**Saugus High School Project Building Committee Meeting Minutes**

**September 12, 2016**

**Present:** Peter Manoogian, Linda Gaieski, Donna Matarazzo, Bill Stewart, Steve Rich, Steve Horlick, Tina Stanislaski, Lori Cowles, Kevin Nigro, Joe DeSantis, Frank Perella, Arthur Grabowski, David DeRusoi, Michele Wendell, Richard Dalton, Mike Procopio, Jeannie Meredith, Scott Crabtree, Kate Evans

**Call to Order:** Meeting was called to order at 4:03 p.m.

**Approval of previous minutes:** Linda Gaieski made a motion to approve the August 29, 2016 meeting minutes. Motion was approved.

PMA handed out Saugus High School Project Timeline, highlighting upcoming important dates to keep in mind.

**Review and Approval of submission of the PDP (Preliminary Design Program) and MP (Master Plan) to the MSBA:** Scott Crabtree emphasized the importance of keeping on schedule, referencing that cost estimators provide $500,000 as an estimated project cost escalation for delays. S. Crabtree said we are currently targeting a June 28, 2017 MSBA Board Meeting date for the approval of the schematic design and project scope/budget. Lori Cowles discussed the Master Plan, mentioning that it demonstrates a combined middle-high school best fulfills Saugus’ educational plan. Arthur Grabowski made a motion to approve HMFH submitting the PDP and MP to the MSBA. Jeannie Meredith seconded, and the vote passed unanimously (15-0).

**Member Discussion:** Steve Horlick wanted to verify that the school will be built in such a way that an addition could be put on in the future. Kevin Nigro discussed the Arlington project, in which Lori Cowles and HMFH were the designers. Three years following the school’s completion, an addition was successfully installed.

**Schedule Next Meeting/Next Several Meetings:** The Saugus High School Project Building Committee will meet next on Monday, October 17, 2016, unless otherwise needed.

Michele Wendell made a motion to adjourn the meeting. The Chair seconded, and the meeting adjourned at 4:32 p.m.