



SAUGUS MIDDLE/HIGH SCHOOL PROJECT
SCHOOL BUILDING COMMITTEE MEETING MINUTES
January 22, 2018

LOCATION: Saugus Town Hall

TIME: 4:00PM

ATTENDEES (<i>Absent in Italics</i>)			
School Building Committee			
<i>Scott Brazis</i>	<i>Jeffrey Cicolini</i>	<i>John Cottam</i>	Scott Crabtree
<i>Jennifer D'Eon</i>	Richard Dalton	David DeRuosi	Linda Gaieski
Joanne Gayron	Michael Hashem	Wendy Hatch	Stephen Horlick
William Leuci	Marc Magliozzi	<i>Richard Magnan</i>	<i>Elizabeth Marchese</i>
<i>Ralph Materese</i>	Donna Matazarro	Chris McCarrier	<i>Jeannette Meredith</i>
<i>Nelson Miller</i>	<i>Mark Mitchell</i>	Christine Moreschi	<i>Lisa Morgante</i>
<i>Michael Newbury</i>	<i>Brendan O'Regan</i>	<i>Debra Panetta</i>	<i>Frank Perella</i>
<i>Michael Procopio</i>	Steve Rich	<i>Kerry Robbins</i>	Roger Sacilotto
<i>Richard Salvo</i>	<i>William Stewart</i>	<i>Michele Wendell</i>	<i>Tommy Whittredge</i>
PMA Consultants (Owner's Project Manager)			
<i>Chris Carroll</i>	Joe DeSantis	Kevin Nigro	<i>Deb Shaer</i>
HMFH Architects (Designer)			
<i>Gary Brock</i>	Lori Cowles	Tina Stanislaski	
Suffolk Construction (CM@R)			
Doreen Crowley	<i>Jim McCoy</i>	<i>Chris Walenten</i>	
Other			
Kate Evans	Myra Monto		

Meeting called to order by Scott Crabtree at 4:08 PM.

Town Manager Scott Crabtree explained that Jeannie Meredith, SBC Chairperson, is unable to attend and that he will run the meeting in her place.

Nomination of Vice SBC Chair was tabled for the next SBC meeting.

Meeting minutes from the 5/15/17 and 10/30/17 SBC meetings were approved unanimously.

OPM STATUS UPDATE			
Item	Responsible	Due	Date
1.22.01	PMA	RECORD	1.22.18
PMA distributed an updated project schedule and OPM Status Report to the SBC (both attached to these minutes).			
Kevin Nigro of PMA discussed progress to date, including DD submission to the MSBA on 11/7/17, receipt of MSBA DD Review comments on 12/1/17, and the project team's response to the MSBA's review comments on			

12/13/17. Kevin pointed out the lists of meetings that took place from October 2017 through January 2018 that are included in the OPM Status Report. Kevin provided a description of the 60% CDs, and provided a budget update as well.

Joe DeSantis of PMA thanked Kate Evans for her assistance in providing project website updates on a regular basis.

HMFH DESIGN UPDATE

Item	Responsible	Due	Date
1.22.02	HMFH	RECORD	1.22.18
<p>HMFH gave a design update presentation to the SBC using the projector (presentation is attached to these minutes). The presentation demonstrated how the historical significance of Saugus is incorporated into the design of the new Middle/High School. A conceptual overhead drawing of the Saugus River was shown and compared to the student circulation within hallway spaces in the new school.</p> <p>Tina Stanislaski mentioned that Saugus is referred to as “Tree City USA”, and explained that HMFH’s landscape consultants have worked with the Saugus Tree Farm to provide plants for the project. Tina explained that wood is incorporated into the gym truss, and into main gathering areas. Photos from HMFH’s field trip to the Saugus Iron Works were shown and compared to various design elements within the new school. HMFH is considering adding interior graphics, such as a historical map of Saugus, to opened gathering areas. Potential interior and exterior graphics were shown to the SBC. Updated floor plans were shown as well.</p> <p>SBC members Steve Horlick and Steve Rich provided other historically significant facts about Saugus.</p> <p>Steve Rich inquired about the status of the LEED scorecard. HMFH demonstrated the current LEED scorecard to the SBC, and confirmed that the project remains on target for a LEED Silver rating.</p> <p>Steve Rich inquired about the exterior materials and colors. HMFH replied that the colors have not yet been determined, and they brought sample materials for SBC members to look at and discuss after the meeting.</p> <p>Steve Rich requested a copy of the 60% Construction Drawings. HMFH to provide download link.</p>			

NEXT STEPS, MEMBER DISCUSSION, NEW BUSINESS

Item	Responsible	Due	Date
1-22.03	All	Varies	1.22.18
<p><u>Next Steps:</u> PMA discussed upcoming milestone dates were discussed as well, including issuance of 60% CDs for estimates on 2/14/18, and dates for future MSBA submissions. Kevin explained that the filed sub bid process will begin after the 100% CDs are completed.</p> <p><u>Members Discussion / New Business:</u></p> <p>Steve Rich asked if there has been any complaints from end users about the location of the gym and locker rooms. Lori Cowles of HMFH explained that both the past and current Athletic Directors were happy with this plan.</p> <p>Steve Rich inquired about the number of openings from the first and second floors. Lori Cowles explained that they provide natural light to adjacent spaces.</p>			



Roger Sacilotto inquired about the transition process from the current High School to the new Middle/High School. Kevin Nigro explained that these discussions are ongoing between school staff, HMFH, PMA, and Suffolk.

No new business was discussed.

Next meeting scheduled for 2/19/2018.

Steve Horlick made a motion to adjourn, seconded by David DeRuosi. Motion approved unanimously. Meeting closed at 4:45 PM.

PMA Consultants 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: 2/15/2017