

# School Building Committee Meeting Minutes

**PROJECT:** Ivan G. Smith Elementary School, Danvers      **MEETING DATE:** 6.23.17  
**LOCATION:** Danvers Town Hall

**ATTENDEES:** *(Absent in Italics)*

<u>Bldg. Cmte:</u>	- Steve Bartha	- Bill Clark	- Todd Cormier	- Lisa Dana
	- Keelin Dawe	- Tom Flannagan	- <i>Ann Freitas</i>	- David Lane
	- Paul Pawlak	- Mike Perham	- Robin Stein	- Keith Taverna
	- David Thomson			
<u>PMA:</u>	- Chris Carroll	- Joe DeSantis	- Kevin Nigro	- Paul Queeney

Meeting called to order at 9:05 AM.

**PMA Introduction / Presentation**

Item	Responsible	Due	Notes
6-23.01	PMA	Record	<p><b>PMA Consultants was introduced to and then gave a presentation to the Danvers SBC. The presentation is attached to these minutes, and some key points are summarized below.</b></p> <p><b><u>PMA Presentation:</u></b></p> <p style="padding-left: 40px;">1.) Working with the MSBA: MSBA Modules, MSBA Grant Program, and Required Monthly Submittals were discussed.</p> <p>Project currently in MSBA Module #2- Forming the Project Team. Designer selection is the final step of Module #2.</p> <p>Grant program- Current MSBA base reimbursement rate of 50.58% (of eligible items) was discussed, along with the socio-economic factors driving this rate for Danvers. Potential incentive points were discussed. PMA explained that MSBA cost caps and categorically ineligible project costs are considered while estimating the maximum MSBA grant. Examples of cost caps and ineligible project costs were given.</p> <p>Monthly submittals to the MSBA include online OPM reports and ProPay Reimbursement Requests (pay-as-you-go reimbursal program).</p> <p style="padding-left: 40px;">2.) Designer Selection:</p> <p>PMA distributed a 1-page handout summarizing the Designer Selection Process with the MSBA. The draft Request for Services (RFS) was sent to the MSBA for review on 6/15/17. RFS developed from a template, but additional evaluation criteria was added specific to key project goals. Specific additional language PMA and Danvers added to the RFS was discussed. Schedule for designer selection was shown, including a few options for upcoming MSBA Designer Selection Board meetings. PMA will create a total project schedule, and once the architect is selected, PMA needs to verify the time frame of the feasibility study.</p> <p><b><u>Miscellaneous Discussions:</u></b></p> <ul style="list-style-type: none"> <li>• Draft project advertisement sent by PMA to Danvers for review.</li> <li>• PMA to send R. Stein examples of other project websites.</li> <li>• SBC hopes to present project budget for approval at Town Meeting in May of 2019.</li> </ul>

**Meeting adjourned at ~10:30AM. Next meeting scheduled for Tuesday 8/8/2017 at 8:00AM in the Danvers Town Hall.**

Documents attached: PMA Presentation & 1-page DSP Process Summary Handout

PMA Construction Services 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: PMA Construction Services**

**Signed: Joseph DeSantis**

**Date: 7.6.2017**