



**IVAN G. SMITH SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**  
**11.3.2017**

**LOCATION:** Danvers Town Hall, Daniel J. Toomey Hearing Room

**TIME:** 8:00 AM

<b>ATTENDEES (Absent in italics)</b>				
<b>Building Committee</b>				
Steve Bartha	Lisa Dana	David Lane	Mike Perham	David Thomson
William Clark	Keelin Dawe	Tracey Mara	Robin Stein	
Todd Cormier	Thomas Flannagan	Paul Pawlak	Keith Taverna	
<b>PMA Consultants (Owner’s Project Manager)</b>				
<i>Christopher Carroll</i>	<i>Joseph DeSantis</i>	<i>Kevin Nigro</i>	Paul Queeney	
<b>Tappe Architects</b>				
<i>Christopher Blessen</i>	Charles Hay			
<b>Other</b>				
None				

<b>ACRONYMS USED WITHIN MINUTES</b>			
<i>OPM</i>	<i>Owner’s Project Manager</i>	<i>PDP</i>	<i>Preliminary Design Program</i>
<i>SBC</i>	<i>School Building Committee</i>	<i>PSR</i>	<i>Preferred Schematic Report</i>
<i>MSBA</i>	<i>Massachusetts School Building Authority</i>	<i>SD</i>	<i>Schematic Design</i>
<i>DSP</i>	<i>Designer Selection Panel</i>		

Meeting was called to order at 9:00 a.m. Minutes from the 9/12/17 meeting were unanimously approved.

<b>DISCUSSION OF DESIGNER SELCTION PROCESS, INTRODUCTION OF ARCHITECT, &amp; CONTRACT AWARD</b>			
<b>Item</b>	<b>Responsible</b>	<b>Due</b>	<b>Date</b>
11-03.01	Town/PMA	Record	11.03.17
Steve Bartha, Robin Stein, and PMA briefed the Committee about the Designer Selection Panel (DSP) meetings in Boston on 10/3/17 and 10/17/17, interviews with four architectural firms, and the DSP’s selection of Tappe Architects of Boston, MA. Mr. Bartha told the Committee about Tappe’s impressive proposal and interview and how the selection of Tappe was a good result for Danvers. The Committee unanimously approved the award of the architectural services contract to Tappe.			

<b>DESIGNER PRESENTATION</b>			
<b>Item</b>	<b>Responsible</b>	<b>Due</b>	<b>Date</b>
11-03.02	Tappe	Record	11.03.17
Charles (Charlie) Hay, the architect in charge for Tappe, introduced his firm to the Committee and presented the slides that Tappe presented to the DSP on 10/17/17. The slides detailed specific project challenges including the tight site, wetlands, site drainage, and sloping topography. Mr. Hay also talked about the Tappe team (both in-house and consultants) and how various team members would contribute to a successful building project. Mr. Hay explained how educational visioning, programming, and the education plan would inform the design of the school and that the design would follow the guidelines and policies of the Massachusetts School Building Authority (MSBA). Mr. Hay indicated 3 important steps in the MSBA’s process: 1) the Preliminary Design			



Program (PDP), 2) the Preferred Schematic Report (PSR), and 3) the Schematic Design (SD). In the PDP phase the MSBA requires districts and their designer to consider renovation, addition-renovation, and new-build.

**OPM UPDATE**

Item	Responsible	Due	Date
11-03.03	PMA	Record	11.03.17

PMA explained the MSBA process and a forthcoming kick-off meeting with the MSBA. PMA discussed the project schedule for the PDP, PSR, and SD phases of design along with key dates that include: delivery of the PDP to the MSBA in February of 2018, submittal of the PSR in July of 2018, submittal of the SD in October, and an MSBA Board vote on a Project Scope and Budget agreement in December of 2018. The MSBA requires districts to approve and authorize funding for the project within 120 days after the MSBA Board action.

**PROJECT DISCUSSION**

Item	Responsible	Due	Date
11-03.04	All	Record	11.03.17

Throughout the meeting there were discussions between the committee, the architect, and the OPM about difficult building sites, effective communications during the design phase, construction in residential areas, new-build often being the least expensive option, limited alternative sites, how using swing space during construction can influence education, and the contractor’s use of fields during construction.

**NEW BUSINESS**

Item	Responsible	Due	Date
11-03.05	SBC	Record	11.03.17

No new business was discussed on 11/3/17

**MEETING ADJOURNED: 9:15 AM**

**The date for the next meeting will be determined and communicated to the Building Committee.**

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 requested to communicate any omissions, errors or inconsistencies in the reporting of these Meeting Minutes to the writer.

**Prepared By: Paul Queeney**

**Date: 11.03.17**