



**IVAN G. SMITH SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**  
**5.25.2018**

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

**TIME:** 8:00 AM

| <b>ATTENDEES (Absent in italics)</b>             |                  |                              |                       |             |
|--|------------------|------------------------------|-----------------------|-------------|
| <b>Building Committee</b>                        |                  |                              |                       |             |
| Travis Ahern                                     | Steve Bartha     | William Clark                | Todd Cormier          | Lisa Dana   |
| Keelin Dawe                                      | Thomas Flannagan | David Lane                   | <i>Tracey Mara</i>    | Paul Pawlak |
| <i>Mike Perham</i>                               | Keith Taverna    | David Thomson                |                       |             |
| <b>PMA Consultants (Owner's Project Manager)</b> |                  |                              |                       |             |
| <i>Christopher Carroll</i>                       | Joseph DeSantis  | Kevin Nigro                  | <i>Paul Queeney</i>   |             |
| <b>Tappe Architects</b>                          |                  |                              |                       |             |
| <i>Christopher Blessen</i>                       | Charles Hay      |                              |                       |             |
| <b>Other</b>                                     |                  |                              |                       |             |
| Jen Breaker (Assistant Town Manager)             |                  | Josephine Uminski (Resident) | Bill Bates (Resident) |             |

| <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>                | <i>ETPC</i> | <i>Estimated Total Project Cost</i> |

Meeting called to order at 8:03 AM by Steve Bartha, Town Manager.

Motion made by David Thomson and 2<sup>nd</sup> by Steve Bartha to approve the minutes from the 4/27/18 Smith SBC meeting. Minutes were unanimously approved.

| <b>Agenda Item #3: Designer Update / Presentation</b>  |                    |            |             |
|--|--------------------|------------|-------------|
| <b>Item</b>  | <b>Responsible</b> | <b>Due</b> | <b>Date</b> |
| 5-25.01  | Tappe              | Record     | 5.25.18     |
| <p>Steve Bartha started the meeting by updating the SBC on recent productive meetings with the neighbors and the Board of Selectman. Steve reminded the SBC that today's meeting is to vote to approve the PSR and vote on the construction delivery method.</p> <p>Charlie Hay of Tappe provided a PowerPoint presentation to the SBC outlining project progress and status. A list of recent/upcoming meetings was shown, along with the project design schedule. Charlie informed the SBC that the proposed condition traffic analysis should be coming next week. Charlie spoke to the community forum held on 5/3/18 at the Smith ES and iterated that though many concerns were heard about traffic, there were also curious parents who had education-related questions. Questions were posed about the building location/layout, which Charlie responded to in detail. David Lane also mentioned that the issue of storm water management is a concern and informs the building layout.</p> <p>A neighbor at the community forum had asked if it would be possible to add a road that would extend from the northern part of the site out on to North Street. David explained that he has since researched this land, and does not believe this is feasible because this area is mainly wetlands with 3 privately owned parcels, each having</p> |                    |            |             |



a 30' gas easement on their land. It was pointed out at the community forum that this would be extremely cost prohibitive as well.

Preliminary concept options were once again reviewed with the SBC (Options R-1, AR-1, N2, and N3). Diagrams for each plan were shown on the site with labeled floor plans. Charlie reiterated that New Construction will be recommended for Schematic Design at the conclusion of the PSR; and while options N2 and N3 are similar, N3 appears to be the most advantageous for educational delivery.

Dave Thomson asked about the location of the student drop-off area and asked why there are two separate lanes. Charlie explained that one is for busses and one is for parents to park / queue. Charlie mentioned that there will be many empty parking spaces for parents to utilize as the staff will only require approximately 75 spots. Tom Flannagan asked if the vehicle lanes should be flipped so that the bus lane is further away from the school. Charlie said that he would not recommend this as having the bus lane closest to the school avoids having kids cross in front of cars. Keith Taverna agreed with Charlie and spoke to the involvement of various school teachers and staff at pickup/drop-off time.

Charlie showed updated site graphics along with labeled figures outlining conceptual phasing and logistics for all 4 options. Slides were shown containing tables summarizing the preliminary construction and estimated total project costs for all 4 options. Charlie spoke to the preliminary nature of the PSR cost estimates, and showed how the cost estimates from a similar Tappe project (Millis ES) decreased over time. Charlie also spoke to the contingencies built into the numbers.

Tappe, PMA, and the SBC discussed the original target ETPC of \$50M versus the preliminary ETPC of the preferred option (N3) of approximately \$51.9M. PMA explained that the current design accommodates for all design features that are desired by Danvers for optimal educational delivery; however, modifications can be made if necessary to reduce costs (such as reduction of 50 SF per classroom, etc.). The SBC expressed that it would be worth investing \$52M if they end up with the ideal building versus forcing to design to a budget of \$50M. Travis Ahern (Finance Director) and Steve Bartha confirmed that Danvers is assuming a ~\$27.5M share after all MSBA reimbursement, and that a \$52M project would not require a Prop. 2½ Override. The SBC decided to move forward with the design as-is, continuing to have all desired building components through the SD phase. If required, value management exercises may be performed once the SD construction estimates are received.

**Agenda Item #4: OPM Update**

| Item    | Responsible | Due    | Date    |
|---------|-------------|--------|---------|
| 5-25.02 | PMA         | Record | 5.25.18 |

PMA distributed a packet to the SBC containing the following:

- OPM status update report dated 5-25-18
- CM-at-Risk pros & cons list (from 4-27-18 SBC Meeting)

Joe DeSantis of PMA reviewed the handouts with the SBC. The OPM status update report includes text describing the purpose of the PSR, lists recent/upcoming meetings, and lists recently completed project milestones. Joe pointed to a new section of the report highlighting significant notes and follow-up items from recent meetings. Bullets were shown from the 4/25/18 regulatory meeting, 4/27/18 SBC meeting, and 5/3/18 community forum. Joe mentioned the numerous parties who requested that the soccer fields come offline during construction of the new school. The current cash flow was also shown. Joe explained that 100% of requested reimbursements to the MSBA have been received to date.



**Agenda Items #5 and #6: SBC Votes**

| Item    | Responsible | Due    | Date    |
|---------|-------------|--------|---------|
| 5-25.03 | SBC         | Record | 5.25.18 |

Tom Flannagan made a motion to recommend Option N3 as the preferred option for the MSBA, seconded by Keith Taverna. Approved unanimously: 11 – 0.

Dave Thomson made a motion, 2<sup>nd</sup> by David Lane, to submit the PSR and all included documents, schedules, and plans to the MSBA. Approved unanimously: 11 – 0.

Keelin Dawe made a motion to authorize utilization of the Construction Manager at Risk (CMR, MGL 149A) construction delivery method, 2<sup>nd</sup> by Travis Ahern. Approved unanimously: 11 – 0.

**Agenda Item #7: New Business / Next Meeting**

| Item    | Responsible | Due    | Date    |
|---------|-------------|--------|---------|
| 5-25.04 | SBC         | Record | 5.25.18 |

No new business was discussed.

The SBC decided that due to summer travel and pausing to give the design team time to develop the SD, the next SBC meeting should be targeted for mid-August. If this changes, Jen Breaker will reach out to the SBC.

Travis Ahern made a motion to adjourn, 2<sup>nd</sup> by Keelin Dawe, and approved unanimously by the SBC.

**MEETING ADJOURNED: 9:03AM**

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: Joseph DeSantis**

**Date: 6.4.18**