

MEETING MINUTES



MANAGEMENT
PARTNERS, LLC

Project: Manchester Memorial Elementary School
Subject: School Building Committee/School Committee Meeting
Location: Manchester MS/HS – Library
Distribution: Attendees, Project File

Project No: MP17-114
Meeting Date: 9/26/2018
Time: 6:30 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.			
✓	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

PROJECT MANAGERS
ARCHITECTS

Newburyport, MA 01950
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Item No.	Description	Action
32.1	<u>Call to Order</u> : 6:46 pm meeting was called to order by the SBC Co-Chair A. Cameron with 11 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
32.2	<u>Previous Topics & Approval of June 26, 2018 Meeting Minutes</u> : A motion to approve the 8/7/2018 meeting minutes as submitted made by J. Foster and seconded by A. Ingaharro. Discussion: None. Vote: All in favor: Motion passes, minutes approved.	Record
32.3	<u>Project Scope and Budget Update</u> : S. Brown provides the SBC with a PS&B meeting update with the MSBA. MSBA approved the PS&B for the project which includes the budget, eligible costs, etc. Next is waiting to hear if the project passes at both Town of Manchester and Town of Essex town meetings, and then ballot vote in both towns.	Record
32.4	<u>PAC Group Update</u> : The team administration provided the SBC with a PAC update. Currently signs, banners and booklets about the building are in production through the PAC group. The PAC has spoken to community members at Essex Town Hall, PTO, School Counsel, Chamber of Commerce, Merchants Group, Open House, and other school functions handing out flyers, etc. The PAC has created a facebook page dedicated to the project.	Record
32.5	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting)</u> : J. Laposta introduces the new design project manager for JCJ, D. McDonald. S. Creighton asks that any project team change be addressed with the owner. S. Creighton's concerns include change to employee rates and qualifications based on contract with the owner.	Record
32.6	<u>Public Comments</u> : None.	Record
32.7	<u>Adjourn</u> : A motion was made by S. Creighton and seconded by A. Ingaharro to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 7:00 pm.	Record

Attached:

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 31 8/7/18 Meeting Minutes

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.



Manchester Essex Regional School District
School Building Committee

Meeting Date: 9/26/18
Meeting No. 32



Member name	Town/Affiliation	email contact	Signature
** Caroline Weld	SBC Co-Chair -Manchester	weldc1@mersd.org	
** Ann Cameron	SBC Co-Chair-Essex	cameron@mersd.org	Ann O Cameron
* Alva Ingaharro	School Comm. Member/Essex	alvai@comcast.net	Alva Ingaharro
* Pam Beaudoin	Superintendent of Schools	beaudoinp@mersd.org	Pam Beaudoin
* Avi Urbas	Dir. Of Finance & Operations	urbasa@mersd.org	
* John Willis	Principal MMES	willisj@mersd.org	
Jay Pagliarulo	Facilities Director	pagliaruloj@mersd.org	
* Andy Oldeman	Manchester Finance Comm	aoldeman@smma.com oldemana@mersd.org	
* Lisa O'Donnell	Essex Board of Selectman	lisatheengineer@comcast.net odonnelll@mersd.org	
* Remko Brueker	Manchester	remko@breukerdesign.com breukerr@mersd.org	
* Adam Zaiger	Manchester	azaiger@choate.com zaigera@mersd.org	
* Tyler Virden	Essex	tyler@windover.com virdent@mersd.org	
* George Scharfe	Manchester	gscharfe@johnpenney.com scharfeg@mersd.org	
* Gordon Brewster	Manchester	gbrewster@smma.com brewsterg@mersd.org	
* Charlie Hay	Essex	chay@tappe.com	CMHA
* Sarah Creighton	Manchester	sarahhammondcreighton@gmail.com creightons@mersd.org	
* Maggie Tomaiolo	Essex	tomaيلول@mersd.org	
* Jake Foster	Essex	fosterig@verizon.net	J Foster
Mike Burton	DWMP	mburton@doreandwhittier.com	
Steve Brown	DWMP	sbrown@doreandwhittier.com	
Christina Shefferman	DWMP	cshefferman@doreandwhittier.com	
Jim LePosta	JCJ	jlaposta@jci.com	
Debi McDonald Dan Ruiz	JCJ	druiz@jci.com dmcDonald@jci.com	Debi McDonald
Lauren Braren	JCJ	lbraren@jci.com	
Emily Czarnecki	JCJ	eczarncki@jci.com	
Jon Rich	WT Rich	jonrich@wtrich.com	

** Chair/Co-Chair
*Voting Member

MEETING MINUTES



MANAGEMENT
PARTNERS, LLC

Project: Manchester Memorial Elementary School
Subject: School Building Committee/School Committee Meeting
Location: Manchester MS/HS – Library
Distribution: Attendees, Project File

Project No: MP17-114
Meeting Date: 8/7/2018
Time: 6:00 PM
Prepared By: C. Shefferman

Present	Name	Affiliation	Present	Name	Affiliation
✓	Caroline Weld *	SBC Co-Chair	✓	Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	Daniel Ruiz	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
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	Charlie Hay *	Essex			
✓	Sarah Creighton *	Manchester			
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Item No.	Description	Action
31.1	<u>Call to Order</u> : 6:02 pm meeting was called to order by the SBC Co-Chair A. Cameron with 12 of 17 voting members in attendance. S. Brown of DWMP notes the meeting will follow the Power Point presentation that is being projected on the screen and to follow the agenda that was provided to the SBC prior to the meeting via Dropbox.	Record
31.2	<u>Previous Topics & Approval of July 9, 2018 Meeting Minutes</u> : A motion to approve the 7/9/2018 meeting minutes as submitted made by G. Scharfe and seconded by L. O'Donnell. Discussion: None. Vote: All in favor: Motion passes, minutes approved.	Record
31.3	<u>Invoices & Commitments for Review and Approval</u> : DWMP invoice no. 17 for SD phase activity in the amount of \$7,142.85 (invoice attached) vote expected. JCJ invoice no. 12 for SD phase activity in the amount of \$34,000.00 (invoice attached) vote expected. WT Rich Preconstruction services invoice no. 1 in the amount of \$20,000.00. A motion made by A. Zaiger to approve all three invoices as presented and 2 nd by J. Foster. Discussion: J. Rich states that the agenda lists the WT Rich invoice as \$20,000 but is actually \$15,000. Vote: All in favor: Motion passes, invoices approved.	Record
31.4	<u>Project Scope and Budget Update</u> : S. Brown provides the SBC with the PS&B update after submitting SD and reviewing with the MSBA. An outline of the discussion is below: <ul style="list-style-type: none"> ➤ PS&B went well. Anticipate receiving a favorable recommendation from project team to the board. ➤ Hope to receive formal comments by end of week. ➤ Some initial comments/requests included review of the education plan. Found a discrepancy with the plan narrative and the space summary. Team to review and provide response asap. ➤ MSBA Board meeting 8/29 to formally approve SD submission. ➤ District has 120 days after 8/29 board meeting and SD approval to secure funding. 	Record
31.5	<u>PAC Group Update</u> : C. Weld provides the SBC with an update on the PAC group. The PAC was formed with members from both the Town of Manchester, and the Town of Essex. The PAC will provide information to community members regarding the school project. Their intent is to promote the project and work towards providing a positive vote for the approval of the school building project. C. Weld states that the PAC is working to file their paperwork. Currently they have 35 people signed on to lend support and to help spread the word about the project.	Record
31.6.1	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting)</u> : P. Beaudoin inquires about next SBC meeting. Recommendation from SBC and team is to consider 9/4/18. P. Beaudoin to confirm with schedule and to let DWMP inform team if a viable option. Project team plans to meet once a month to approve invoices, provide SBC with regular update.	Record
31.6.2	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting)</u> : J. Foster inquires about final submittal for SD? J. Rich states the final number submitted \$52.3 million. S. Creighton inquires whether the trend of the MSBA is to reduce amount of funding to schools across MA? S. Brown responds that to predict trends with the MSBA can be hard to determine. The MSBA intends to spread as much money as possible to as many schools in need and to be fair about the process.	
31.7	<u>Public Comments</u> : None.	Record

31.8	<u>Adjourn</u> : A motion was made by C. Weld and seconded by J. Foster to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 6:24 pm.	Record
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Attached:

SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 30 7/9/18 Meeting Minutes, Manchester Memorial Elementary School Presentation 8/7/18, DWMP Invoice no. 17, JCJ Invoice no. 12, WT Rich Invoice No. 1

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.