

Saugus High School Building Committee Meeting Minutes

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

MEETING DATE: October 17, 2016

ATTENDEES: *(Absent in Italics)*

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

HMFH: - Lori Cowles
 - Tina Stanislaski
 - Justin Vigilanti

Other: - Kate Evans

Call to Order: 4:03 pm

Vote to approve the previous meeting minutes. Motion made by Jeannie Meredith to accept the September 12, 2016 minutes. The motion was seconded by Michelle Wendell. The Committee approved the minutes.

General/Misc. Items

Item	Responsible	Due	Notes
10-17.01	PMA	11/7/16	Community Survey: PMA gave a brief overview of the SurveyMonkey results. Additional results will be shared with the committee at the next meeting.

Schedule

Item	Responsibility	Due	Notes
10-17.02		RECORD	PMA Schedule Update: PMA discussed the project timeline sheet that was distributed to the SBC. PMA explained that PMA/HMFH are still on track to submit the PSR in December. There were no questions by the committee.

Budget

Item	Responsibility	Due	Notes
10-17.03		RECORD	PMA Budget Update: An 11" x 17" budget matrix, illustrating the cost implications of the Preliminary Design Program (PDP) Alternatives combined with the resulting Master Plan (MP) Alternatives was distributed to the committee. PMA explained the matrix explaining specifically the various notes related to the information presented. It was emphasized that PDP Alt #3 (New Middle/High School) combined with MP Alt #2 is the combination that makes the most sense (financially and logistically) for the town of Saugus overall. The Town Manager emphasized that this matrix illustrates the options that have been approved by the School Committee and the Project Building Committee. The Town Manager went further to say that as an elected and appointed official, his job is to get the information out to the public so that they can make an informed and educated decision

			regarding this project.
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Design

Item	Responsible	Due	Notes
10-17.04		RECORD	<p>Design Update: The HMFH team showed five (5) Middle-High School preliminary design options. Two (2) of which were Add/Reno schemes, and three (3) were New Construction schemes. Conceptual block plans, massing plans, landscape plans, and “before and after” photos were shown for each of the five (5) options. The following bullets summarize HMFH’s description and potential complications of each option.</p> <p><u>Add/Reno Schemes:</u> General note: HMFH expressed concerns with both Add/Reno options. Due to the sock-like shape of the site, the logistics of leaving enough working space for contractors would need to be considered in depth.</p> <p><u>Option R1 (Add/Reno):</u></p> <ul style="list-style-type: none"> • Difficulties with drop-off/pickup due to site layout • 6-foot elevation difference from fields to parking lot • Takes up majority of the site • Uses two (2) existing gymnasiums <p><u>Option R2 (Add/Reno):</u></p> <ul style="list-style-type: none"> • All new gym & athletic spaces • Would require 1 year with no athletic spaces • Requires students/faculty to pass through the parking lot to get to the fields <p><u>New Construction Schemes:</u> General note: HMFH explained that they still need to determine the orientation of the stadium’s bleachers and lights in order to be considerate to the neighbors. If the lights face the neighborhood, light pollution may be an issue; and if the bleachers face the neighborhood, noise pollution may be an issue.</p> <p><u>Option 1 (New Construction):</u></p> <ul style="list-style-type: none"> • Most consolidated option- 4 stories • Widest option- drawback is that this places the building right up to the property line of neighbors • No central drop off point • 2 parking lots • Stadium at the southernmost end <p><u>Option 2 (New Construction):</u></p> <ul style="list-style-type: none"> • Takes more space on site- 3 stories • Building consists of two (2) Middle School “pods” and two (2) High School “pods”. • Longer drop-off / pickup area (pro) • Most of the common spaces are along Route 1 (pro) <p><u>Option 3 (New Construction):</u></p> <ul style="list-style-type: none"> • 4 stories • Consolidates parking • Main entry for both schools is shared (pro) • Field access from main entry as well (pro)

Item	Responsibility	Due	Notes
10-17.05	HMFH/Consultants	11/7/16	Traffic Update: <ul style="list-style-type: none"> HMFH advised the committee that the traffic consultant will start analyzing the current traffic in the near future. Conceptual traffic pattern options will be developed once this analysis is done. A committee member asked how many parking spaces are included in the design. HMFH noted that they are currently planning for 300 parking spots, but this will be vetted based on the traffic consultant's input.
10-17.06	HMFH/Consultants	Prior to PSR Submission	Green Design Charrette: HMFH would like to schedule a green design charrette and is looking forward to participation from any/all interested SBC members and/or teachers who might be interested in joining. This will take place in November (prior to PSR submission to MSBA). HMFH will send out an email to coordinate.

General/Misc. Items

Item	Responsible	Due	Notes
10-17.07		RECORD	Project Notification Form to Massachusetts Historic Commission: PMA informed the committee that a Project Notification Form was filed with the Mass. Historic Commission (MHC), and the MHC replied that they have reviewed the submittal and have no interest in maintaining the Saugus High School building.

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

Meeting Adjourned: 5:10PM

Next meeting will take place on November 7, 2016 at 4:00 PM 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: 11/03/2016