

Saugus High School Building Committee Meeting Minutes

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

MEETING DATE: February 27, 2017

ATTENDEES: *(Absent in Italics)*

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

Call to Order: 4:12 pm

Vote to approve the previous meeting minutes. Motion made by Stephen Rich to accept the January 23, 2017 minutes. The motion was seconded by Jeannie Meredith. The Committee approved the minutes unanimously.

PMA- OPM Update:

Item	Responsible	Due	Notes
1-23.02 (continued on 2.27.17 as item 2- 27.01)	PMA	RECORD	<p><u>1.23.17:</u> PMA distributed an updated OPM status report (see PMA 1.23.17 Handout #1). 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.). 13 key upcoming dates were shown and discussed.</p> <p>Design team received the arsenic, pesticide, and herbicide results (associated with the historical orchard on site), and everything is determined to be below reportable concentrations. Design team anticipating a conference call with the MSBA this Thursday or Friday to prepare for the MSBA Facilities Assessment Subcommittee (FAS) meeting on 2-1-2017. Design team is awaiting MSBA's PSR review comments. After the 2-1-2017 MSBA FAS meeting, the design team will prepare for and attend the MSBA Board Meeting on 2-15-2017 to get MSBA approval of the project and authorization to move into the Schematic Design phase.</p> <p><u>2.27.17:</u> PMA distributed an updated OPM status report (see PMA 2.27.17 Handout #1). OPM status report summarizes project details, upcoming key dates, past key deliverables to MSBA, upcoming tasks, and a current budget summary (commitments to date, amendments, balance to finish, ProPay reimbursements to date, etc.). PMA updated the SBC on the updated 2017 MSBA reimbursement rate, the MSBA FAS Meeting and the MSBA Board of Directors meeting on 2-8-17 and 2-15-17, respectively. The project was authorized into the SD phase by the MSBA at the 2-15-17 MSBA Board of Directors meeting. The project website has been launched, and can be found at the following link: http://www.saugus-ma.gov/saugus-high-school-project-building-committee</p>

			<p>Attached to 2-27-17 OPM status report is a Schematic Design (SD) Phase summary. The SD phase was explained, and an overview of upcoming work to be further developed. Items included in the project team's submission to the Massachusetts Department of Elementary & Secondary Education (DESE).</p> <p>During the OPM update, Ted Lasala, a town citizen from Highland Ave, expressed interest in reaching out to elderly neighbors on Highland Ave to inform them of upcoming meetings. PMA to email Ted with upcoming meeting dates.</p>
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HMFH- Designer Update:

Item	Responsible	Due	Notes
2-27.02	HMFH	RECORD	<p>2.27.17: HMFH provided 3 separate PowerPoint presentations for the SBC. All 3 have since been posted to the project website at the following link: http://www.saugus-ma.gov/saugus-high-school-project-building-committee</p> <p>The 3 PowerPoint presentations were the following (in order presented):</p> <ol style="list-style-type: none"> 1. Examples of New School Spaces 2. Schematic Design Update 3. Preliminary Landscape Design Ideas / Inspiration (see next section) <p>Each presentation is explained below.</p> <p><u>1.) Examples of New School Spaces:</u> The first presentation by HMFH was created per the request of the Town Manager. The format of the presentation consisted of a photo of the existing spaces at Saugus HS followed by 3-4 photos of 21st century learning configurations of similar spaces in newer schools. This was shown for the following spaces:</p> <ul style="list-style-type: none"> • Cafeteria / commons • Outdoor dining / classroom • Learning commons / media center • Gymnasium • Fitness • Turf field & athletic complex • Common space / project areas • Science labs • Classrooms • Technology and fabrication lab / maker spaces • Auditorium • Black box • Band / chorus room • Art classroom <p>As the slides were shown, HMFH discussed design components (incorporating natural light, community use, thought-provoking project areas, etc.), the flexibility of spaces (location of water/gas in science labs, wireless technology, etc.), and the associated educational improvements that these enhanced spaces provide compared to the current configuration.</p> <p><u>2.) Schematic Design Update</u> The second presentation by HMFH again focused on the 2 ongoing building designs. Five slides were shown for each of the 2 designs, showing:</p> <ul style="list-style-type: none"> • 3D Site Massing- Axonometric Views

			<ul style="list-style-type: none"> • Labeled / color coded 1st Floor plans • Labeled / color coded 2nd Floor plans • Labeled / color coded 3rd Floor plans • Labeled / color coded 4th Floor plans <p>The major difference between the two ongoing designs is the location of the gym. For the preferred schematic report design, the gymnasium is located on the 2nd floor. This results in a smaller building footprint. The gymnasium is located above the cafeteria and kitchen area.</p> <p>The gymnasium is located on the 1st floor for the alternative design. The Middle School spaces are shifted to begin on the 2nd floor in this design. This is problematic for two reasons:</p> <ol style="list-style-type: none"> 1. There is now no reason for the MS Administration to be on the 1st floor (although this is a project goal determined in the visioning sessions). 2. There is now no room to expand on the 4th floor (there is room in the preferred design). <p>Following HMFH's 2nd presentation, the SBC had the following discussions regarding the location of the gymnasium / locker rooms:</p> <ul style="list-style-type: none"> • How often do kids shower? • What if there is an event or tournament? • How many showers are carried in the design? • Will there be AC in the gymnasium? <p>The High School and Middle School teachers answered the majority of the aforementioned questions.</p> <p>Following the SBC discussion, Mike Hashem made a motion to have the SBC direct HMFH to move forward with the preferred design with the location of the gymnasium/locker rooms on the 2nd floor. The motion was 2nd by Jeannie Meredith, and passed unanimously.</p>
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CSS (Landscape Architect) Preliminary Landscape Design Schemes Presentation

Item	Responsible	Due	Notes
2-27.03	CSS/HMFH	RECORD	<p>2.27.17:</p> <p><u>3.) Preliminary Landscape Design Ideas / Inspiration:</u></p> <p>Josh Burgel of CSS (Landscape Architects) provided a presentation of 4 preliminary landscape schemes. HMFH provided additional commentary as well. For each scheme, hand-sketches of the future site plans were shown and certain areas were pointed out using arrows. The arrows pointed to real pictures of similar spaces (example: outdoor gathering/garden space near the Football stadium). This format helped the SBC to visualize the design components being discussed for each scheme.</p> <p>The 4 preliminary landscape schemes were the following:</p> <ol style="list-style-type: none"> 1. Bridge Scheme 2. Wall & Planting Scheme 3. Steps & Terrace Scheme 4. Berm & Pond Scheme <p>All 4 schemes have the following in common:</p> <ul style="list-style-type: none"> • MS students are dropped off at the North side of the building • HS students are dropped off at the South side of the building • During the day, there is one main entrance on the East side. • Space allocated for approximately 300 parking spots

			<ul style="list-style-type: none"> Maintain the existing strip of parking spaces towards the Northeast corner of the site, due to the strip's location in a wetlands buffer zone <p>CSS / HMFH are discussing potential cost implications of each scheme with the cost estimator.</p>
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New Business / SBC Discussion

Item	Responsible	Due	Notes
2-27.04	SBC	RECORD	<p>2.27.17: Chairman Jeannie Meredith informed the SBC that 2 new subcommittees are going to be established: Systems and Materials. Chairman Meredith asked that people who are interested or who have questions send her an email. The next meeting for the Systems Subcommittee is scheduled for 3-13-17 @ 4PM in the Saugus Town Hall.</p>

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

Meeting Adjourned: 5:41 PM

The date for the next meeting is March 27, 2017 at 4:00PM in the Saugus Town Hall.

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: 3/03/2017