

Saugus High School Building Committee Meeting Minutes

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

MEETING DATE: January 23, 2017

ATTENDEES: *(Absent in Italics)*

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

Call to Order: 4:01 pm

Vote to approve the previous meeting minutes. Motion made by Mike Hashem to accept the December 12, 2016 minutes. The motion was seconded by Jeannie Meredith. The Committee approved the minutes unanimously.

HMFH- Designer Update:

Item	Responsible	Due	Notes
1-23.01	HMFH	RECORD	<p>1.23.17: <u>HMFH:</u> The major design components currently being evaluated include the following:</p> <ul style="list-style-type: none"> • Number of entrances • Location of Admin Offices • Parking configuration • Location of building on site relative to field • Location of gym (1st or 2nd floor) • Layout of cafeterias • Location / orientation of flexible learning spaces <p>Designers have been meeting with HS and MS principals to review the design and the planned use of specific rooms and spaces. The Saugus Athletic Director has said that as long as his spaces are all together, he does not have a preference as to what floor the gym is located on. HMFH considering traffic circulation in all current preliminary designs.</p> <p>2 new construction options are currently in development. They were shown to the SBC via projector and discussed. Both options are 3 & 4 stories (HS classrooms on 4th floor), are the same square feet, and use pods of classrooms, each having project areas, within the building. The first option is the most worked out, as it has been developed since the PDP. The second option has been developed in response to questions/concerns expressed by the SBC at the 12-12-16 SBC meeting. By running 2 options concurrently, certain design features can be compared and contrasted.</p> <p><u>A. Grabowski:</u> How does the School Committee get their design inputs considered?</p> <p><u>PMA:</u> This is what we are here to do now. HMFH has created the 2nd new construction option in order to address your comments from the 12-12-16 SBC</p>

			<p>meeting. We have over a year to iron out the final design. <u>J. Meredith:</u> It is a great advantage that the School Committee is part of the SBC.</p> <p><u>HMFH (back to the design update):</u> <u>Option #1</u> was shown on the projector. Key design features include:</p> <ul style="list-style-type: none"> • MS classrooms/spaces on north side of building • HS classrooms/spaces on south side of building • More than 1 entrance • Parking on both sides of building <ul style="list-style-type: none"> ◦ HMFH mentioned that rows of parking can be moved from the south side of the building to the north side of the building to slide the building closer to the athletic fields; however, the drawback to this is when there are large events at the field, some people will have to park at the opposite end of the site (north of the building). • Gym on 2nd floor <ul style="list-style-type: none"> ◦ This design has a tighter footprint, which then leaves more room for site circulation and amenities. • Kitchen in middle between the two cafeterias • Combined Admin. @ main entrance with APs distributed throughout the building similar to the existing HS and MS layouts • Main Street feature that organizes and segregates public areas <ul style="list-style-type: none"> ◦ This allows classroom pods to be closed off to the public. • Separate locker rooms for the MS and HS <p><u>Option #2</u> was shown on the projector. Key design features include:</p> <ul style="list-style-type: none"> • HS classrooms/spaces on north side of building <ul style="list-style-type: none"> ◦ Allows HS students to park directly on the right when entering the site, simplifying the traffic flow. • MS classrooms/spaces on south side of building • Gym on 1st floor • Larger site footprint than Option #1 • The design was described as a “ying and yang” setup, due to the symmetrical appearance for MS and HS spaces. • This option does not have the same Main Street feature due to the staggered design • More difficult to fill spaces on upper levels
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PMA- OPM Update:

Item	Responsible	Due	Notes
12-12.01 (continued on 1.23.17 as item 1- 23.02)	PMA	RECORD	<p>12.12.16: PMA distributed an OPM status report (see PMA 12.12.16 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.). 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 (see PMA 12.12.16 Handout #2). Distributed as a look-ahead.</p> <p>1.23.17: 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</p>

			<p>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>
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SBC Discussion & Closing Remarks

Item	Responsible	Due	Notes
1-23.03	SBC	RECORD	<p>1.23.17: <u>Town Manager (addressing the Superintendent and 4 School Committee members present):</u> TM suggests that a summary of the educational benefits of this project is created. As a parent, TM expressed that the currently missing programs should be highlighted (such as robotics). The changes to the educational plan, how the changes will be delivered, and how that will make each child better-prepared for college after going through the Saugus Public Schools System should be summarized.</p> <p><u>J. Meredith:</u> - A public outreach meeting has been scheduled for 1-30-2017 at 4:00 PM in the Saugus Town Hall. - The next SBC meetings have been scheduled for the 4th Monday of every month at 4:00 PM in the Saugus Town Hall. Kate Evans will send an email with all upcoming meeting dates.</p>

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

Meeting Adjourned: 5:32 PM

The date for the next meeting is January 30, 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: 1/24/2017