



SAUGUS MIDDLE/HIGH SCHOOL PROJECT
SCHOOL BUILDING COMMITTEE MEETING MINUTES
April 23, 2018

LOCATION: Saugus Town Hall

TIME: 4:00PM

ATTENDEES (*Absent in Italics*)

School Building Committee			
<i>Scott Brazis</i>	<i>Jeffrey Cicolini</i>	<i>John Cottam</i>	Scott Crabtree
<i>Jennifer D'Eon</i>	<i>Richard Dalton</i>	David DeRuosi	Linda Gaieski
<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>	<i>Donna Matarazzo</i>	<i>Chris McCarrier</i>	Jeannette Meredith
<i>Nelson Miller</i>	<i>Mark Mitchell</i>	<i>Myra Monto</i>	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	Roger Sacilotto
<i>Richard Salvo</i>	<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	Lori Cowles	Melissa Greene	<i>Tina Stanislaski</i>
Suffolk Construction (CM@R)			
<i>Doreen Crowley</i>	Noah Manacas	<i>Jim McCoy</i>	<i>Chris Walenten</i>
Other			
George DeDomenico	Kate Evans		

AGENDA ITEMS #1-2 CALL TO ORDER, REVIEW/APPROVE PREVIOUS MINUTES

Item	Responsible	Due	Date
4-23.01	SBC	RECORD	4.23.18
Meeting called to order by Jeannie Meredith at 4:09 PM.			
Jeannie Meredith congratulated and thanked Linda Gaieski for accepting her nomination as the new Vice Chair of the SBC.			
Stephen Horlick made a motion to approve the 3/19/18 SBC meeting minutes. Motion seconded by Jeannie Meredith, approved unanimously.			

AGENDA ITEM #3: OPM UPDATE

Item	Responsible	Due	Date
4-23.02	PMA	RECORD	4.23.18
<p>PMA distributed an updated OPM Status Report to the SBC.</p> <p>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 informed the SBC that the 90% Construction Documents have been issued to the cost estimators, and the cost estimating and reconciliation process will be similar to that of earlier project phases. Kevin informed the SBC that the 90% CD package will be submitted to the MSBA on 5/7/18.</p> <p>Joe DeSantis of PMA spoke to recent and upcoming meetings of significance that were listed on the OPM handout. Joe referenced the following meetings and thanked all involved parties for their valuable input:</p> <ul style="list-style-type: none"> • 3/28/18 drawing review with the Saugus Fire Department and Electrical Inspector • 4/17/18 drawing review meeting with Inspectional Services & Maintenance • 4/25/18 drawing review meeting with Whitson's • 5/2/18 drawing review meeting with Board of Health & Whitson's <p>Joe pointed to the section of the OPM status report that outlines the trade contractor Statement of Qualifications (SOQ) received by each trade. Joe explained that SOQs need to be submitted by each interested filed sub bid trade contractor, and each firm needs to be prequalified in order to bid on the project. Joe listed all information that the interested firms are required to submit in the SOQs, and spoke to the evaluation criteria. Similar project experience was cited as an important evaluation metric. Kevin Nigro emphasized that utilization of CM at Risk dictates the procurement procedures.</p> <p>Bill Leuci noted that there were 2 firms in the Acoustical Tile and Resilient Floors categories and asked if 3 are required. Kevin Nigro mentioned that because we are using the CMR method, we can extend the SOQ submittal deadline and have our CM reach out to additional firms. Kevin explained that additional procedures are triggered if less than 3 bids are received.</p> <p>Mike Procopio asked for clarification on the buyout schedule. Mike was provided with a draft buyout matrix showing package issuance, bidding and exhibit periods, target award dates for all scope of work on the project. Noah Manacas of Suffolk pointed out that this will be developed and certain packages will be prioritized as dictated by the schedule. Kevin Nigro spoke to the formation of the Guaranteed Maximum Price, and utilization of early packages for foundations. Kevin Nigro mentioned that the project has received our Order of Conditions from the Conservation Commission, and spoke to some of the early package work that will enable construction.</p>			

AGENDA ITEMS #4-5: DESIGN UPDATE & EXTERIOR FAÇADE SUBCOMMITTEE UPDATE

Item	Responsible	Due	Date
4-23.03	HMFH	RECORD	4.23.18
<p>Lori Cowles of HMFH spoke to the meetings that took place with the exterior façade subcommittee and provided an exterior design status update to the SBC. For those who were unaware, Scott Crabtree provided background on the formation of the exterior façade subcommittee, and thanked everyone who decided to attend for their input. Lori clarified that since this is public construction, there will be 3 "or equal" subcontractors for each exterior building component (brick, metal, etc.), and that the exterior façade</p>			

subcommittee has met and voted to recommend a basis of design. Scott Crabtree and Kevin Nigro mentioned that materials were taken outside during these subcommittee meetings, as it is difficult to see the texture/sheen inside.

Melissa Greene of HMFH provided a PowerPoint presentation to the SBC summarizing the preferred option resulting from the exterior façade subcommittee. Jeannie Meredith mentioned that the subcommittee voted unanimously on the preferred basis of design. Melissa spoke to the design goal of using red colors, and the need to pick red colors that do not wear over time and look pink. HMFH displayed physical samples of different brick/metal combinations that were reviewed by the exterior façade subcommittee.

Steve Rich asked if any exterior design components are proprietary. Melissa Greene confirmed that there are no proprietary items.

Scott Crabtree made a motion to accept the basis of exterior design as recommended by the exterior façade subcommittee with the understanding that final vendors will be selected during the bidding period. Jeannie Meredith seconded the motion, and it was approved unanimously.

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

Item	Responsible	Due	Date
4-23.04	All	RECORD	4.23.18
New business: Scott Crabtree asked Kate Evans to verify that the virtual design walkthrough videos were posted to the project website. Kate Evans confirmed that they are online, and instructed the SBC on how to reach the project website.			
The next meeting will be announced to all SBC members via email notification.			

Bill Leuci made a motion to adjourn, second by Mike Procopio and approved unanimously. Meeting was adjourned at 4:48PM.

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: 6/8/2018