



SAUGUS MIDDLE/HIGH SCHOOL PROJECT
SCHOOL BUILDING COMMITTEE MEETING MINUTES
September 24, 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>	Joe DeSantis	Kevin Nigro	<i>Deb Shaer</i>
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HMFH Architects (Designer)

<i>Gary Brock</i>	<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
9-24.01	SBC	RECORD	9.24.18

Meeting called to order by Jeannie Meredith at 4:05PM. Mike Hashem made a motion to approve the 6/25/18 SBC meeting minutes. Motion seconded by Jeannie Meredith, approved unanimously.

AGENDA ITEM #3: DESIGN UPDATE

Item	Responsible	Due	Date
9-24.02	HMFH	RECORD	9.24.18

Tina Stanislaski of HMFH provided a brief design update to the SBC. Tina explained that the majority of HMFH's efforts include coordination with engineers to verify that submitted shop drawings 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.



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

Item	Responsible	Due	Date
9-24.03	PMA/Suffolk/SBC	RECORD	9.24.18

PMA distributed an OPM Update Report dated 9/24/18 that included an updated project summary, schedule update, MSBA update, construction procurement update, recent project meetings, measures relevant to community interaction during construction, a figure showing all Rammed Aggregate Piers (RAPs) installed on site, PMA’s foundation excavation/concrete placement tracking tool, project photos, and a budget summary.

Kevin Nigro and Joe DeSantis of PMA Consultants spoke to the recent construction progress since the 6/25/18 SBC meeting. Enabling work was completed, progress was made on utility work (with a focus on completing as much work in Pearce Memorial Drive as possible before school year), temporary and permanent fencing was installed, and rodent control measures were installed by Waltham Pest Control and reviewed/verified by David Greenbaum, Saugus’ Board of Health Director.

NASDI (abatement and demolition contractor) mobilized on 7/9/18, J. Derenzo (site/utility work contractor) mobilized on 7/16/18, Hayward Baker (RAPs subcontractor) mobilized on 8/20/18, Federal (concrete contractor) mobilized on 9/5/18. The project’s Ground Breaking Ceremony took place on 7/17/18. The OPM Update Report listed all other meetings with Saugus DPW, Saugus Tree Committee, Saugus Police & Fire Departments, National Grid, scope review bid meetings, and weekly project meetings.

The project team thanked Saugus Public Schools for allowing PMA & Suffolk to work out of the Saugus High School over the summer. Project trailers arrived on 8/13/18, permanent fence was installed, and the existing Saugus High School parking lot was re-stripped to allow additional staff and student parking. When asked by a member of the SBC, Mike Hashem (Saugus HS Principal) stated that the traffic on site at pick-up and drop-off has slightly improved since last year due to improved organization methods (labeled parking, signs with directions, etc.) and use of the drop-off circle in front of the school. The parking lot lights were re-energized by Systems Electrical (electrical contractor) in early September. Derenzo successfully completed a sewer tie-in on 9/5/18. The first foundation concrete placement took place on 9/13/18. PMA distributed an updated foundation excavation/concrete placement graphic to the SBC.

Page 3 of the OPM Update Report showed proactive measures relevant to community interaction during construction. PMA discussed the conduct of the CMR and contractors, working hours, noise control, and the use of the site. Student interactions are explicitly prohibited between contractors. Dust control, cleaning, and delivery times were discussed.

The pages of project photos were shown, including: Groundbreaking Ceremony, ledge removal, demolition of the Burns Gym, project signs, utility installation, RAP installation, concrete placement, and the Route 1 curb cut.

The OPM Update Report included a portion of Suffolk’s recent 3-week look-ahead schedule. Noah Manacas of Suffolk provided a schedule update to the SBC. Noah explained that structural steel will be arriving in mid-October, and the foundation excavation, concrete placement, and steel erection sequences move from Area C to Area A (south to north). Steel erection will likely continue through March 2019. Noah explained that a water tie-in at the intersection of Main Street and Pearce Memorial Drive is still required, and Suffolk is coordinating with PMA, Saugus DPW, Derenzo, and MassDOT. Suffolk distributed an updated site plan graphic showing gate locations, trailer locations, and containing a drone photo courtesy of Mr. Jim Harrington.



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

Item	Responsible	Due	Date
9-24.04	SBC	RECORD	9.24.18
<p>The majority of member discussion took place during the OPM/CMR update in an open format.</p> <p>Lanette, a resident whose son was murdered in the Virginia Tech shooting in 2007, had questions about security features built in to the future school’s design. The project team explained that due to security concerns, these design components are not discussed in a public setting. The project team and Lanette agreed to meet after the meeting to discuss.</p> <p>Jeannie Meredith suggested that prior to the next SBC meeting, the SBC take a tour of the site with PMA.</p> <p>The next meeting was scheduled for 10/22/18.</p>			

Steve Horlick made a motion to adjourn, second by Jeannie Meredith and approved unanimously. Meeting was adjourned at 4:52PM.

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: 10/18/2018