



SAUGUS MIDDLE/HIGH SCHOOL PROJECT
SCHOOL BUILDING COMMITTEE MEETING MINUTES
March 18, 2019

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>	Richard Dalton	<i>David DeRuosi</i>	Linda Gaieski
<i>Joanne Gayron</i>	Michael Hashem	Wendy Hatch	Stephen Horlick
<i>William Leuci</i>	<i>Marc Magliozzi</i>	Richard Magnan	<i>Elizabeth Marchese</i>
<i>Ralph Materese</i>	Donna Matarazzo	<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	<i>Steve Rich</i>	<i>Roger Sacilotto</i>
<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)			
<i>Gary Brock</i>	<i>Lori Cowles</i>	Ania Matteson	Tina Stanislaski
Suffolk Construction (CM@R)			
Pat Debenedetto	<i>Noah Manacas</i>	<i>Jim McCoy</i>	Chris Walenten
Other			
Kate Evans			

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

Item	Responsible	Due	Date
3-18.01	SBC	RECORD	3.18.19

Meeting called to order by Jeannie Meredith at 4:14PM. Steve Horlick made a motion to approve the 1/28/19 SBC meeting minutes. Motion seconded by Jeannie Meredith, approved unanimously.

AGENDA ITEMS #3-4: PROJECT TEAM UPDATES

Item	Responsible	Due	Date
3-18.02	PMA/HMFH/Suffolk	RECORD	3.18.19

Tina Stanislaski provided a brief design update to the SBC and spoke to ongoing review of submittals/shop drawings. MEP Coordination ongoing. Beginning to look at samples for wall/floor coverings. Tina emphasized that these efforts will be ongoing through the end of project.



Kevin Nigro of PMA Consultants first addressed the SBC by informing all members present that the project remains on track in terms of scheduled milestones, and the progress with steel is a direct indicator of success against weather conditions. The building has been temporarily enclosed to allow interior work to continue. Work is progressing from the southern end to the northern end of the school (from HS to MS side). Crew sizes have continually increased as more space becomes open. Kevin reminded the SBC that PMA is coordinating all 3rd party testing and schedule/budget tracking/MSBA reporting. Kevin also thanked the plumbing and electrical inspector for making immediate visits when requested in lieu of rough weather conditions.

Joe DeSantis of PMA Consultants distributed an OPM Status Update Report and spoke to its contents. The OPM Report updated the SBC on recent project meetings, GMP update, contract updates, submittal/RFI status, and a detailed budget update. A graphic was included to show the various areas of the building and demarcation used by Suffolk for phasing of the work (Building C = HS, etc.). Joe mentioned that \$11.7M of MSBA reimbursement has been received to date, and thanked Wendy Hatch and her team for their ongoing assistance.

Pat DeBenedetto of Suffolk provided a construction update to the SBC in the form of a PowerPoint presentation. Pat spoke to structural steel progress, concrete slab progress, framing/sheathing progress, and interior framing/MEP systems in various locations. Pat mentioned that the first section of gymnasium trusses will be delivered to the site within the hour. Trusses will be assembled on the ground prior to being lifted in place. Tarping/temporary heating activity in winter was critical to advance concrete activities. C1, C2, and B2.A are “poured out” – meaning all slabs on deck are complete. Tarps will start to come down tomorrow (3/19/19) to allow sheathing operations to take place, followed by installation of air vapor barrier, followed by masonry installation. Rainwater cistern installation commencing soon. Interior MEP installation is well underway in HS areas level 2, 3, and 4. Building is truly starting to take shape as spaces get defined. Suffolk’s presentation included photos of: Auditorium roof steel progress, auditorium/riser structural steel, gymnasium slab, MS structural steel progress, various slab on grade/deck progress, HS elevator shaft, and interior framing and MEP installation progress in the HS. Pat briefly spoke to the Saugus Robotics Club visit to the project site and tour of Suffolk’s Smart Lab including discussion/experimentation with Virtual Reality technology.

AGENDA ITEMS #5-6: MEMBER DISCUSSION/ SCHEDULE NEXT MEETING

Item	Responsible	Due	Date
3-18.03	SBC	RECORD	3.18.19

No new discussion.

The next meeting or potential site tour (weather dependent) is TBD and will be coordinated through Kate Evans via email.

Steve Horlick made a motion to adjourn, second by Jeannie Meredith and approved unanimously. Meeting was adjourned at 4:32 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: 6/14/2019