

## **Saugus High School Project Building Committee Meeting Minutes Dec 21, 2015**

**Present:** J Meredith, S Crabtree, Dr Malone, K Evans, K Robbins, J D'Eon, M Wendell, M Hashem, C Moreschi, A Grabowski, B Leuci, S Rich, F Perella, M Procopio, R Magnan, R Luongo, P Manoogian, B O'Reagan, R Salvo, B Stewart, R Sarilotto, C McCarrian, D Shaer, J Gayron, B DeFilippis, C Carroll, K Nigro, L Gaetski,

**Call to Order,** Meeting began at 4:08 pm

Minutes taken by Selectman J D'Eon

**Approval of Nov 16<sup>h</sup> minutes:** P Manoogian. moves to accept Nov 16th minutes. Town Manager Scott Crabtree notes correction: next meeting will be Dec 21, 2015 at 4pm, not 4:40pm. J Meredith Chair seconds the motion with time correction.

**Update on Duxbury School visit:** Duxbury School visit was Monday Dec 14, 2015. M Hashem, J Meredith, S Crabtree and P Manoogian attended. The tour was successful and they thought it was a good project. The group was impressed with some of the design, but felt some common areas could have been improved. Also there was no auditorium.

**PMA Introduction and Presentation:** J Meredith introduces OPM team: PMA Consultants Project Manager Kevin Nigro, Chris Carroll, Deborah Shaer and Brian DeFillipis. PMA Consultants presented a detailed power point presentation. (See handout) The presentation included: PMA experience and strengths with High School projects, Combined High School/Middle School projects and large capital projects. PMA has more than 20 in house project control experts and 35 MCPPO OPM's. The presentation covered: specialties, experience, cost and design. The committee was presented program schedule, contractor baselines and proposed schedule submissions. Going into further detail, the Committee was shown a communication flow diagram and discussed the next steps in the MSBA building process.

**R.F.S. Selection Process for Designers:** The Architects RFS (Request For Services) is standard MSBA and shall be utilized. Edits to the RFS shall be reviewed and approved by the MSBA prior to public advertising. Sample edits are: project background data, educational plan, existing conditions, and SOI. Specific project goals can be defined. Scopes of services can be refined. Specific milestones will be scheduled. Public procurement process will be similar to the OPM and RFS.

**Member discussion:** Vice Chair of the school committee P Manoogian asked if we will be able to inquire about the architect's workload when we reach that point. PMA answered everyone will be able to ask questions. P Manoogian also mentioned that we

should all become familiar with Educational plan we already have. He also mentioned a 6-12 may change the educational plan in place for 9-12. Town Manager Scott Crabtree acknowledged either way, 6-12 or 9-12 the educational plan we have will stand. Superintendent Dr. Malone encouraged everyone to visit the Town of Saugus website and read: A vision to drive the educational plan. (See handout)

**Future Saugus High School Project Building Committee Meetings:** Future meetings will be the 3<sup>rd</sup> Monday of every month at 4:00 pm. Jan 18<sup>th</sup> meeting will not be held at 4:00 pm due to Martin Luther King Day Holiday. Town Manager Scott Crabtree makes motion to adjourn, Chair J Meredith seconds. Meeting adjourned 5:30 pm