



IVAN G. SMITH SCHOOL BUILDING COMMITTEE
MEETING MINUTES
9.14.2018

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

TIME: 8:00 AM

| ATTENDEES (Absent in italics) | | | | |
|--|--------------------|--------------------|---------------------|-------------|
| Building Committee | | | | |
| Steve Bartha | <i>Jen Breaker</i> | William Clark | Todd Cormier | Lisa Dana |
| Keelin Dawe | Thomas Flannagan | David Lane | Tracey Mara | Paul Pawlak |
| <i>Mike Perham</i> | Keith Taverna | David Thomson | | |
| PMA Consultants (Owner’s Project Manager) | | | | |
| <i>Christopher Carroll</i> | Joe DeSantis | <i>Kevin Nigro</i> | <i>Paul Queeney</i> | |
| 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 8:07 AM by Steve Bartha, Town Manager.

Motion made by Paul Pawlak and 2nd by David Lane to approve the minutes from the 8/3/18 Smith SBC meeting. Minutes were unanimously approved.

| Project Process, Progress, and Status & Design Update | | | |
|---|--------------------|------------|-------------|
| Item | Responsible | Due | Date |
| 9-14.01 | Town/Tappe | Record | 9.14.18 |
| <p>Steve Bartha started the meeting by updating the SBC on project status.</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. The same target school opening date stands – a September 2021 new school opening.</p> <p>Charlie explained that the cost estimators have been sent the design documents, and the project team will meet with the two estimators to reconcile in early October. An updated site plan was shown and Charlie spoke to the new details including outdoor assembly areas and changes to grading. Building floor plans were shown, and Charlie spoke to and answered questions regarding the flexible learning areas.</p> <p>Bill Clark requested information regarding the proposed parking capacity, and expressed concern of limited parking at other schools in Town. Charlie explained that the plans currently show roughly 50 guest spaces and 70 staff spaces. Keelin Dawe asked, and Charlie confirmed that the parking spaces are standard sized. Keith Taverna emphasized that this current plan includes more guest spaces than any other school in Town.</p> <p>Interior renderings were shown, and Charlie spoke to the design of the main entrance, admin area, cafeteria, gym, music/arts spaces, and public restroom locations. Renderings of the learning stairs were shown and</p> | | | |



discussed at length. SBC members questioned the carpeting shown on the learning stairs and in the flexible learning areas. The SBC will consider materials in detail during the DD or CD phases. Conceptual exterior views were shown as well.

| OPM Update & Project Delivery Method | | | |
|--|-------------|--------|---------|
| Item | Responsible | Due | Date |
| 9-14.02 | PMA | Record | 9.14.18 |
| <p>PMA distributed an OPM Update Report dated 9.14.18 and Joe DeSantis of PMA reviewed it with the SBC. Joe began by explaining that 2 significant project milestones have been reached since the last SBC meeting. The project received OIG approval for the CM at Risk (CMR) project delivery method and PMA advertised the CMR Request for Qualifications (RFQ). The project also received formal MSBA Board of Director's approval of the Feasibility Study and authorization to proceed to the Schematic Design Phase on 8/29/18.</p> <p>Joe reviewed the list of recent meetings included in the report, and highlighted the Landscape design meeting with Tappe, Warner Larson, PMA, School Staff, and David Mountain, Danvers Recreation Director on 8/28/18; the Kitchen Design Meeting with Tappe, Crabtree McGrath, PMA, School Staff, and Tom Powers, Danvers Food Director, on 8/28/18; and the Educators Meeting on 9/5/18.</p> <p>Joe spoke to next steps with the MSBA – Module 4: Schematic Design. The OPM 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 an update was given. A new budget format was also included and was discussed.</p> <p>Steve Bartha spoke to upcoming public meetings. After the holiday season, public workshops will be held for Town Meeting members. The SBC discussed locations for meetings, appropriate targeted audiences for each, and the notification process for each.</p> | | | |
| New Business & Next Meeting | | | |
| Item | Responsible | Due | Date |
| 9-14.03 | SBC | Record | 9.14.18 |
| <p>No new business was discussed.</p> <p>The next meeting was scheduled for October 12, 2018 at 8:00 AM.</p> <p>Dave Lane made a motion to adjourn, 2nd by Keith Taverna, and approved unanimously by the SBC.</p> | | | |

MEETING ADJOURNED: 9:15AM

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: 10.9.18