



**SAUGUS MIDDLE/HIGH SCHOOL PROJECT**  
**SCHOOL BUILDING COMMITTEE MEETING MINUTES**  
**June 25, 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>	Scott Crabtree
<i>Jennifer D'Eon</i>	<i>Richard Dalton</i>	David DeRuosi	Linda Gaieski
<i>Joanne Gayron</i>	Michael Hashem	Wendy Hatch	Stephen Horlick
William Leuci	<i>Marc Magliozzi</i>	Richard Magnan	<i>Elizabeth Marchese</i>
<i>Ralph Materese</i>	<i>Donna Matarazzo</i>	<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	Steve Rich	Roger Sacilotto
<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>
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**HMFH Architects (Designer)**

Gary Brock	<i>Lori Cowles</i>	<i>Melissa Greene</i>	Tina Stanislaski
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**Suffolk Construction (CM@R)**

<i>Doreen Crowley</i>	Noah Manacas	<i>Jim McCoy</i>	<i>Chris Walenten</i>
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**Other**

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

Item	Responsible	Due	Date
6-25.01	SBC	RECORD	6.25.18

Meeting called to order by Jeannie Meredith at 4:09 PM. Stephen Horlick made a motion to approve the 4/23/18 SBC meeting minutes. Motion seconded by Jeannie Meredith, approved unanimously.

**AGENDA ITEM #3: DESIGN UPDATE**

Item	Responsible	Due	Date
6-25.02	HMFH	RECORD	6.25.18

Tina Stanislaski of HMFH provided a brief design update to the SBC. Tina explained that since our last SBC meeting, HMFH has spent the last two months coordinating the drawings with the various engineers that comprise the design team. Tina explained that the design team has been refining the drawings to maximize bid-ability and clarity. HMFH has begun the process of answering bidders' questions via drawing addenda.



**AGENDA ITEM #4: PMA PROJECT UPDATE & ITEM #5: MEMBER DISCUSSION / NEW BUSINESS**

Item	Responsible	Due	Date
6-25.03	PMA/Suffolk/SBC	RECORD	6.25.18

PMA distributed an OPM Update Report dated 6/25/18 that included a schedule update, MSBA update, construction procurement update, project milestone update, and budget summary.

Kevin Nigro and Joe DeSantis of PMA explained that the 90% Construction Documents (CDs) were submitted to the MSBA on 5/7/18, and the 100% CDs were issued via [www.Projectdog.com](http://www.Projectdog.com) on 6/20/18.

Kevin spoke to the construction procurement process. Kevin explained that a vital part of procurement is the de-scope meetings which are held to ensure that all bidders have made the same assumptions in their bids. Kevin explained that bids are submitted multiple times after de-scope meetings are held. Kevin explained that the construction procurement plan consists of three parts: early package bids, trade contractor bidding, and non-trade contractor bidding. Early package bids are expected to be complete at the end of June, Trade Contractor bids are due on 7/19/18, and Non-Trade Contractor bids are due on 7/27/18.

The OPM Update Report listed all major project milestones and meetings since the 4/23/18 SBC meeting, including correspondence with the MSBA. Kevin Nigro thanked Town Manager Scott Crabtree for making his staff available to us. PMA thanked Jeannie Meredith, Mike Hashem, David DeRuosi, Ralph Materese, Saugus Police, Saugus Fire, ISD, and DPW for all of their assistance and time to date.

PMA and Suffolk discussed the scope of the early project work – from establishing the limits of work with construction fencing, to pest management plan implementation, early abatement and demolition of the Burns Gym, and construction of the Route 1 curb cut. The project team and SBC then answered questions from Saugus residents regarding the curb cut, confirming that there are filters on displaced air ventilation systems, and parking.

Scott Crabtree informed the SBC that there will be a groundbreaking ceremony for the project near the 3<sup>rd</sup> week of July.

**AGENDA ITEM #6: SCHEDULE NEXT MEETING**

Item	Responsible	Due	Date
6-25.04	All	RECORD	6.25.18

The next meeting will be announced to all SBC members via email notification. Planning for after the summer.

**Steve Horlick made a motion to adjourn, second by Jeannie Meredith and approved unanimously. Meeting was adjourned at 4:59PM.**

*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: 7/8/2018**