

# Saugus High School Building Committee Meeting Minutes

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

**MEETING DATE:** April 24, 2017

**ATTENDEES:** *(Absent in Italics)*

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

**Call to Order:** 4:04 pm

Vote to approve the previous meeting minutes. Approval of 3-27-17 meeting minutes tabled.

David DeRuosi made a motion to have the traffic study draft report taken first, out of order from the agenda. 2<sup>nd</sup> by Jeannie Meredith, unanimously approved.

**Vanasse & Associates- Traffic Study Update:**

| Item    | Responsible | Due    | Notes  |
|---------|-------------|--------|--|
| 4-24.01 | HMFH        | RECORD | <p><b><u>4.24.17:</u></b><br/> Presentation was shown to the school building committee (via projector) including existing layouts, hourly traffic counts (shown graphically and with a network figure for AM &amp; PM), and potential future loads (including accounting for ~150 parents who currently drop students off at Middle School and High School). The Middle School was said to have a higher peak of traffic; however, after school programs reduce the traffic at the Middle School in the afternoon.</p> <p>The following recommendations were made:</p> <p><b><u>Project Access</u></b></p> <ol style="list-style-type: none"> <li>Pierce Memorial Drive at Highland Avenue <ul style="list-style-type: none"> <li>- Peak Hour Left Turn Restriction, or</li> <li>- Police Control</li> </ul> </li> <li>Pierce Memorial Drive at Highland Avenue <ul style="list-style-type: none"> <li>- 4-way Stop</li> </ul> </li> <li>School Zone Signage</li> </ol> <p><b><u>School Drop-Off/ Pick-up Traffic Management</u></b></p> <ol style="list-style-type: none"> <li>Maintain off-set Start/Stop Time</li> <li>Middle School Drop-off <ul style="list-style-type: none"> <li>- Staff</li> <li>- Procedures to Parents prior to school year</li> </ul> </li> </ol> <p><b><u>Alternative Access</u></b><br/> Pursue Either</p> <ol style="list-style-type: none"> <li>Route 1- Right turn out</li> <li>Pennybrook Road</li> </ol> <p><b><u>Special Events</u></b></p> |

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|  |  |  | <ol style="list-style-type: none"> <li>1. Traffic Management Plan</li> <li>2. Off-Site Parking</li> </ol> <p><b><u>Post Opening Monitoring</u></b></p> <ol style="list-style-type: none"> <li>1. Traffic Counts</li> <li>2. Drop-off Queues</li> <li>3. Safety</li> </ol> <p>The SBC members asked various questions regarding the traffic study. The following bullets summarize the questions and answers.</p> <ul style="list-style-type: none"> <li>• Arthur Grabowski: Why not consider turning Highland Ave into a 1-way? <ul style="list-style-type: none"> <li>○ Giles H.: We didn't want to restrict access; however, this is something that could be considered during the post-opening monitoring period.</li> <li>○ Tina S.: The building is designed with plenty of flexibility for future changes.</li> </ul> </li> <li>• Arthur Grabowski: Would an acceleration or deceleration lane be required if a curb cut were used on Route 1? <ul style="list-style-type: none"> <li>○ Giles: This is a case-by-case determination.</li> </ul> </li> <li>• Arthur Grabowski: Will the fence need to be removed? <ul style="list-style-type: none"> <li>○ Tina S.: Yes, a portion will.</li> </ul> </li> <li>• Peter Manoogian: How much of the costs incurred for traffic-related site work will the MSBA cover? <ul style="list-style-type: none"> <li>○ Joe D.: The MSBA caps their reimbursement on site work at 8% of the total construction cost.</li> </ul> </li> <li>• Peter Manoogian: Does this traffic plan need to be approved by the planning board? <ul style="list-style-type: none"> <li>○ Chris C.: Yes, although this will take place down the road.</li> </ul> </li> <li>• Peter Manoogian: (To Giles) You said the current offset of time between MS and HS arrivals is "good". Is there an excellent time? <ul style="list-style-type: none"> <li>○ Giles H.: 15-20 minutes is typically optimal.</li> </ul> </li> <li>• Peter Manoogian: Regarding access via Route 1 and/or Pennybrook Road. If one of these methods were to be used, what would prevent people from going down Highland Ave to take a shortcut to the mall? <ul style="list-style-type: none"> <li>○ Giles H.: The mall is on the other side of Route 1; however, if this became an issue, it would first need to be identified, then quantified before it could be addressed.</li> </ul> </li> <li>• Peter Manoogian: (To Giles) Did you consider widening the entrance on Main Street? <ul style="list-style-type: none"> <li>○ Giles H.: This does not appear to be a worthwhile effort.</li> </ul> </li> </ul> |
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David DeRuosi made a motion to take the "Review and Discussion of Construction Method- Design-bid-build / CM at-Risk" agenda item out of the order presented on the agenda. Motion 2<sup>nd</sup> by Jeannie Meredith and unanimously approved.

**Review and Discussion of Construction Method- Design-bid-build / CM at-Risk:**

| Item    | Responsible | Due    | Notes  |
|---------|-------------|--------|--|
| 4-24.02 | SBC         | RECORD | <p>Town Manager: Information has been sent to the SBC members as a reminder of the differences between the Design-Bid-Build and Construction Manager-at-Risk construction methods. Advantages of CMR include the Guaranteed Maximum Price (GMP) Agreement, increased coordination, open book accounting, amongst other reasons. The Belmonte project was completed using the CMR method, and this was a major advantage when it came to settling the final project cost.</p> <p>Chris Carroll: In regards to bidding: for the DBB method, the lowest bids are selected. For the CM@R method, the best qualified bid is selected, and prices are negotiated. One of the biggest advantages of CMR is the enhanced coordination. Using the CMR method would also allow for early packages to be released, such</p> |

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|  |  |  | <p>as site work, foundations, and steel design packages.</p> <p>Arthur Grabowski: The Belmonte project was done using the CMR method, and this saved us from having to go back out to bid.</p> <p>Peter Manoogian: Was the Winthrop project CMR?<br/>Tina S.: Yes, and this project had &lt; 1% in Change Orders.</p> <p>Peter Manoogian: Was North Reading CMR?<br/>PMA: Yes.</p> <p>Peter Manoogian: I agree that CMR appears to be the most advantageous for this project.</p> <p>Peter Manoogian: How do we select the CM firm? Who is the contract between?<br/>Chris Carroll: The agreement is made with the town and CM. I would highly suggest interviewing the CM team prior to selection.</p> <p>Mike Procopio: I agree that CMR is the best decision for this project.</p> <p>Peter Manoogian: Who will be managing the Vets and Belmonte projects?<br/>Chris Carroll: This will be a separate application.</p> <p>Arthur Grabowski made a motion, 2<sup>nd</sup> by Jeannie Meredith, for the SBC to authorize utilization of the Construction Manager at Risk project delivery method for this project. Unanimously approved: 17 – 0.</p> |
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#### **PMA- OPM Update:**

| Item    | Responsible | Due    | Notes  |
|---------|-------------|--------|--|
| 4-24.03 | PMA         | RECORD | <p>PMA distributed an updated schedule (<b>see PMA 4.24.17 Handout #1</b>). Upcoming key dates and past deliverables to MSBA and meetings were identified and briefly discussed.</p> <p>Peter Manoogian: In the MSBA's letter wherein they approved the town / project team to move into the Schematic Design Phase, why are there 2 separate votes required?<br/>Town Manager: There are discussions related to this question that are ongoing between PMA, the town, and the MSBA.</p> |

#### **HMFH- Designer Update:**

| Item    | Responsible | Due    | Notes   |
|---------|-------------|--------|---|
| 4-24.04 | HMFH        | RECORD | <p>HFMH projected a PowerPoint presentation to the SBC (see project website). The site plans were shown and discussed, along with floor plans, axonometric views, and exterior perspectives. Building sections highlighting proposed use of light wells were shown and discussed as well.</p> <p>Arthur Grabowski: Are there shop areas planned on the interior floor plans?<br/>Tina S.: Yes. They are included. Also, pairing of shop spaces has been discussed with school staff. One example is locating the 3D CAD labs next to fabrication shops.</p> <p>Peter Manoogian: What opportunity will there be for others to have input on exterior design features?<br/>Tisa S.: We have asked our cost estimator to provide prices for different materials.</p> |

**Messaging:**

| Item    | Responsible | Due    | Notes  |
|---------|-------------|--------|--|
| 4-24.05 | SBC         | RECORD | Jeannie Meredith: We have been working on and are nearly complete with creating a uniform, positive message to spread to the public regarding this project. Our goal is to have <u>one</u> consistent message that is relayed to the public. Once our message has been finalized, it will be distributed to the SBC. Please distribute it to as many people as possible once this happens. |

*Motion made by Mike Procopio to adjourn the meeting. Second by Jeannie Meredith. All approved.*

**Meeting Adjourned: 5:33 PM**

**The date for the next meeting is May 8, 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: 5/3/2017**