

# Saugus High School Building Committee Meeting Minutes

**PROJECT:** Saugus High School  
**LOCATION:** 298 Central Street Saugus, MA

**MEETING DATE:** May 15, 2017

## ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u> - Jeannie Meredith	- Scott Crabtree	- Michelle Wendell	- Donna Matarazzo
- Mike Hashem	- David DeRuosi	- Kerry Robbins	- <i>Bill Leuci</i>
- Stephen Rich	- Peter Manoogian	- <i>Frank Perella</i>	- Christine Moreschi
- Arthur Grabowski	- Rich Magnan	- Richard Dalton	- Mike Procopio
- Chris McCarrier	- Joanne Gayron	- <i>Richard Salvo</i>	- <i>Ralph Materese</i>
- <i>Nelson Miller</i>	- <i>Brendan O'Regan</i>	- <i>Debra Panetta</i>	- <i>Elizabeth Marchese</i>
- <i>Jeffrey Cicolini</i>	- <i>Jennifer D'Eon</i>	- <i>Linda Gaieski</i>	- <i>Mark Mitchell</i>
- <i>Michael Newbury</i>	- <i>Scott Brazis</i>	- <i>Stephen Horlick</i>	- <i>Tommy Whittredge</i>
- William Stewart	- Roger Sacilotto		
<u>PMA:</u> - Kevin Nigro	- <i>Deborah Shaer</i>	- <i>Chris Carroll</i>	- Joe DeSantis
<u>HMFH:</u> - <i>Lori Cowles</i>	- Tina Stanislaski	- <i>Justin Vigilanti</i>	
- <i>Josh Burgel (CSS, Landscape Architect)</i>		- <i>Giles Ham (Vanasse &amp; Associates, Traffic Consultant)</i>	
<u>Other:</u> - Kate Evans			

**Call to Order:** 4:00 pm

5/8/17 Minutes approved by SBC unanimously. Motion made by David DeRuosi, 2<sup>nd</sup> by Jeannie Meredith.

## HMFH- Designer Update:

Item	Responsible	Due	Notes
5-15.01	HMFH	RECORD	<b>HMFH:</b> The main purpose of this meeting is to get the 5/8/17 meeting minutes certified by the SBC. There is nothing new to report since the 5/8/17 SBC meeting; HMFH and PMA remain on schedule to submit the Schematic Design Package to the MSBA on Thursday, 5/18/2017.

## PMA- OPM Update:

Item	Responsible	Due	Notes
5-15.02	PMA	RECORD	<b>PMA:</b> HMFH is correct; we are still on track to submit the Schematic Design Package to the MSBA on Thursday, 5/18/2017. Thank you all for attending this meeting to certify the minutes from the 5/8/17 SBC meeting. As previously discussed, PMA is working on the CMr application. Kate Evans will be sending an email to the SBC requesting that each member highlight their CMr experience, either as part of a town committee, or work-related experience if applicable.

## New Business:

Item	Responsible	Due	Notes
5-15.03	SBC	RECORD	No new business discussed on 5/15/17.

*Motion made by Mike Hashem to adjourn the meeting. Second by Bill Stewart. All approved.*

**Meeting Adjourned:** 4:20 PM

**The date for the next meeting has not yet been set. Kate Evans will send an email to the SBC once it is.**

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

**Prepared By:** Joseph DeSantis

**Date:** 5/17/2017