

SAUGUS MIDDLE/HIGH SCHOOL PROJECT
SCHOOL BUILDING COMMITTEE MEETING MINUTES
March 19, 2018

LOCATION: Saugus Town Hall

TIME: 4:00PM

ATTENDEES (<i>Absent in Italics</i>)			
School Building Committee			
<i>Scott Brazis</i>	<i>Jeffrey Cicolini</i>	<i>John Cottam</i>	Scott Crabtree
<i>Jennifer D'Eon</i>	Richard Dalton	David DeRuosi	<i>Linda Gaieski</i>
<i>Joanne Gayron</i>	Michael Hashem	Wendy Hatch	Stephen Horlick
William Leuci	<i>Marc Magliozzi</i>	Richard Magnan	<i>Elizabeth Marchese</i>
<i>Ralph Materese</i>	Donna Matarazzo	Chris McCarrier	Jeannette Meredith
<i>Nelson Miller</i>	<i>Mark Mitchell</i>	Myra Monto	Christine Moreschi
<i>Lisa Morgante</i>	<i>Michael Newbury</i>	<i>Brendan O'Regan</i>	<i>Debra Panetta</i>
<i>Frank Perella</i>	Michael Procopio	Steve Rich	<i>Roger Sacilotto</i>
Richard Salvo	<i>William Stewart</i>	<i>Michele Wendell</i>	<i>Tommy Whittredge</i>
PMA Consultants (Owner's Project Manager)			
<i>Chris Carroll</i>	Joe DeSantis	Kevin Nigro	<i>Deb Shaer</i>
HMFH Architects (Designer)			
Gary Brock	<i>Lori Cowles</i>	Tina Stanislaski	<i>Justin Viglianti</i>
Suffolk Construction (CM@R)			
Doreen Crowley	Noah Manacas	<i>Jim McCoy</i>	Chris Walenten
Other			
Kate Evans			

AGENDA ITEMS #1-3: CALL TO ORDER, APPROVE MINUTES, NOMINATE/ELECT VICE CHAIR			
Item	Responsible	Due	Date
3-19.01	SBC	RECORD	3.19.18
<p>Meeting called to order by Jeannie Meredith at 4:05 PM.</p> <p>Rick Salvo made a motion to approve the 1/22/18 SBC meeting minutes. Motion seconded by Jeannie Meredith, approved unanimously.</p> <p>Scott Crabtree made a motion to nominate Linda Gaieski as Vice Chair of School Building Committee, motion seconded by Jeannie Meredith. Committee discussed Linda's dedication to the project. Motion to nominate Linda Gaieski as Vice Chair approved unanimously.</p>			

AGENDA ITEM #4: OPM UPDATE

Item	Responsible	Due	Date
3-19.02	PMA	RECORD	3.19.18

PMA distributed an updated OPM Status Report to the SBC (attached to these minutes).

Kevin Nigro of PMA discussed progress to date and upcoming milestones including submission of the 60% Construction Documents to the MSBA on 3/21/18. Kevin Nigro spoke to the minor design changes since the last SBC meeting and verified that all changes have been vetted and agreed upon by school staff and Town administration. Kevin explained the construction cost estimation process, and reminded the committee that PM&C is performing a cost estimate on behalf of HMFH, and Suffolk Construction is performing the other construction cost estimate.

Kevin stated that HMFH compiled a list of potential value management (VM) items that will not impact the overall design or educational delivery of the new building, and the project team and town sat down to identify approximately three million dollars of items worth taking. Kevin explained that this happens on every MSBA project, and this allows the project team to ensure that the project will come in on budget at bid time. Kevin provided an example: HMFH included a potential VM item to replace kitchen tile with epoxy. The project team analyzed the cost, discussed the benefit of tile (less maintenance), and ultimately decided that the benefit of tile outweighs the cost savings of using epoxy.

Kevin explained that PMA & HMFH have attended 2 conservation commission meetings, and the project team is currently awaiting an order of conditions. The project team has sent the site plans to the DPW/Tree Warden for their review. The DPW Director joined the project team for a MassDOT meeting to discuss the Route 1 curb cut application. Kevin mentioned that a list of recent/upcoming meetings is included in the OPM Status Report.

Kevin spoke to the construction management plan (CMP) that Suffolk has put together with PMA input. Kevin explained that the CMP shows laydown areas, fencing, parking, trailer locations, etc. during the various project phases. The CMP will be used to answer any questions that neighbors may have.

Bill Leuci: What percentage of the overall budget is allotted for contingency?

Kevin Nigro: I do not have the exact number in front of me right now, but the various contingencies (including design contingency for further development of design), are within MSBA recommendations.

Steve Horlick: Are we planning on removing the existing fence along Route 1?

Kevin Nigro: Right now we are carrying a potential allowance for this item.

Bill Leuci: Has a cut/fill analysis been performed on site?

Kevin Nigro: Yes, both cost estimators performed cut/fill analyses in order to accurately determine site costs.

Scott Crabtree requested that the Suffolk team stand and introduce themselves. Doreen, Noah, and Chris from Suffolk introduced themselves to the SBC.

Steve Rich: Can I come and review the most recent drawings?

Scott Crabtree: Yes, there is a full-sized set in Town Hall. Please coordinate a meeting with Kate Evans in advance.

Kevin pointed the SBC to the final page of the OPM Status Report which shows budget status. Kevin thanked Wendy Hatch for her ongoing efforts to keep up with monthly reimbursement requests to the MSBA.

Scott Crabtree paused to commend HMFH, PMA, Suffolk, the School Department, and the School Building Committee for their hard work in getting us to this point. Scott noted that there are a lot of moving pieces occurring at once, and everyone is doing a great job carrying their weight.

AGENDA ITEM #5: DESIGN UPDATE

Item	Responsible	Due	Date
3-19.03	HMFH	RECORD	3.19.18
HMFH distributed the Table of Contents for the 60% Construction Document submittal to the MSBA (attached to these minutes). Tina Stanislaski listed each item on the Table of Contents, and pointed out that the interior materials and perspectives summary is a new section from the last MSBA submittal.			
HMFH was hoping to display the updated Revit model to the SBC and move through the design using a Revit add-on/extension called Enscape. HMFH had technical difficulty connecting their laptop to the projector, so they requested that interested SBC members re-group in the Town Hall Conference Room after the SBC meeting to go through the model. HMFH stated that they will have Kate Evans post a video of the model walkthrough to the project website for those who are unable to attend.			

AGENDA ITEMS #6-7: MEMBER DISCUSSION/NEW BUSINESS, NEXT MEETING

Item	Responsible	Due	Date
3-19.04	All	RECORD	3.19.18
No new business was discussed.			
Jason Hunt of Robinson Street said that he had an issue accessing information from the project website. Kate Evans agreed to sit down with him after the meeting and assist.			
Next meeting was scheduled for 4/23/18 at 4:00PM in the Saugus Town Hall.			

Bill Leuci made a motion to adjourn, go downstairs to review the interactive model, and not return. Motion seconded by Jeannie Meredith and approved unanimously. Meeting closed at 4:49 PM.

PMA Consultants 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: 4/9/2018