

## 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: 11/27/2018  
 Time: 7:00 PM  
 Prepared By: C. Shefferman

Present	Name	Affiliation	Present	Name	Affiliation
✓	Caroline Weld *	SBC Co-Chair		Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	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.		Alex Corbett	WT Rich
✓	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

Action Items:

33.3.6	DWMP	Revise Contract
33.5.1	JCJ	Check with engineer mechanical sound requirements
33.5.2	JCJ	Send LEED Scorecard
33.6	A.Urbas	Review F&S Funds with Owner Legal Counsel

PROJECT MANAGERS  
ARCHITECTS

Newburyport, MA 01950  
 260 Merrimac Street Bldg 7  
 978.499.2999 ph  
 978.499.2944 fax

www.doreandwhittier.com

Item No.	Description	Action
34.1	<u>Call to Order:</u> 7:05 pm meeting was called to order by the SBC Co-Chair A. Cameron with 13 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
34.2.1	<u>Previous Topics &amp; Approval of November 13, 2018 Meeting Minutes:</u> A motion to approve the 11/13/2018 meeting minutes as submitted made by L. O'Donnell and seconded by A. Ingaharro. Discussion: None. Abstentions: C. Weld, M. Tomaiolo, T. Virden. Vote: All in favor: Motion passes, minutes approved.	Record
34.2.2	<u>Previous Topics:</u> S. Brown states we are waiting for updates on the following previous topics: <ul style="list-style-type: none"> <li>➤ Contracts: A. Urbas reviewing final amendments for JCJ, DWMP, and WT Rich.</li> <li>➤ Mechanical Units-Sound: JCJ to review sound emittance with consultant. The school is in close proximity to residential homes and want to ensure complying with town requirements.</li> <li>➤ LEED Scorecard: D. McDonald to distribute to SBC and project team.</li> <li>➤ F&amp;S Budget: A. Urbas to review balance of F&amp;S budget and determine whether can be distributed to the project fund.</li> </ul>	Record
34.3.1	<u>Design Update-Project Update:</u> L. Braren presents SBC with design slides. The design presentation is attached for reference. The update design slides were discussed and reviewed with the design sub-committee. <ul style="list-style-type: none"> <li>➤ Building massing: slide shows difference between SD and Study A. Changes include different materials, colors, transitions, and structure heights.</li> <li>➤ Overall Building Massing: slide shows Study A and Study B. Slight changes to the front door overhang and gymnasium roof</li> <li>➤ Building Massing Approach: slide shows SD and Study A. Changes include colors of materials and transitions</li> <li>➤ Building Massing Approach: slide shows Study A and Study B. Changes include gymnasium roof, transitions, colors and front entrance overhang.</li> <li>➤ Building Massing Main Entry: slide shows SD and Study A. Changes include colors, materials, windows, transitions, and more detail.</li> <li>➤ Building Massing-Southwest: slide shows SD and Study A. changes include colors, materials, slide stair well, roof lines, transitions and more detail.</li> <li>➤ Building Massing-View from Summer Street: slide shows SD and Study A. Changes include roof lines, transitions, colors, materials, and more detail.</li> <li>➤ Building Massing-Gym Entry: slide shows SD and Study A. Changes include roof lines, transitions, colors, materials, and more detail.</li> </ul>	Record
34.3.2	<u>Design Update-Sub Committee Report Out:</u> R. Breuker states that the design subcommittee reviewed the material with L. Braren. The discussions involve fine detailing, and L. Braren is able to make changes discussed during webex call. Changes made during the discussion are presented this evening to the SBC.	Record

34.3.3	<p><u>Design Update-Project Update:</u> After reviewing the design presentation, the SBC offered the following:</p> <ul style="list-style-type: none"> <li>➤ J. Pagliarulo: would like to review and determine whether a front screen could be added to the roof top mechanical units. Team to evaluate pricing for this option.</li> <li>➤ A. Cameron: Concerned that the windows seem small. L. Braren states can modify some of the windows. Hard to determine size based on the renderings. Further development and drawings will be issued to review scaling and proportion of windows.</li> <li>➤ J. Foster asked about glass corner window on prek wing. L. Braren states that the glass on the corner was studied and evaluated to bring natural light in a space that already doesn't have many proposed windows.</li> <li>➤ SBC asked if there were cost implications to change the height of the gym massing from the rest of the building. Project team to review and provide info.</li> <li>➤ A. Cameron asked whether the brick will stay grey? L. Braren states still reviewing materials and development of design.</li> <li>➤ SBC would like to explore other materials in lieu of metal panel. L. Braren to provide alternatives to metal panel that are within project budget.</li> <li>➤ SBC would like to see further development of landscape design to help visualize the building through the renderings.</li> <li>➤ S. Creighton asked whether project team considered enclosing the mechanical units. S. Brown states that it was reviewed and determined during the SD phase that the price to enclose the systems was substantial and the project team would not be considering this option.</li> <li>➤ L. O'Donnell states she would like to see a more definition to the canopy of the front entrance.</li> </ul>	Record
34.3.4	<p><u>Design Update-Sub Committee Process:</u> M. Burton states wants to make sure the SBC and project team are on the same page as far as process of the sub committee meetings. As we complete F&amp;S, key decisions involving cost, sf, and building parameters were made. This includes signing off and approving the Total Project Budget and approving the PS&amp;B with the MSBA. The project team was hired to be the professionals and to guide the Owner/SBC through the entire project process. Design Development accounts for 30% of the design of the project. We currently have scheduled 4 SBC meetings till we submit our DD package to the MSBA. Approval of DD will be come from both the SBC and the SC at a joint meeting. Over the next 2 months in between our scheduled SBC meetings, there will be many subcommittee meetings scheduled. The subcommittee meetings are to help guide the professionals and develop through the DD phase.</p>	Record
34.3.5	<p><u>Design Update-Sub Committee Process:</u> After discussing the process, the SBC offered the following:</p> <ul style="list-style-type: none"> <li>➤ G. Brewster stated during the design sub committee meetings, the group is thinking of the design in play and will engage the WT Rich team when necessary if making a large change. This way WT Rich can inform the subcommittee if there will be cost implications.</li> <li>➤ A. Cameron states the SBC will need to be informed of any cost implications.</li> <li>➤ D. McDonald will be sending preliminary dates to working groups for upcoming meetings.</li> </ul> <p>The subcommittees will report out information to the SBC after each meeting. The report will include what issues were addressed, decisions that were made, any cost implications and if</p>	Record

	anything, the SBC can comment on. A template for each group will be sent. DWMP, JCJ and the consultants will be a part of each meeting. DWMP's responsibility is to take notes, record action items, and report out to the SBC.	
34.3.6	<u>Design Update-MEP Subcommittee Report Out:</u> JCJ will be forwarding questions from GGD to subcommittee this week. General systems have been defined, some additional details are needed for equipment. Communication and security still need to be developed. JCJ/GGD to provide color coded plans that indicate where heat only and heat and cooling will go in the building.	Record
34.3.7	<u>Design Update-Subcommittee's:</u> JCJ to send proposed meeting dates for the Site Subcommittee. Need to meet as soon as possible to further develop ConCom approvals/conservation. The site subcommittee will also need to involve the education subcommittee since some of the site involves education, learning, and development.	Record
34.3.8	<u>Design Update-Subcommittee's:</u> JCJ to send proposed meeting dates for the Education Subcommittee. D. McDonald to confirm dates and times on 12/12 with P. Beaudoin for the teacher interviews. Design subcommittee to be involved in teacher meetings if program changes or decisions are needed.	Record
34.3.9	<u>Design Update-Subcommittee's:</u> JCJ states focusing on exterior of building. Interior design development will occur after DD.	Record
34.4	<u>Schedule Update:</u> D. McDonald to send dates for proposed upcoming subcommittee meetings.	Record
34.5	<u>Invoices and Commitments for Approval:</u> None.	Record
34.6	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> C. Weld was asked about process of building name dedication. SBC confirms that any building name dedication decisions will need to be addressed with SC.	Record
34.7	<u>Public Comments:</u> None.	Record
34.8	<u>Next Meetings:</u> Our next SBC meeting will be held on 12/11 at 7pm at the MS/HS Library.	
34.9	<u>Adjourn:</u> A motion was made by A. Ingaharro and seconded by A. Oldeman to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:28 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 34 11/13/18 Meeting Minutes, JCJ Design Presentation, DWMP Meeting Presentation, Subcommittee Working Group Matrix*

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC.**



Christina Shefferman  
 Assistant Project Manager  
 Cc: Attendees, File

Project: Manchester Memorial Elementary School  
Meeting: School Building Committee  
Meeting No. 34– 11/27/2018  
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**The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.**

## AGENDA

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: 11/27/2018  
Time: 7:00 PM  
Prepared By: C.Shefferman



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1. Call to Order & Intro
  2. Previous Topics & Approval of November 13, 2018 Meeting Minutes
  3. Design Update
    - Project Update
    - Review updated Exterior (materials and massing)
    - Design Subcommittee Report Out
    - MEP Subcommittee Report Out
  4. Schedule Update
  5. Invoices and Commitments for Approval
  6. Other Topics Not Reasonably Anticipated 48 hours prior to Meeting
  7. Public Comments
  8. Next Meetings
  9. Adjourn

PROJECT MANAGERS  
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Newburyport, MA 01950  
260 Merrimac Street Bldg 7  
978.499.2999 ph  
978.499.2944 fax

[www.doreandwhittier.com](http://www.doreandwhittier.com)



Manchester Essex Regional School District  
School Building Committee

Meeting Date: 11/27/18  
Meeting No. 34



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

Steve Hunt MERSD

Hunts@mersd.org

\*\* 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: 11/13/2018  
 Time: 7:00 PM  
 Prepared By: C.Shefferman

Present	Name	Affiliation	Present	Name	Affiliation
	Caroline Weld *	SBC Co-Chair	✓	Jim LaPosta	JCJ
✓	Ann Cameron *	SBC Co-Chair	✓	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.	✓	Alex Corbett	WT Rich
✓	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

**Action Items:**

33.3.6	DWMP	Revise Contract
33.5.1	JCJ	Check with engineer mechanical sound requirements
33.5.2	JCJ	Send LEED Scorecard
33.6	A.Urbas	Review F&S Funds with Owner Legal Counsel

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Newburyport, MA 01950  
 260 Merrimac Street Bldg 7  
 978.499.2999 ph  
 978.499.2944 fax

www.doreandwhittier.com

Item No.	Description	Action
33.1	<u>Call to Order:</u> 7:02 pm meeting was called to order by the SBC Co-Chair A. Cameron with 14 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
33.2	<u>Previous Topics &amp; Approval of September 26, 2018 Meeting Minutes:</u> A motion to approve the 9/26/2018 meeting minutes as submitted made by J. Foster and seconded by A. Ingaharro. Discussion: None. Vote: All in favor: Motion passes, minutes approved.	Record
33.3.1	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by A. Ingaharro to approve Minuteman invoice no. 89535 in the amount of \$7,093.58. Discussion: None. Vote: All in favor, unanimous to approve.	Record
33.3.2	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by A. Oldeman to approve Minuteman invoice no. 89538 in the amount of \$315.00. Discussion: None. Vote: All in favor, unanimous to approve.	Record
33.3.3	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by L. O'Donnell to approve WT Rich preconstruction invoice no. 2 in the amount of \$5,000.00. Discussion: None. Vote: All in favor, unanimous to approve.	Record
33.3.4	<u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by J. Foster to approve the Project Scope and Budget MSBA approval and submission. Discussion: S. Brown states that following the submission of the SD package, the project team met with the MSBA and received approval of the PS&B. The PS&B includes many exhibits ranging from project budget, schedule, construction estimate, alternate drawings, cash flow, project site, FF&E, etc. The PS&B documents are available on the project dropbox to review. A. Ingaharro asks whether the submission requires any insurance changes? S. Brown responds that the MSBA has guidelines and requirements that are followed. Vote: All in favor, unanimous to approve.	Record
33.3.5	<u>Invoices and Commitments for Approval-JCJ PM Staffing Change:</u> J. Laposta formally introduces Debi McDonald from JCJ as the new PM for the MMES project. D. McDonald will replace D. Ruiz. The MSBA requires a notification, staffing plan, and resume for any staff change on MSBA projects. D. McDonalds resume, JCJ staff change letter, and org chart are attached to the meeting minute backup for reference. A motion was made by L. O'Donnell and seconded by A. Ingaharro to approve the JCJ PM staff change to D. McDonald. Vote: All in favor, unanimous to approve.	Record
33.3.6	<u>Invoices and Commitments for Approval-DWMP DD Closeout Contract:</u> S. Brown states DWMP's contract amendment #2 for DD through closeout phases in the amount of \$1,918,276.00 is attached in the agenda packet for review. Following the town vote approvals both in Manchester and Essex, this contract will allow DWMP to proceed through the end of the project. The amendment/contract was first presented to the SBC and reviewed by the contract sub-committee back in June. A. Urbas states he would like one last cursory review since town approval occurred last week. A. Zaiger asks whether the project completion date of September 2021 includes closeout and punchlist items? S. Brown	DWMP

	<p>responds that DWMP is required by the MSBA to closeout many documents at the end of the project following substantial completion. Closeout exercises can take anywhere from 12-16 months. A motion was made by L. O'Donnell and seconded by A. Oldeman to approve DWMP DD Closeout contract amendment in the amount of \$1,918,276.00 such that the amendment be changed to state project substantial completion of October 29, 2021. Execution copies of the amendment will include a project schedule which includes activities beyond the substantial completion date. Vote: All in favor, unanimous to approve.</p>	
33.3.7	<p><u>Invoices and Commitments for Approval-JCJ DD Closeout Contract:</u> J. LaPosta states JCJ's contract amendment #3 for DD-Closeout phases in the amount of \$4,622,500.00 is attached in the meeting packet for review. A full backup of the contract can be found on the project dropbox. A motion was made by A. Zaiger and seconded by A. Ingaharro to approve JCJ DD-Closeout Contract in the amount of \$4,622,500.00.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ JCJ DD-Closeout contract was also initially reviewed and discussed back in June with the SBC and contract sub-committee.</li> <li>➤ S. Creighton asks if JCJ fails to meet the dates needed by each MSBA milestone, how will it affect the project schedule and how will JCJ plan to make up time lost. D. McDonald responds that each milestone submission cannot be missed. The contract is not based on time but completing dates and requirements.</li> <li>➤ DD accounts for 30% of design of the project. This includes the framework, structure, systems, scope, etc.</li> <li>➤ Concern that there is only 6 SBC meetings schedule through the DD phase. JCJ states that subcommittee meetings will help the approval and design process through the DD phase.</li> <li>➤ R. Brueker states he has concern not enough time for VE exercise in DD phase. J. Rich states that the VE exercise is different in DD phase. The VE list was developed in SD phase, so not starting from scratch.</li> <li>➤ A. Oldeman ask what fundamental design decisions will be made in DD? JCJ team responds decisions include materials, programming, partitions in admin spaces, coves, etc. Square footage, footprint, layouts cannot be changed, locked in at SD phase.</li> <li>➤ Overall SBC wants to make sure the VE process is exercised throughout the DD phase. The SBC felt at the end of SD, many items expected to proceed were cut do to cost.</li> </ul> <p>Vote: All in favor, unanimous to approve.</p>	Record
33.3.8	<p><u>Invoices and Commitments for Approval-WT Rich/CM Owner Agreement:</u> A motion was made by G. Scharfe and seconded by A. Zaiger to approve WT Rich/CM Owner agreement. Discussion: J. Rich states the agreement was originally published in the RFP for CM's. Small edits were made, and a full copy can be found on the project dropbox. The CM Owner Agreement is a no cost agreement, with exception of the fee % which is based on the GMP. The fee is 2% of the final GMP amount as submitted by WT Rich in their CM proposal. The GMP is tracking below the \$44.5 million construction cost as published in the CM RFP and the General Conditions amount will be adjusted accordingly Vote: All in favor, unanimous to approve.</p>	Record
33.4	<p><u>Schedule Update:</u> D. McDonald reviews JCJ's DD workplan and schedule attached in the meeting packet.</p>	Record

	<ul style="list-style-type: none"> <li>➤ Yellow line indicates phases</li> <li>➤ Green line indicates pricing</li> <li>➤ Blue diamond indicates meetings</li> <li>➤ Light yellow line shows early packages, site planning, etc.</li> <li>➤ Re-establishing sub-committees today</li> <li>➤ GGD/MEP sub-committee to meet next week</li> </ul> <p>S. Brown reviews DWMP project timeline attached in meeting presentation. Timeline includes next steps in DD, and overall DD process.</p>	
33.5.1	<p><u>Design Update:</u> JCJ reviews design update slides. The slides include high level of what was approved in SD phase. In DD phase design decisions include mechanical chases, interior elevation, store fronts, layout of classrooms, reflected ceiling plans, lighting layouts, gym stage arrangement, kitchen refinements, server layout, media center layout, hub layout, corridor layout, etc. L. Braren reminds the SBC that at SD decisions made and voted upon include flat roofs and to help with the net to zero sf ratio, 20 extra sf was expanded into the corridors. The massing plans indicate the reduction of 4 prek to 2 prek classrooms, flat roof on the gym, removal of the screens on the mechanical roof units, and reduction of window overhangs on the front of the building. R. Breuker asks if L. Braren could present the SBC with A, B, and C options of typical classrooms and other design layouts to help make decisions effectively. JCJ to present options to SBC for design decisions that need to be made. Further exterior massing plans were presented. R. Breuker states he felt the gym doesn't have the same skin as the rest of the building. JCJ to present options to design sub-committee for further discussion that are within budget. P. Beaudoin asks whether mechanical screens can be added later to the units after the project is complete. J. Rich states you would need to add structural steel to the roof to support the screen if added later. C. Hay asks that the project team reviews with engineer whether acoustically screens are required since the school is so close to the neighbors. J. Willis states his concern that there is no storage space shown. L. Braren states in the DD phase chases and closets will be drawn and carved out of spaces. Will be hard to add storage rooms considering already locked in sf. Scope creep can occur when adding storage rooms, doors, frames, hardware, lighting, etc, all adds. Room casework to be evaluated for storage.</p>	JCJ
33.5.2	<p><u>Design Update-Sub-Committee's:</u> The SBC reviewed the sub-committee lists.</p> <ul style="list-style-type: none"> <li>➤ Design: G. Brewster, A. Oldeman, R. Breuker, J. Willis, C. Hay, P. Beaudoin (R. Breuker Team Leader)</li> <li>➤ MEP: A. Oldeman, S. Creighton, J. Pagliarulo, S. Hunt, G. Scharfe, A. Urbas (A. Urbas Team Leader)</li> <li>➤ Education: J. Foster, J. Willis, M. Tomaiolo, Julie, Allison, P. Beaudoin (P. Beaudoin Team Leader)</li> <li>➤ Site: L. O'Donnell, S. Creighton, A. Zaiger, A. Urbas (L. O'Donnell Team Leader)</li> <li>➤ LEED: T. Virden, S. Creighton, R. Breuker (S. Creighton Team Leader)</li> </ul> <p>D. McDonald to send LEED checklist to SBC that was submitted as part of the SD package.</p>	JCJ
33.6	<p><u>Budget Update:</u> S. Brown states after completing Feasibility and Schematic Design phases, the budget remaining was \$22,173. A. Urbas to review with district legal counsel whether the funds can be transferred to the later phases of the project or returned to the District's general fund.</p>	A.Urbas

33.7	<u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> J. Rich introduces A. Corbett from WT Rich to SBC. A. Corbett will be joining the team during the DD and CD phases of the project.	Record
33.8	<u>Public Comments:</u> None.	Record
33.9	<u>Adjourn:</u> A motion was made by G. Scharfe and seconded by J. Foster to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:51 pm.	Record

**Attached:**

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 32 9/26/18 Meeting Minutes, Minuteman Invoices, JCJ Staffing Plan, D. McDonald Resume, WT Rich Precon Invoice No. 2, DWMP DD-Closeout Contract, JCJ DD-Closeout Contract, WT Rich CM/Owner Agreement, JCJ Workplan, JCJ Schedule, JCJ Design Presentation, DWMP Meeting Presentation*

**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.**

DRAFT 11/27/2018

**SBC MEETING #35 - DD: Administrative Kick-Off** 11/13/18

Designer Documentation to Present/Review:	Owner Information/Decisions
<input type="checkbox"/> Project Update (DWMP/JCJ)	<input type="checkbox"/> <b>Confirm</b> Schedule, Budget, Scope, Work Plan
<input type="checkbox"/> Review Work Plan, Schedule, Scope, Budget	<input type="checkbox"/> <b>Confirm</b> Acceptance of MSBA Approved Design (Still allows for additional detailed development)
<input type="checkbox"/> Design Review	<input type="checkbox"/> <b>Confirm</b> process to form Subcommittees
<i>Site Plan</i>	<input type="checkbox"/> <b>Confirm</b> Gym Massing
<i>Floor Plans</i>	
<i>Interior Development</i>	
<i>Exterior Elevations</i>	
<input type="checkbox"/> <b>Gym Massing</b> (Flat roof vs. gable roof at gym)	
<input type="checkbox"/> Schedule Programming Interviews:	
<i>Classrooms, SPED, Music, Art, Library,</i>	
<i>Food Service, Admin areas</i>	
<input type="checkbox"/> Reconvene/Add Subcommittees: MEP, Interiors, Education, Others?	

**SBC MEETING #36 - Design Development (DD)** 11/27/18

Designer Documentation to Present/Review:	Owner Information/Decisions
<input type="checkbox"/> Project Update	<input type="checkbox"/> <b>Confirm</b> Schedule for Subcommittee Interviews
<input type="checkbox"/> Review updated Exterior	Design: 11/28, 12/12, 1/9, 1/23
<i>Material and Massing</i>	Education: 12/19, 1/16
<input type="checkbox"/> Design Subcommittee Report out (11/20)	LEED: 12/18
<input type="checkbox"/> MEP Subcommittee Report out (11/21)	MEP: 12/5, 12/19, 1/16
	Site: 12/11, 1/7
	<input type="checkbox"/> Provide comments Exterior development

**SBC MEETING #37 - Design Development (DD)** 12/11/18

Designer Documentation to Present/Review:	Owner Information/Decisions
<input type="checkbox"/> Project Update	<input type="checkbox"/> Provide comments to updated Exterior Design
<i>Teacher &amp; Staff Interviews (12/12)</i>	<input type="checkbox"/> Provide comments to MEP systems update
<input type="checkbox"/> Design Update/ Design Subcommittee (11/28)	<input type="checkbox"/> Provide comments to Site update
<i>Exterior</i>	<input type="checkbox"/>
<input type="checkbox"/> MEP Subcommittee Update (12/12)	
<input type="checkbox"/> Site Subcommittee Update (12/11)	

**Christmas / New Years Break** 12/24/2018 - 1/2/2019

**MEETING #38 - Design Development (DD)** 1/8/19

Designer Documentation to Present/Review:	Owner Information/Decisions
<input type="checkbox"/> Project Update	<input type="checkbox"/> <b>Confirm Design approval for DD submission</b>
<input type="checkbox"/> Design Update / Design Subcommittee	<i>Site Plan</i>
<i>Exterior / Interior</i>	<i>Floor Plans / Reflected Ceiling Plans</i>
<i>Kitchen / Servery Layout</i>	<i>Exterior Elevations / Materials &amp; Glazing</i>
<i>MEP Subcommittee Update (12/19)</i>	<i>Interior Finishes</i>
<i>Education Subcommittee Update (12/19)</i>	<i>Building Systems</i>
<i>LEED Subcommittee Update (12/18)</i>	<i>Comm/Security Systems &amp; Tech Infrastructure</i>
<input type="checkbox"/> Site Subcommittee Update ((1/7)	<input type="checkbox"/> Approve approach to Kitchen/Servery
<input type="checkbox"/> Review Kitchen / Servery	

**MEETING #39 - Design Development (DD)** 1/22/18

DRAFT 11/27/2018

Designer Documentation to Present/Review:	Owner Information/Decisions
<input type="checkbox"/> Project Update <input type="checkbox"/> <b>Review Pricing Set</b> <input type="checkbox"/> Design Update / Design Subcommittee (1/9) <i>Exterior / Interior</i> <i>MEP Subcommittee Update (1/16)</i> <i>Education Subcommittee Update (1/16)</i>	<input type="checkbox"/> <b>Confirm project scope for Pricing set</b> <i>Site Plan</i> <i>Floor Plans / Reflected Ceiling Plans</i> <i>Exterior Elevations / Materials &amp; Glazing</i> <i>Interior Finishes</i> <i>Building Systems</i> <i>Comm/Security Systems &amp; Tech Infrastructure</i>

<b>MEETING #40 - Design Development (DD)</b>		<b>2/5/19</b>
Designer Documentation to Present/Review:	Owner Information/Decisions	
<input type="checkbox"/> <b>Review DD Cost Estimate</b> <input type="checkbox"/> Design Update / Design Subcommittee (1/23) <input type="checkbox"/> <b>MSBA DD Submission Review</b>	<input type="checkbox"/> <b>Approval to proceed to with CD's</b>	

<b>Approval to Proceed to Construction Documents</b>	<b>2/5/19</b>
<b>MSBA DD Submission</b>	<b>2/8/19</b>
<b>Prepare for Community Meeting</b>	<b>TBD: Feb 2019</b>



**Manchester Essex Regional School District  
School Building Committee  
Subcommittee List**



<b>Member name</b>	<b>Design Subcommittee</b>	<b>MEP Subcommittee</b>	<b>Site Subcommittee</b>	<b>Education Subcommittee</b>
Caroline Weld				
Ann Cameron				
Alva Ingaharro				
Pam Beaudoin	<b>*</b>			<b>*</b>
Avi Urbas		<b>*</b>	<b>X</b>	
John Willis	<b>X</b>			<b>X</b>
Jay Pagliarulo		<b>X</b>		
Andy Oldeman	<b>X</b>	<b>X</b>		
Lisa O'Donnell			<b>*</b>	
Remko Brueker	<b>X</b>			
Adam Zaiger			<b>X</b>	
Tyler Virden				
George Scharfe		<b>X</b>		
Gordon Brewster	<b>X</b>			
Charlie Hay	<b>X</b>			
Sarah Creighton		<b>X</b>	<b>X</b>	
Maggie Tomaiolo				<b>X</b>
Jake Foster				<b>X</b>
Sam Hunt		<b>X</b>		
Allison Jones				<b>X</b>
Julie Riordan				<b>X</b>

**\* Team Leader**