

Saugus High School Building Committee Meeting Minutes

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

MEETING DATE: December 5, 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	- Peter Manoogian	- <i>Frank Perella</i>	- Christine Moreschi
	- <i>Arthur Grabowski</i>	- Rich Magnan	- 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>
	- <i>Jeffrey Cicolini</i>	- <i>Jennifer D'Eon</i>	- <i>Linda Gaieski</i>	- <i>Mark Mitchell</i>
	- 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			
	- <i>Justin Vigilanti</i>			
<u>Other:</u>	- Kate Evans			

Call to Order: 4:03 pm

Vote to approve the previous meeting minutes. Motion made by Jeannie Meredith to accept the November 7, 2016 minutes. The motion was seconded by Bill Leuci. The Committee approved the minutes unanimously.

Green Design Charrette *(continued from 11-07-2016 meeting)*

Item	Responsible	Due	Notes
11-07.03 (continued on 12.5.16 as item 12- 5.01)	HMFH	RECORD	<p>11.07.16: 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.).</p> <p>12.05.16: HMFH distributed a Preliminary LEED Scorecard (see HMFH 12.5.16 Handout #1) that was originally distributed at the green design charrette that took place on 11-14-2016, but has since been revised to reflect the discussions during the 11-14-2016 workshop. The handout shows every LEED credit, and the likelihood of this project earning points for each credit, categorized from 'Yes' to 'Most Likely' to 'Probably Not' to 'No'. HMFH explained that LEED certification (40+ LEED points) is a requirement to receive any funding from the MSBA for this project. The MSBA gives an additional 2 incentive points for reaching a LEED Silver rating (50+ LEED points), and this is the goal for this project. The goal is to go into construction with at least 55 points planned, as all points are subject to audit. Currently, the LEED handout shows 41 'Yes' points, 28 'Most Likely' points, 26 'Probably Not' points, and 17 'No' points.</p>

Schedule / PMA Update *(continued from 11-07-2016 meeting)*

Item	Responsible	Due	Notes
11-07.01 (continued on 12.5.16 as item 12-	PMA	RECORD	<p>PMA Schedule Update:</p> <p>11.07.16: 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</p>

5.02)			<p>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.</p> <p>12.05.16: PMA distributed a schedule handout (see PMA 12.5.16 Handout #1). The handout shows the tasks that PMA is working on to complete the MSBA Module #3 (Feasibility Study). The PSR submittal is the final component of the Feasibility Study. The team is still on schedule to submit the PSR to the MSBA on December 13th, 2016. After the PSR is submitted, PMA and HMFH will attend a staff review with the MSBA; and PMA/HMFH will attend an MSBA Board Meeting on February 15th, 2017 where the MSBA will approve the PSR. PMA tasks include summarizing the preliminary budget, schedule of all options, and the local actions and approvals narrative. PMA is also coordinating with the town to complete the grade reconfiguration certificate and capital budget for the PSR. PMA is also coordinating water flow tests with the Saugus DPW.</p>
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Preliminary Budget Reconciliation with Cost Estimators

Item	Responsible	Due	Notes
12-5.03	PMA/HMFH	RECORD	<p>Preliminary Budget Reconciliation Meeting with Cost Estimators: PMA explained that HMFH hosted a preliminary budget reconciliation meeting with the two separate independent cost estimators (VJA and PM&C). The group went through each option (New HS, 2 Add/Reno MHS Options, and 1 New MHS Option) and ironed out various assumptions to get the two estimators on the same page. The estimators had their spreadsheets open and updated their estimates in real time as the meeting went on.</p> <p>PMA distributed an update to the preliminary budget sheet that was distributed at the 10-17-16 SBC Meeting to reflect the reconciled estimates for each option (see PMA 12.5.16 Handout #2).</p> <p>The CM @ Risk delivery method was conservatively assumed for all estimates, as it is typically more expensive than Design-Bid-Build. The cost estimators mentioned that a 5% difference is the industry rule of thumb for acceptable difference in cost estimates. By the end of the meeting, the difference between estimates for each option was lower than 5%. They were not this close before the reconciliation meeting.</p>

SBC Vote on Preferred Solution

Item	Responsible	Due	Notes
12-5.04	SBC	RECORD	<p>Vote on Preferred Solution: Motion made by Mike Hashem (and second by Jeannie Meredith) to approve the New Middle-High School Option (PDP Alternative #3), combined with Master Plan Alternative #2 as the preferred solution for the Town of Saugus. (Note that Master Plan Alternative #2 involves the following: Construct new Middle-High School for 1,360 students, Renovate Belmonte School for grades 3-5 + Admin, Add onto Veterans for PK-2, close the Roby Admin. Building, and close the Ballard, Lynnhurst, Oaklandvale, and Waybright Schools.)</p> <p>The vote passed unanimously: 16-0.</p>

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

Meeting Adjourned: 5:00 PM

Next meeting will take place on December 12, 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: 12/08/2016