

## MEETING MINUTES



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: 2/6/2019  
 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:**

33.6	A.Urbas	Review F&S Funds with Owner Legal Counsel
35.3	MERSD	Security System/Standards at MS/HS

**PROJECT MANAGERS  
ARCHITECTS**

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

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

Item No.	Description	Action
38.1	<u>Call to Order:</u> 7:04 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
38.2	<u>Previous Topics &amp; Approval of January 22, 2019 Meeting Minutes:</u> A motion to approve the 1/22/2019 meeting minutes as submitted made by J. Foser and seconded by C. Weld. Discussion: None. Abstentions: C. Hay, M. Tomaiolo, J. Pagliarulo. Vote: All in favor: Motion passes, minutes approved.	Record
38.3	<u>District Bonding Update:</u> A. Urbas provides the SBC with an update on the district bonding information. The district will receive bonding one step below triple rated. The interest rate is 3.289% which is lower than expected. Of the 52mil project budget, \$35 million will be between the Town of Manchester and Essex, and \$12million will be funded/reimbursed by the MSBA. Manchester will be responsible for \$17million, and Essex, \$12million.	JCJ
38.4.1	<u>DD Estimate Review:</u> S. Brown states we reconciled the DD estimates with both WT Rich and JCJ 's estimator VJ Associates. We were able to reconcile the estimates within 1%. The estimates will be submitted to the MSBA along with the accepted VE list. The project budget was over by \$460k and the project team along with VE subcommittee members have recommended a number of VE items to accept and take in order to get back to budget.	Record
38.4.2	<u>DD Estimate Review:</u> S. Brown reviews SBC goals and mission statement slides to remind the team of the project goals and mission. See attached slide.	Record
38.4.3	<u>DD Estimate Review/Construction Budget Comparison:</u> S. Brown reviews construction budget comparison slide. Slide shows SD cost estimate from the 3011, to the reconciled estimate at the DD phase and the delta. See attached slide for further details.	Record
38.4.4	<p><u>DD Estimate Review/VE:</u> S. Brown outlines VE process. The team met with the VE subcommittee group on 2/5 to review current recommended VE to get back to budget. After discussion, the group agreed to present the current items:</p> <ul style="list-style-type: none"> <li>➤ C-01-Remove and reset curb at access drive</li> <li>➤ C-03-reduce concrete pad. Pavement at back of house</li> <li>➤ A-01-redesign Gym/Cafeteria/Stage walls from CMU backup to light gauge Mtl.</li> <li>➤ A-13-Consider less expensive material at building soffits-current prefinished vented aluminum material-\$47sf</li> <li>➤ A-21-reduce bathroom tile from 8' to 6'</li> <li>➤ A-22-Change cafeteria floor from porcelain tile to solid vinyl tile</li> <li>➤ A-23-move vinyl wall covering to add alternate of FFE</li> <li>➤ A-27-Eliminate sloped drywall ceiling and soffits at Pre-K and replace with ACT ceiling</li> <li>➤ A-29-reduce fabric wrapped panels (both quantity and replace with tackboards)</li> <li>➤ M-02-delete 2<sup>nd</sup> sink in each classroom</li> <li>➤ M-04-change administration and media center from 4 pipe to 2 pipe chilled beam induction units</li> </ul> <p>See attached list for reference. DR next to the VE items recommended are design refinement. L. Braren states that these items listed are low hanging fruit, doesn't cheapen or impact program and have minor impact to the building.</p>	Record

	<p>R. Breuker asks about the A-01 CMU light gauge in gym/café/auditorium. L. Braren explains that technically only one wall is open in that area since one is the stage wall, one is bleachers, and one is the partition. The remaining wall will have displacement air systems on the wall so didn't see an issue changed to light gauge.</p> <p>J. Foster asked about 2<sup>nd</sup> skink in classroom and whether it was officially approved to remove the 2<sup>nd</sup> sink. After review with the SBC further review of sinks is needed and determination of review of the 2<sup>nd</sup> sink will need to be decided.</p>	
38.5	<p><u>MSBA DD Submission Approval:</u> A motion was made by G. Scharfe and seconded by J. Foster to approve the MSBA DD Submission for a total project budget of \$52,232,925 with the approval of accepting the recommended VE items of \$436,002 with the removal of M-02 the 2<sup>nd</sup> classroom sinks which can be budget from design contingency if decided to move forward with. Discussion: None. All in favor: motion passes.</p>	Record
38.6.1	<p><u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by R. Breuker for the approval of DWMP invoice no. 21 in the amount of \$20,472.00. Discussion: None. All in favor: motion passes.</p>	Record
38.6.2	<p><u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by T. Virden for the approval of JCJ invoice no. 18 in the amount of \$234,300.00. Discussion: None. All in favor: motion passes.</p>	Record
38.6.3	<p><u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by T. Virden for the approval of Manchester by the Sea Assessors Office invoice for the local abutters addresses in the amount of \$60.00. Discussion: None. All in favor: motion passes.</p>	Record
38.6.4	<p><u>Invoices and Commitments for Approval:</u> A motion was made by G. Scharfe and seconded by T. Virden to approve the JCJ contract amendment no. 3 in the amount of \$163,709.70 which includes 3 proposals from 3 consultants including hazmat testing, phase II testing and probes and test pits of soils during February vacation. Discussion: C. Hay expressed concern over costs associated for hazmat and Geotech work outlined in the proposals. Seemed high compared to what was already tested during the PDP and SD phase. SBC agreed to proceed with approval of amendment with a caveat of further review of the proposals with CDW and project team regarding construction monitoring, qty's and comparisons from previous phases. All in favor: motion passes.</p>	Record
38.7	<p><u>Other Topics Not Reasonably Anticipated (48 hours prior to meeting):</u> D. McDonald recaps permitting meetings. The concom preliminary review on 1/29 went well. Currently on track for all required documents needed for first hearing. Reviewing permitting fees with all town officials and what impacts will have on project. Will provide update at next SBC. Zoning meeting scheduled for 2/11.</p>	Record
38.8	<p><u>Public Comments:</u> None.</p>	Record
38.9	<p><u>Next Meetings:</u> Next SBC scheduled for 2/26/19.</p>	Record
38.10	<p><u>Adjourn:</u> A motion was made by G. Scharfe and seconded by T. Virden to adjourn the meeting. Discussion: None. Vote: Unanimous to approve. Meeting adjourned at 8:27 pm.</p>	Record

**Attached:**

Project: Manchester Memorial Elementary School  
Meeting: School Building Committee  
Meeting No. 38- 2/6/2019  
Page: 4

---

*SBC Meeting Agenda, Sign In Sheet, SBC Meeting No. 37 1/2219 Meeting Minutes, JCJ Design Presentation, DWMP Meeting Presentation, DWMP Invoice No.21 JCJ Invoice no. 18, Manchester Board of Assessors Invoice, JCJ Contract Amendment No. 3 with backup*

**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.**