



IVAN G. SMITH SCHOOL BUILDING COMMITTEE

MEETING MINUTES

8.3.2018

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

TIME: 8:00 AM

ATTENDEES (<i>Absent in italics</i>)				
Building Committee				
Travis Ahern	Steve Bartha	Jen Breaker	William Clark	Todd Cormier
Lisa Dana	Keelin Dawe	Thomas Flannagan	David Lane	Tracey Mara
<i>Paul Pawlak</i>	<i>Mike Perham</i>	Keith Taverna	David Thomson	
PMA Consultants (Owner's Project Manager)				
<i>Christopher Carroll</i>	Joe DeSantis	Kevin Nigro	Paul Queeney	
Tappe Architects				
<i>Christopher Blessen</i>	Charlie Hay			

ACRONYMS USED WITHIN MINUTES			
OPM	Owner's Project Manager	PDP	Preliminary Design Program
SBC	School Building Committee	PSR	Preferred Schematic Report
MSBA	Massachusetts School Building Authority	SD	Schematic Design
DSP	Designer Selection Panel	ETPC	Estimated Total Project Cost

Meeting called to order at 8:02 AM by Steve Bartha, Town Manager.

Motion made by David Thomson and 2nd by David Lane to approve the minutes from the 5/25/18 Smith SBC meeting. Minutes were unanimously approved.

Agenda Items #3 and #4: Review of DTAC Meeting / Designer Update			
Item	Responsible	Due	Date
8-3.01	Town/Tappe	Record	8.3.18
<p>Steve Bartha started the meeting by updating the SBC on budget status. The project budget is currently slightly above but near the targeted budget for debt estimation. Steve emphasized that all project decisions must be educationally beneficial and cost must be considered carefully. Steve provided an overview of the DTAC meeting along with a copy of the memo that went out to the Town after the meeting.</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. Joe DeSantis of PMA spoke to the project schedule, which was also handed out to the SBC. The schedule is largely unchanged; however, detail was added on CMR procurement and the early packages/procurement that the CMR method allows. The overall goal remains – to have the school open for September 2021. Once the CMR is brought on board, the project team will seek their input on schedule whenever possible.</p> <p>Charlie resumed the presentation by speaking to the gym relocation study that was performed over the last few months by Tappe with assistance and input from Danvers Public Schools. The majority of the findings were summarized in the presentation. The cost of the change was emphasized by PMA. It would require 2,000 additional square feet at over \$600/sf. Charlie spoke to the logistics of the current plan, key adjacencies, and transportation/site considerations. A figure showing planted screening in front of the dumpster area was included in the presentation. Charlie spoke to the DTAC meeting while showing site plans. Charlie emphasized</p>			



that the current design is informed by construction logistics and student safety, and Tappe professionally would not recommend any major changes to the layout.

Keelin Dawe asked if the current play structure will be available to students during construction of the new school. Charlie responded that this will be discussed next week at the Site Design review meeting. The SBC advised the project team to get in contact with the Pope family regarding the Pope Memorial.

David Thomson asked if there is room for a car and a bus before the bus lane (in case a bus is running late). Charlie confirmed that there is room. Charlie also spoke to the extra parallel parking spaces available after school.

Keelin Dawe asked if the design can incorporate flashing signs where kids cross the bus line, similar to the Rail Trail. The SBC / project team agreed that this is a good idea and will consider it further as design develops.

The next portion of the design presentation involved a Building Plan Update. Charlie explained that the plan is largely similar, and the design team is working on refining kitchen/cafeteria spaces. The team is also working on internal organization and developing details, all while layering input from teachers, staff, and administration.

David Thomson asked if the main entrance will be similar to the Danvers High School design. Charlie responded that while it may not be as grand in scale, the main entrance to the new Smith School will feel similarly open and welcoming to students.

Keelin Dawe asked about the design of the main entrance, particularly focusing on security protocol. Charlie explained that visitors will enter into a vestibule and will be required to check in to the Main Office before being permitted to enter the school. A teller-style window will be used.

Charlie confirmed that there were no other questions/concerns about the gym/cafeteria relocation study from the SBC.

Agenda Item #5: OPM Update

Item	Responsible	Due	Date
8-3.02	PMA	Record	8.3.18

PMA distributed an OPM Update Report dated 8.3.18 and reviewed it with the SBC. PMA reviewed the list of recent meetings included in the report, and when the budget meetings were mentioned Steve Bartha commented on the current project budget. Steve noted that the current estimated district share is higher than originally anticipated.

Joe spoke to the 6/20/18 educators meeting, the 7/25/18 MSBA Facilities Assessment Subcommittee (FAS) meeting, and the 7/26/18 DTAC meeting. Joe emphasized that at the conclusion of the DTAC meeting it was confirmed that DTAC has no concerns with the proposed plans.

Joe spoke to next steps with the MSBA – Module 4: Schematic Design. The handout provides a description of the work and design elements to be further developed during Schematic Design and the required Department of Elementary & Secondary School (DESE) Submittal.

The CMR Procurement process was also outlined in the handout and discussed. Steve Bartha explained that the CMR’s input will inform the schedule, budget, and design.

Steve Bartha stated that he would love to hear anyone’s ideas on new ways to reach the public in the future.



Agenda Item #6: New Business / Next Meeting			
Item	Responsible	Due	Date
8-3.03	SBC	Record	8.3.18
<p>No new business was discussed.</p> <p>The next meeting was scheduled for September 14, 2018 at 8:00 AM.</p> <p>Dave Thomson made a motion to adjourn, 2nd by Keith Taverna, and approved unanimously by the SBC.</p>			

MEETING ADJOURNED: 9:10AM

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: 8.10.18