

Saugus High School Building Committee Meeting Minutes

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

MEETING DATE: November 7, 2016

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	- <i>Peter Manoogian</i>	- Frank Perella	- Christine Moreschi
	- Arthur Grabowski	- <i>Rich Magnan</i>	- Richard Dalton	- Mike Procopio
	- Chris McCarrier	- Joanne Gayron	- <i>Richard Salvo</i>	- <i>Ralph Materese</i>
	- Nelson Miller	- <i>Brendan O'Regan</i>	- <i>Debra Panetta</i>	- <i>Elizabeth Marchese</i>
	- Jeffrey Cicolini	- <i>Jennifer D'Eon</i>	- 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			
<u>Other:</u>	- Kate Evans			

Call to Order: 4:13 pm

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

Schedule

Item	Responsible	Due	Notes
11-07.01	PMA	RECORD	PMA Schedule Update: PMA discussed the project timeline sheet and explained that it is unchanged. PSR still to be submitted to MSBA in December. On 11-9-16, cost estimators will be provided all required information to update cost estimates for PSR submittal. On 12-5-16, there will be a vote on the preferred solution. On 12-12-16, there will be an SBC vote to submit the PSR to the MSBA.

General/Misc. Items

Item	Responsible	Due	Notes
11-07.02		RECORD	General Discussion: Town Manager: We are working towards a total solution for the district that will last 40-50 years. The architects and OPM are helping Saugus navigate through the MSBA modules. We are currently in the PSR stage, which involves narrowing down our options. The town is also developing a public outreach system to inform the public of project developments.
11-07.03	HMFH	11-14-16	Green Design Charrette: HMFH will be hosting a green design charrette workshop on Monday, 11-14-2016 at 2:00PM in the Saugus Town Hall. The meeting will take place with engineers, utility companies, the SBC, teachers, and possibly students. LEED design decisions will be discussed, and their resulting implications to the building's performance (air quality, etc.).

Designer Update

Item	Responsible	Due	Notes
11-07.04	HMFH	RECORD	Designer Update: HMFH has been working with school principals to discuss the functionality of certain rooms, etc. HMFH has also been compiling a response to the MSBA's PDP &

			Master Plan comments. This response is due on Wednesday, 11-9-2016.
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General/Misc. Items

Item	Responsible	Due	Notes
11-07.05	PMA	RECORD	<p>Community Survey Results:</p> <p>PMA discussed the results of the community survey conducted online via SurveyMonkey.com. There were 275 respondents to the survey. A summary of the results was distributed to the committee. Almost 70% of people polled were in favor of a new middle-high school. PMA emphasized the importance of considering public input in design decisions. PMA also noted that improving public outreach will help the public to understand that their concerns are being heard and addressed as part of this ongoing feasibility study.</p>

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

Meeting Adjourned: 5:04PM

Next meeting will take place on December 5, 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: 12/01/2016