators both did independent estimates. The estimates were less than .5% which is pretty good. A subcommittee was formed to discuss alternates. Now, it is time to prioritize them. This list was created through the Alternates Subcommittee and they selected the ones that made the most sense to get us back to budget. We also discussed possibly eliminating the last 2 options. J. Rich shares that the canopy was always considered an alternate. This scope is not in the budget and that is how we got to the budget. C. Hay asks if these are in order. M. Burton shows that this was the order decided by the project team and discussed with the subcommittee. It was a group decision to keep options 1,2, &amp; 3 and remove 4 &amp; 5 from the job.</p> <ul style="list-style-type: none"> <li>➤ <u>Café tables:</u> D. Lombardi explains these are outdoor tables in the concrete. The landscaper designed it cast in concrete and it was decided during our alternate review to remove it from the job. It could later be part of FF&amp;E or go away completely.</li> <li>➤ <u>Wood Ceilings:</u> D. Lombardi shares that they did not want to give up wood in the café and library but decided to remove it in the project rooms and art room.</li> <li>➤ <u>Concrete Curbs:</u> C. Hay recommends changing the first alternate to granite curbs or switch it to option #2 at least. Granite curbs are more important than concrete polished floors. D. Lombardi suggests considering the polished concrete floors in the art room. This option was moved from a deduct to an add alternate just incase we received favorable pricing. The longevity of the floor is better. Avi expresses concern about not having granite curbs. He notes they already have chipped curbs and does not think the concrete will hold up well. JCJ will follow up with pricing on a 6in. and 4in. curb. J. Rich shares that all existing granite curbing is to be salvaged and reused. D. Lombardi reviewed the specification with Samiotes and discovered there is a higher-grade granite available without breaking the bank. He also suggests moving this to option #2 versus option #3.</li> </ul> <p>A.Cameron asks would you recommend curbs first? C. Hay explains it's a matter of preference. M. Burton says we put the canopy first because this is what created the alternates discussion. A. Cameron then asks should concrete floors be removed all together? C. Hay doesn't feel they are critical to the project. J. Willis also doesn't feel the floors are that important. (Eliminate polished concrete floors all together)</p> <ul style="list-style-type: none"> <li>➤ Alternates List       <ul style="list-style-type: none"> <li>○ 1. Granite Curbs</li> <li>○ 2. Canopy</li> </ul> </li> </ul> <p>A.Ingaharro asks how is the canopy functional? J. Willis explains this is the waiting area so that staff can be there with the kids during arrival and dismissal. C. Shefferman notes that they already associate the canopy with the school.</p> <ul style="list-style-type: none"> <li>➤</li> </ul>	<p>Record</p>

	<ul style="list-style-type: none"> <li>➤ A motion was made by L. O'Donnell and seconded by J. Foster for the approval of the alternates list. Opposed: P. Beaudoin, A. Ingaharro.</li> </ul>	
44.6	<p><u>90% Construction Documents Reconciled Estimate Review:</u>  <u>VE Review:</u> M. Burton reviews the 3 contingency budgets. (GMP, Design, Owner) GMP Contingency is used for CM mistakes. Design contingency is used for designer mistakes. Owner contingency is used for services. Owner contingency has been used for amendments to the consultants. M. Burton explains that at this point, owner contingency is getting low. (149K left). J. Foster mentions that the geo techs are above and beyond what was budgeted. A. Cameron asks what drove this? C. Shefferman mentions she would rather D. McDonald from JCJ explain at the next SBC meeting. There is nothing to approve tonight but these costs are projected. C. Hay shares that the Hazmat pricing is beyond what he usually sees. M. Burton agrees that he also feels the monitoring piece seems off. A. Cameron asks if there's any way to get that cost to come down? M. Burton assures her that JCJ &amp; DWMP will have a conversation with CDW. A. Urbas asks if this is something where you can shop for a deal? Is it impossible to switch companies at this point? M. Burton explains when you submit on the job, you have to list your consultants. C. Hay mentions you can change but you have to write a letter to the MSBA as to why you want to change. M. Burton reminds the SBC there is time to change since CDW will not be back until next summer. Our next meeting is in August and we will come back with a lower price or a recommendation to change. J. Foster feels that a lot of these are being presented after the fact. J. Rich explains mastic on the foundation contained asbestos, the non-traditional work plan had to be approved. Things like that needed to be approved. P. Beaudoin requests adding another column to show what's been spent to date. M. Burton mentions there has been a lot of money spent on consultants and we wanted everyone to see how this affects the budget. We are not approving anything tonight.</p> <ul style="list-style-type: none"> <li>➤ <u>Saturday Work:</u> J. Rich explains that since this is a tight schedule, we need to work some Saturdays. Some of the costs include WTRich unlocking the gate in the morning, JTC testing premium, clerk, etc. M. Burton clarifies that in DWMPs contract, we qualify 40hrs a week for an on-site clerk. If WTRich is working on a Saturday, we discuss at our weekly OACM meetings whether or not the work requires a clerk to be on site. If this is not at the fault of anybody, we want to set up a contingency for consultants. G. Scharfe expresses that the schedule did not include Saturdays and overtime originally. J. Rich points out that during SD phase, we covered CM Supervisory for demo and abatement and excluded other advisory time. The obligation is on the sub to meet the schedule. Subs say they don't want to work Saturdays but we can't cover things we cant predict. If there are weather delays that comes out of CM Contingency. We will try to push back on Saturdays but if the contractors are being productive I will make the recommendation.</li> <li>➤ <u>Clerk:</u> M. Burton explains we are estimating 10 days of Saturday work for our clerk. We have only used 1 day so far. He does not want to write an amendment for this right now because we don't know yet. We just want the SBC to understand the \$9,900 is for 10 days. This may or may not last the whole project. If we don't hit our schedule, we will have a much larger problem. It's a reality and we don't want this to hold us hostage. We could possibly set up a not to exceed allowance of \$20K and set up an amendment for that as well. We just want to paint the best picture we can for you tonight as we're a little lower with the owners contingency than we'd like to be, We just want the group to be aware of that.</li> </ul>	Record

	<p>C. Hay asks about the modular and mailing back charges. M. Burton mentions that we are not using modular anymore so we are looking to add that extra money to contingency. (200K) We could even possibly move it to Furniture. The 150K may also be available to move,</p> <ul style="list-style-type: none"> <li>➤ A motion was made by T. Virden and seconded by G. Scharfe for the approval of the MSBA submission. All in favor, motion passes.</li> </ul>	
44.7	<p><u>Trade Contractor Prequalification Update:</u> C. Shefferman reminds the SBC that during the last meeting they established a PreQual Committee. 72 trade contractors submitted. She explains that DWMP has an online process that is being used to evaluate the contractors and will be done reviewing on the 26<sup>th</sup>. Then, the committee will meet to approve or disqualify the contractors.</p>	Record
44.8.1	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Advanced Maintenance Invoice No. 4271 in the amount of \$2,072.40. Discussion: None. All in favor, motion passes.</p>	Record
44.8.2	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Collin Box Invoice No. 68524 in the amount of \$451.65. Discussion: None. All in favor, motion passes.</p>	Record
44.8.3	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Collin Box Invoice No. 68754 in the amount of \$557.50. Discussion: None. All in favor, motion passes.</p>	Record
44.8.4	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Collin Box Invoice No. 68884 in the amount of \$212.00. Discussion: None. All in favor, motion passes.</p>	Record
44.8.5	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of DWMP Invoice No. 26 in the amount of \$12,552.00. Discussion: None. All in favor, motion passes.</p>	Record
44.8.6	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Garrity &amp; Knisely Invoice No.10491 in the amount of \$1,600.00. Discussion: None. All in favor, motion passes.</p>	Record
44.8.7	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Gloucester Daily Times Invoice No. 11087909 in the amount of \$490.25. Discussion: None. All in favor, motion passes.</p>	Record
44.8.8	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of JCJ Invoice No. 22 in the amount of \$250,000.00. Discussion: None. All in favor, motion passes.</p>	Record
44.8.9	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of JCJ Invoice No. 23 in the amount of \$266,306.43. Discussion: None. All in favor, motion passes.</p>	Record
44.8.10	<p><u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Valley Communications Invoice No. 1330 in the amount of \$65.00. Discussion: None. All in favor, motion passes.</p>	Record

44.8.11	<u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Valley Communications Invoice No. 1376 in the amount of \$528.00. Discussion: None. All in favor, motion passes.	Record
44.8.12	<u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of WT Rich Invoice No. 201802-08 in the amount of \$18,775.00. Discussion: None. All in favor, motion passes.	Record
44.8.13	<u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of WT Rich Invoice No. 201802-09 in the amount of \$20,000.00. Discussion: None. All in favor, motion passes.	Record
44.8.14	<u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of WT Rich Requisition No. 1 in the amount of \$226,870.00. Discussion: None. All in favor, motion passes.	Record
44.8.15	<u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Falvey Associates Invoice No. 1 in the amount of \$17,575.00. Discussion: None. All in favor, motion passes.	Record
44.8.16	<u>Invoices and Commitments for Approval:</u> A motion was made by T. Virden and seconded by L. O'Donnell for the approval of Minuteman Press Invoice No. 95517 in the amount of \$31.24. Discussion: None. All in favor, motion passes.	Record
44.8.17	<u>Invoices and Commitments for Approval:</u> A motion was made by A. Ingaharro Virden and seconded by C. Hay for the approval of DWMP Amendment No. 4 for Field Representative Saturday work not to exceed value in the amount of \$9,920.00. Discussion: None. All in favor, motion passes.	Record
44.8.18	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by J. Foster for the approval of DWMP Amendment No. 5 for Owner Testing Services in the amount of \$45,383.80. Discussion: None. All in favor, motion passes.	Record
44.9	<u>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</u> ➤ Jason Waldron introduces himself as the new facilities manager.	Record
43.11	<u>Public Comments:</u> None	Record
43.12	<u>Next SBC Meeting:</u> ➤ 8/13 @ 7:00 pm.	Record
43.13	<u>Adjourn:</u> 6:58 A motion was made by G. Scharfe and seconded by P. Beaudoin 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.**