



SAUGUS MIDDLE/HIGH SCHOOL PROJECT
SCHOOL BUILDING COMMITTEE MEETING MINUTES
October 22, 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>	<i>Scott Crabtree</i>
<i>Jennifer D'Eon</i>	Richard Dalton	<i>David DeRuosi</i>	Linda Gaieski
<i>Joanne Gayron</i>	Michael Hashem	Wendy Hatch	Stephen Horlick
William Leuci	<i>Marc Magliozzi</i>	<i>Richard Magnan</i>	<i>Elizabeth Marchese</i>
<i>Ralph Materese</i>	Donna Matarazzo	<i>Chris McCarrier</i>	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>
Frank Perella	Michael Procopio	Steve Rich	<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>	<i>Joe DeSantis</i>	Kevin Nigro	<i>Deb Shaer</i>
HMFH Architects (Designer)			
<i>Gary Brock</i>	<i>Lori Cowles</i>	<i>Melissa Greene</i>	Tina Stanislaski
Suffolk Construction (CM@R)			
Ken Gordon	Noah Manacas	<i>Jim McCoy</i>	<i>Chris Walenten</i>
Other			
Kate Evans			

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

Item	Responsible	Due	Date
10-22.01	SBC	RECORD	10.22.18
Meeting called to order by Jeannie Meredith at 4:32PM and thanked SBC members that attended a site walk thru of the project. Mike Hashem made a motion to approve the 9.24.18 SBC meeting minutes. Motion seconded by Jeannie Meredith, approved unanimously.			

AGENDA ITEM #3: DESIGN UPDATE

Item	Responsible	Due	Date
10-22.02	HMFH	RECORD	10.22.18
Tina Stanislaski of HMFH provided an update on architects/engineers activities to the SBC. Tina S. explained that the majority of HMFH's efforts include coordination and review of shop drawings with engineers to verify that documents meet the design scope. HMFH has attended weekly site meetings and all kickoff meetings on			



site, and has been issuing ASIs in response to RFIs.

Tina discussed the status of the LEED process. The US Green Building Counsel (USGBC) Scorecard shows that our project is currently targeting Silver rating but tracking towards Gold rating. HMFH typically targets more points than required due to process and USGBC audit. Town Manager Scott Crabtree asked what designation we are forecasting, or if there is an advantage other than MSBA points. Tina S. said that LEED-Silver is required per MSBA. Environmental / green sighting of building, sustainable site, rainwater harvesting, negate light pollution, energy efficiency, and use of a Trigen system to produce energy are a few LEED-related project components.

Steve Rich asked about transportation and bikes. Tina S. explained that to get LEED points, bike racks must be either completely covered or inside. The current design provides regular bike racks outside. Tina mentioned that the project currently has 34 points in the “Maybe” category of the LEED Scorecard.

AGENDA ITEM #4: OPM UPDATE & ITEM #5: CMR SCHEDULE UPDATE

Item	Responsible	Due	Date
10-22.03	PMA/Suffolk/SBC	RECORD	10.22.18

PMA distributed an OPM Update Report that included an updated project summary, schedule update, MSBA update, construction procurement update, recent project meetings, measures relevant to community interaction during construction, PMA’s foundation excavation/concrete placement tracking tool, project photos, and a budget summary.

Kevin Nigro of PMA Consultants reviewed the MSBA ProPay Budget Revision Request (BRR). Town Manager Crabtree clarified that it is a line item within budget shifting to cover actual costs and buyouts. Kevin Nigro said that is correct. Mike Procopio made a motion to accept the BRR. The motion was seconded by the Chair, and the Committee unanimously approved the motion.

The OPM Update Report included a portion of Suffolk’s recent 3-week look-ahead schedule. Noah Manacas and Ken Gordon of Suffolk provided a schedule update to the SBC. Suffolk used a projector to show the SBC a 3D BIM model of the project. The model was used to review progress on concrete, site and steel. Suffolk explained how the model is used to help coordinate trades and conduct clash detections. Suffolk emphasized the importance of identifying problems before construction takes place to save time and money.

Myra Monto asked if there will there be a roof garden on the new school. Noah M. and Ken G. showed the roof garden and classroom area on the BIM model.

The group discussed flat roofs, benefits, and structural design for snow load. Superintendent David DeRuosi commented that slopes can cause snow sliding problems. Steve Rich asked if a physical model could be placed under plastic in lobby areas of Town Hall for public viewing. Noah M. suggested that we use the 3D model graphic model instead, to which the Town Manager said we could potentially utilize a TV in Town Hall.

Noah M. also showed a MEP coordination model to demonstrate a ductwork clash due to improper coordination. Tina S. also discussed the benefits using BIM. Noah M. acknowledged that project progress has been in part due to collaboration between PMA, HMFH/Engineers, and Suffolk/Subcontractors. Town Manager Crabtree mentioned that the team visited steel plant in Canada to view and verify product was under fabrication before raw materials were paid for.



AGENDA ITEMS #6, #7 and #8: MEMBER DISCUSSION, CITIZEN’S COMMENT, NEXT MEETING

Item	Responsible	Due	Date
10 -24.04	SBC	RECORD	10.22.18

The majority of member discussion took place during the OPM/CMR update in an open format. Steve Rich discussed contents of existing building and possibility of re-use. Kevin Nigro said most items are outdated and not worth saving, but they will inventory items such as microscopes and miscellaneous new sundry items for re-use. The Town will consider donating furniture such as chairs, desks, and tables to impoverished nations. Kevin mentioned that PMA has successfully done this on other projects.

Resident Terri Lehane read a pre-written statement addressing some of her previously discussed concerns regarding parking, noise, pollution, and displaced air systems. It was clarified that these matters had been discussed in length at previous meetings. Kevin Nigro said he would send her information regarding which PMA projects have displaced air systems.

Chair Jeannie Meredith discussed upcoming meetings schedule due to holidays. It was determined that the next meeting date would be announced via email.

Steve Horlick made a motion to adjourn, second by Jeannie Meredith and approved unanimously. Meeting was adjourned at 5:24 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: Kevin Nigro

Date: 1/18/2019