



IVAN G. SMITH SCHOOL BUILDING COMMITTEE
MEETING MINUTES
10.12.2018

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

TIME: 8:00 AM

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

| ACRONYMS USED WITHIN MINUTES | | | |
|-------------------------------------|--|-------------|-------------------------------------|
| <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 2nd by Paul Pawlak to approve the minutes from the 9/14/18 Smith SBC meeting. Minutes were unanimously approved.

| Project Process, Progress and Status | | | |
|---|--------------------|------------|-------------|
| Design Update | | | |
| Item | Responsible | Due | Date |
| 10-12.01 | Town/Tappe | Record | 10.12.18 |
| <p>Steve Bartha started the meeting by introducing Rodney Conley, the new Danvers Finance Director, to the School Building Committee.</p> <p>Charlie Hay of Tappe provided a PowerPoint presentation to the SBC outlining project progress and status. Charlie explained that the main purpose of this meeting is to authorize submittals of Schematic Design and DESE to MSBA. A brief design update presentation was provided showing the latest exterior perspective rendering of the new Smith School Revit model. Recent and upcoming meetings were shown and discussed.</p> <p>The table of contents for the Schematic Design submittal was distributed and discussed by Tappe. Charlie explained that many of these documents have been submitted in the PDP or PSR, and they have been updated due to MSBA requirements and/or comments. Charlie explained that the significant new documents are the construction cost estimates and total project budget form.</p> <p>Steve Bartha reminded the SBC that when the project was originally brought in front of Town Meeting, \$1.8 million dollars was appropriated so that the project schedule would not be delayed due to lack of funds and the next phase would be able to begin. Steve explained that this project will be proceeding with the DD phase immediately after the SD Package is submitted to MSBA on 10/17/18.</p> | | | |



OPM Project & CMR Procurement Update

| Item | Responsible | Due | Date |
|----------|-------------|--------|----------|
| 10-12.02 | PMA | Record | 10.12.18 |

PMA distributed a packet containing meeting minutes, the agenda, the SD table of contents, and a summary table of the total project costs as estimated at the PSR phase versus what’s included in the current SD package. A flyer from the 10/11/18 Danvers Open House was included, and Joe explained that him and Charlie attended. Although there was some heavy rain, there was still a turnout of people who had questions and were interested to hear about the project. Joe also distributed copies of the current total project budget spreadsheet (referred to as MSBA Form 3011) and copies of Budget Revision Request (BRR) #1 to re-align the MSBA ProPay budget for the next design phase. The budget sheet was discussed and SBC members asked questions including contingencies, CMR involvement as design develops, contingencies that were returned on the Danvers High School Project, the nature of different contingencies (design, GMP, etc.) as design develops, and the preliminary nature of these estimates. Joe explained that once reconciled, the two cost estimates were within \$25,000 of each other. Joe explained the columns in the budget sheet, and pointed to the formulas and MSBA cost caps included within. Joe explained that the MSBA will review this in their review of the SD package and identify any additional ineligible or eligible costs prior to commencing a Project Scope and Budget Agreement with the Town of Danvers.

Paul Queeney of PMA Consultants provided an update on CMR procurement status. Paul explained that 8 firms have submitted Statement of Qualifications (SOQs), and the CMR Prequal/Selection committee has begun the review process. The 8 interested CMR firms are as follows:

- Agostini Construction
- Bond Brothers Inc.
- Colantonio Inc.
- Commodore Builders Corporation
- Consigli Construction
- Gilbane
- Shawmut Design and Construction
- W.T. Rich Company

Notes: The following four votes were taken by the 12 SBC members in attendance, and all were approved unanimously.

David Thomson made a motion, 2nd by Paul Pawlak, to approve submission of BRR #1 to the MSBA. Unanimously approved, 12-0.

Paul Pawlak made a motion, 2nd by Keelin Dawe, to submit the Schematic Design Package to the MSBA, inclusive of the work plan, schedule, budget, and all documents within. Unanimously approved, 12-0.

David Thomson made a vote, 2nd by Paul Pawlak, to approve submission of the Local Actions and Approvals narrative/certification, to be included with the Schematic Design package submittal. Unanimously approved, 12-0.

Paul Pawlak made a motion, 2nd by Lisa Dana, to submit the DESE Package to MSBA for their review and submittal to DESE upon approval. Unanimously approved, 12-0.



| New Business & Next Meeting | | | |
|---|-------------|--------|----------|
| Item | Responsible | Due | Date |
| 10-12.03 | SBC | Record | 10.12.18 |
| <p>The next meeting is TBD.</p> <p>Steve Bartha discussed the Town Wide Open House on 10/11/18, the upcoming Community Forum on 11/1/18 at the Smith ES, and meetings that are TBD in November/December. Steve explained that the special Town Meeting to vote to authorize the Smith ES Project funding will likely take place on 2/4/19, though this is subject to confirmation.</p> <p>Dave Lane made a motion to adjourn, 2nd by Keith Taverna, and approved unanimously by the SBC.</p> | | | |

MEETING ADJOURNED: 9:02AM

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: 10.15.18



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