

## Essex School Building Committee Roster Recommendation

	Name	Title	Town	Voting Member
<b>Designation: Members Knowledgeable of educational mission and function facility</b>				
SBC member who is MCPPO certified* Local Official responsible for Building Maintenance	Michelle Cresta	Director of Finance & Operations	District	Yes
Local Chief Executive Officer / Superintendent of Schools	Pam Beaudoin	Superintendent	District	Yes
School Principal	Kim Provost	Principal	District	Yes
Local Official responsible for Building Maintenance	Jason Waldron	Facilities Manager	District	Advisory
Teacher Representative - TBD				
<b>Designation: School Committee Member/ Representative of office authorized by law to construct school building</b>				
School Committee Member	Theresa Whitman	SBC Co-Chair	Essex	Yes
	John Binieris	SBC Co-Chair	Manchester	Yes
<b>Designation: Local budget official or member of local Finance Committee</b>				
Town Board Representatives	Ruth Pereen	Essex Board of Selectman Chair	Essex	Yes
	Andy Oldeman	Manchester Finance Committee / Director of Engineering (Structural Engineer)	Manchester	Yes
<b>Designation: Members of community with architecture, engineering and/or construction experience</b>				
Community Members	Charlie Hay	Architect School Building Experience	Essex	Yes
		Engineer, Sr. Proj. Manager, Owner's PM, former Member of MERMHS & Memorial building committee	Manchester	Yes
	Gordon Brewster	Project Executive -Wise Construction / Parent	Essex	Yes
	Tyler Virden	Real Estate Attorney / Memorial Bldg. Comm	Manchester	Yes
	Adam Zaiger	Form SC Member / former Member of MERMHS / Chair Memorial building committee	Essex	Yes
	Annie Cameron	Manchester Conservation Committee / Education Background	Manchester	Yes
	Henry Oettinger	Architect - CBT	Essex	Yes
	Ariel Fernando Brain	Architect - Partner SV Design	Manchester	Yes
	Jen Hocherman	Civil Engineer / Parent	Essex	Yes
	Michael Gerhardt	Architect - Onion Flats Architecture	Manchester	Yes
	Timothy McDonald	Resident / Plumbing/Fire	Essex	Advisory
	David Pereen	Design and Construction / Memorial Building Committee / Essex Planning Board	Essex	Advisory
	Lisa O'Donnell			

## **MERSD School Building Committee Mission, Charge and Responsibilities**

**Mission:** To find fiscally responsible, forward-thinking solutions for the Essex elementary school building that meet the needs of the District's current and future program needs, is mindful of future maintenance and the impact on the environment, serve the school community, and is supported by voters in Essex and Manchester, as well as the MSBA.

**Charge SBC:** The School Building Committee will carry out all phases of the MSBA building process, including feasibility, design, and construction, complying with proscribed MSBA procedures and policies, and maximizing the District's reimbursement application for renovations, additions and/or construction of a new school.

### **Responsibilities:**

1. Using the MSBA guidelines and process, determine options to address the elementary educational, enrollment, and facility needs in Essex.
2. Hire an Owner's Project Manager (OPM) and Architectural firm to complete a feasibility study of alternative proposals to meet the needs of the elementary school faculties, including the construction of a new school.
3. Work with an OPM and architectural design firm to complete the preliminary plans and specifications for additions, alterations, and/or new construction of facilities that are consistent with the projected enrollment and program needs of the elementary population in Essex.
4. Provide the School Committee with periodic updates of the work of the School Building Committee via communication of all SBC meeting minutes and through Facilities Subcommittee reports each meeting.
5. Support School Committee efforts to communicate with member towns at critical milestones.
6. Upon approval by the Town Meetings in Essex and Manchester, work with the selected OPM and architectural design firm to complete the project design and submit appropriate applications for state reimbursement of all projects as appropriate.
7. Oversee the construction phase of the Essex elementary building project.
8. Work with Towns of Essex and Manchester as well as District and MSBA, to oversee financial aspects of both projects.
9. MSBA rules specifically require the School Committee to retain all fiduciary responsibility. The Building Committee has the responsibility to review, reject, or approve payments to service providers with the final approval from the School Committee.
10. Complete other tasks as required by the project.

### **Working relationship between and School Committee and SBC**

The Manchester Essex Regional School Committee will be provided with the minutes of the School Building Committee in the same manner as their regular School Committee minutes. As each School Committee agenda provides an opportunity for subcommittee reports, questions regarding ongoing progress may be addressed there or at a subsequent SBC meeting. It is hoped that having School Committee members and members of the School Administration on the building committee will ensure timely and effective communication.

The new rules also specify that the members of the Building Committee be experienced in architecture, engineering, education, finance, and construction. The MSBA Building Committee requirements (attached) also includes a specific list of required members from both towns and District Administration. The Building Subcommittee (Facilities Subcommittee) will provide a roster of appropriate members to the SC, which will then approve and appoint.

The Building Committee will be responsible for overseeing the selection of the Owner's Project Manager, Architect, and contractor. The School Committee has the responsibility for final review and hiring of these services.