

# Saugus High School Building Committee Meeting Minutes

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

**MEETING DATE:** December 12, 2016

**ATTENDEES:** (*Absent in Italics*)

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

**Call to Order:** 4:06 pm

Vote to approve the previous meeting minutes. Motion made by Mike Hashem to accept the December 5, 2016 minutes. The motion was seconded by Jeannie Meredith. The Committee approved the minutes unanimously.

**Schedule / PMA Update** (*continued from 12-05-2016 meeting*)

Item	Responsible	Due	Notes
12-05.01 (continued on 12.12.16 as item 12-12.01)	PMA	RECORD	<p><b><u>PMA Schedule Update:</u></b></p> <p><b>12.05.16:</b> PMA distributed a schedule handout (<b>see PMA 12.5.16 Handout #1</b>). The handout shows the tasks that PMA is working on to complete the MSBA Module #3 (Feasibility Study). The PSR submittal is the final component of the Feasibility Study. The team is still on schedule to submit the PSR to the MSBA on December 13<sup>th</sup>, 2016. After the PSR is submitted, PMA and HMFH will attend a staff review with the MSBA; and PMA/HMFH will attend an MSBA Board Meeting on February 15<sup>th</sup>, 2017 where the MSBA will approve the PSR. PMA tasks include summarizing the preliminary budget, schedule of all options, and the local actions and approvals narrative. PMA is also coordinating with the town to complete the grade reconfiguration certificate and capital budget for the PSR. PMA is also coordinating water flow tests with the Saugus DPW.</p> <p><b>12.12.16:</b> PMA distributed an OPM status report (<b>see PMA 12.12.16 Handout #1</b>). OPM status report summarizes project details, upcoming key dates, past key deliverables to MSBA, upcoming tasks, current feasibility study budget summary (commitments to date, amendments, balance to finish, ProPay reimbursements to date, etc.). PMA distributed an MSBA Module 4 responsibility matrix showing all tasks to be completed as part of Module 4, and who is responsible for each (<b>see PMA 12.12.16 Handout #2</b>). Distributed as a look-ahead.</p>

**SBC Discussion / Vote to Submit Preferred Schematic Report (PSR) to MSBA, and Vote to Authorize PMA/HMFH to Move into the Schematic Design Phase**

Item	Responsible	Due	Notes
12-12.02	SBC	RECORD	<p><b>12.12.16:</b>  <u><b>School Building Committee Discussion Regarding PSR</b></u>                      The Town Manager (TM) distributed a physical copy of the draft PSR to the SBC. TM explained that the PSR is a compilation of the deliverables that HMFH, PMA, and the SBC have been discussing for the past few meetings.</p> <p>HMFH distributed the Table of Contents of the PSR (see <b>HMFH 12.12.16 Handout #1</b>). HMFH discussed each item in the Appendix section, and Appendix items N and O (Preferred Solution Floor Plans and Preferred Solution Site Plan, respectively) were physically displayed to the SBC on a tack board. In terms of the site plan (Appendix item O), HMFH discussed parking, access, trees, bleachers, and car queues. HMFH explained that the floor plans (Appendix item N) will change based on the needs and feedback of the school and administration. The floor plans were color coded to highlight the purposes of the various areas.</p> <p>Building components discussed by HMFH include: a single Middle-High School entrance (to be used in conjunction with a staggered arrival schedule), alternate Physical Education spaces (yoga, etc.), the use of “pods” of classrooms, High School pods stacking up 4 stories tall, and Middle School pods stacking up 3 stories tall, 2 cafeterias with an operable wall in between, the gymnasium on the 2<sup>nd</sup> floor, 2 elevators, and the 3<sup>rd</sup> floor being connected between MS and HS using a “bridge-like” walkway.</p> <p>SBC members had many questions for HMFH related to the preliminary design of the building, including:</p> <ul style="list-style-type: none"> <li>• Shared Middle-High school entrance</li> <li>• Location of locker rooms</li> <li>• Amount / intended use of technical lab spaces</li> <li>• Performing spaces / control booths</li> <li>• Information Technology Program</li> </ul> <p>Peter Manoogian requested that the minutes reflect that the design of the building (especially the number of entrances) are still up for discussion during the Schematic Design Phase.</p> <p><u><b>School Building Committee Vote to Submit PSR to the MSBA, and Authorize PMA/HMFH to Move into the Schematic Design Phase</b></u>                      Following discussion, motion made by Mike Procopio (2<sup>nd</sup> by Jeannie Meredith) to:</p> <ul style="list-style-type: none"> <li>• Submit the PSR to the MSBA, and</li> <li>• Authorize PMA and HMFH to move into the Schematic Design Phase and stay on our aggressive schedule prior to MSBA acceptance.</li> </ul> <p><b>The vote passed unanimously: 15-0.</b></p>

*Motion made by Michelle Wendell to adjourn the meeting. Second by Jeannie Meredith. All approved.*

**Meeting Adjourned: 5:24 PM**

**The date for the next meeting is TBD. Most likely early-mid January 2017.**

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: 12/13/2016**