

Manchester Memorial Elementary School SBC Meeting

9/26/2017



JCJ ARCHITECTURE

Agenda

1. Call to Order
2. Previous Topics & Approval of September 12, 2017 Meeting Minutes
3. Invoices and Commitments for Approval
4. Working Groups Update
5. Budget Update
6. Schedule/Look Ahead
7. Project Update
8. Site Understanding
9. Community Meeting No. 1
10. Next Meetings
11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
12. Public Comments
13. Adjourn



1. Call to Order



2. Previous Topics & Approval of September 12, 2017 Meeting Minutes

Action Items from Meeting Minutes:

5.7.1 Organize Abutters List	(P. Beaudoin/A. Urbas)
7.4.1 Ed Program WG: Visioning Meeting Attendees	(DWMP: C. Shefferman)
7.4.5 Communications WG: Meet/Coordinate to Discuss	(C. Shefferman/A. Cameron)
7.11 Site: Review options for swing space in surrounding towns	(P. Beaudoin)
8.4.3 Local Approval: Determine local funding approval timeline	(MERSD)
8.7.3 Provide examples of PDP documents to SBC	(DWMP: S. Brown)
8.8 Poll group for potential school site tours	(P. Beaudoin)
8.11 DBB vs. CM@R SBC presentation/review	(DWMP)



3. Invoices and Commitments for Approval

- Budget Revision Request No.2



4. Working Groups Update

- Educational Programming
- Facilities Assessment
- Budget Collaboration
- Communications



5. Budget Update

Project:

Manchester Memorial Elementary School



Project Details

DWMP Project No.	MP17-114	Project Type	Elementary School
Project Name	Manchester Memorial Elementary School	Scope Type	TBD
Project Address	43 Lincoln Street Manchester-by-the-Sea, MA 01944	MSBA Project?	Yes
Project Phase	Feasibility Study	MSBA Proj. No.	201506980010
Phase End-Date	08/22/2018	Enrollment	335
Phase % Complete	15%	Reimb. Rate	31.00%

Project Budget Summary

Budget Category	Original Budget	Budget Transfers	Updated Budget	Contract Amount	% Committed	Expended	% Expended	Contract Remaining	Budget Balance
0000-0000 Feasibility Study Agreement									
0001-0000: OPM - Feasibility Study	\$125,000.00	\$30,000.00	\$155,000.00	\$155,000.00	100%	\$59,494.00	38%	\$95,506.00	\$0.00
0002-0000: A&E - Feasibility Study	\$400,000.00	-\$50,000.00	\$350,000.00	\$350,000.00	100%	\$24,285.00	6%	\$325,715.00	\$0.00
0003-0000: Environmental & Site	\$100,000.00	\$0.00	\$100,000.00	\$79,110.00	79%		0%	\$79,110.00	\$20,890.00
0004-0000: Other	\$25,000.00	\$20,000.00	\$45,000.00	\$828.83	1%	\$828.83	100%	\$0.00	\$44,171.17



6. Calendar Look Ahead

2017	September			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28	29	30	31	01
04	05 SC Meeting	06	07	08 Small Group Budget Collaboration Meeting (8AM)
11	12 SBC Meeting Progress Report/Ed Planning/Space Summary/Developme nt of Alterna.	13 All-Boards Meeting- Operational Budget Projections	14	15
18	19 SC Meeting	20	21	22
25 Ed. Programming Workshop 8:30am- 3pm	26 SBC Meeting Progress Report/Space Summary/Developme nt of Alterna./Prepare for Comm Meet #1	27	28	29

2017	October			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
25	26	27	28	29
02	03 SC Meeting	04 Community Meeting #1	05	06
09	10 SBC Meeting- Progress Report/Ed Planning/Evaluation of Alternative/OPM and Owner Items Checklist	11	12	13
16	17 SC Meeting	18	19	20
23 Ed. Programming Workshop 8:30am- 3pm	24 SBC Meeting- Approve PDP Options and community presentation	25	26	27

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6. Schedule Look Ahead (JCJ)



7. Project Update (JCJ)



8. Site Understanding (JCJ)



9. Community Meeting No. 1

SBC Meeting 9/26/17



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10. Next Meetings

- 10/4/17 Community Meeting #1

*9:00 AM, and 7PM/Formal Introduction of the Project to
Comm/Discuss Process/Discuss Progress to Date*

- 10/10/17 SBC Meeting

*Progress Report/Ed. Planning/Evaluation of Alternative/OPM
and Owner Item Checklist*

- 10/23/17 Ed Programming Workshop#2

8:30 AM-3:00 PM

- 10/24/17 SBC Meeting

Approve PDP Options and Community Presentation #1

SBC Meeting 9/26/17



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11. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting



12. Public Comments



13. Adjourn

