



SAUGUS MIDDLE/HIGH SCHOOL PROJECT
SCHOOL BUILDING COMMITTEE MEETING MINUTES
January 28, 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	David DeRuosi	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	Chris McCarrier	Jeannette Meredith
<i>Nelson Miller</i>	<i>Mark Mitchell</i>	Myra Monto	<i>Christine Moreschi</i>
<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 Whittedge</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>	<i>Melissa Greene</i>	<i>Tina Stanislaski</i>
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
1-28.01	SBC	RECORD	1.28.19

Meeting called to order by Jeannie Meredith at 4:05PM. Steve Horlick made a motion to approve the 10/22/18 SBC meeting minutes. Motion seconded by Jeannie Meredith, approved unanimously.

AGENDA ITEM #3: PROJECT TEAM UPDATES

Item	Responsible	Due	Date
1-28.02	PMA/HMFH/Suffolk	RECORD	1.28.19

PMA Consultants distributed an OPM Status Update Report. Kevin Nigro first addressed the SBC by informing all members present that all scheduled milestones to date have been met. Kevin spoke to the role of the OPM during construction including schedule/budget tracking, coordination of third party testing, town inspections, and managing concerns from abutters/school administration on site. Kevin explained that the project team is



working towards execution of the GMP (Guaranteed Maximum Price) Agreement which will lock in the project construction cost with Suffolk. Kevin provided a brief budget update as shown in the OPM Update Report.

Pat Debenedetto of Suffolk provided a construction update to the SBC. Included within PMA’s handout was a graphic showing the 7 sections that the building has been broken up into for construction. Pat explained that the team is working from Building C (south side, High School portion) to Building A (north side, Middle School portion) that C1 is tarped, and all Building C steel is 100% complete. Pat mentioned that the first steel deliveries for Building A are coming next week. Pat spoke to upcoming activities including foundations, steel, weatherproofing, fireproofing, concrete, MEP, framing, and finish work.

Mike Procopio asked what percentage of construction costs are typically under contract for GMP execution. Chris Walenten of Suffolk explained that Suffolk’s standard operating procedure is to have 80% of contracts in place.

Joe DeSantis of PMA Consultants reviewed the project overview/GMP portion of the OPM handout and spoke to recent construction milestones. Graphics showing as-built tracking were included, as well as drone photos from October 2018 through January 2019. Joe thanked Jim Harrington for providing these drone photos at no cost to the Town.

Gary Brock of HMFH provided a brief PowerPoint presentation to the SBC which contained an updated video rendering of the new school. Gary paused the video and spoke to the particular spaces that were shown.

AGENDA ITEM #4: MEMBER DISCUSSION/NEW BUSINESS

AGENDA ITEM #5: SCHEDULE NEXT MEETING

Item	Responsible	Due	Date
1-28.03	SBC	RECORD	1.28.19

Steve Horlick asked if the SBC can do another site tour. The Chair agreed and suggested we wait until the weather improves.

The next meeting 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 4:33 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: 3/14/2019