



**IVAN G. SMITH SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**  
**11/16/2018**

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

**TIME:** 8:00 AM

<b>ATTENDEES</b> ( <i>Absent in italics</i> )				
<b>Building Committee</b>				
Steve Bartha	<i>Jen Breaker</i>	<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
<b>PMA Consultants (Owner's Project Manager)</b>				
<i>Christopher Carroll</i>	Joe DeSantis	<i>Kevin Nigro</i>	Paul Queeney	
<b>Tappe Architects</b>				
<i>Christopher Blessen</i>	Charlie Hay			

<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 8:08 AM by Steve Bartha, Town Manager.

Motion made by Paul Pawlak and 2<sup>nd</sup> by Keelin Dawe to approve the minutes from the 10/12/18 Smith SBC meeting. Minutes were unanimously approved.

<b>Project Process, Progress and Status</b>			
<b>OPM Update / CMR Procurement Update</b>			
<b>Item</b>	<b>Responsible</b>	<b>Due</b>	<b>Date</b>
11-16.01	Town/PMA	Record	11.16.18
<p>Joe DeSantis of PMA Consultants distributed a packet containing meeting minutes, the agenda, and an OPM Update Report dated 11/16/18. Joe explained that the Schematic Design (SD) Package was submitted to the MSBA on 10/17/18, MSBA comments were received on 11/14/18. The MSBA comments were very minimal and Joe gave credit to the project team for their thorough SD submittal.</p> <p>Joe reviewed the OPM handout with the SBC. CMR Statement of Qualifications (SOQs) were received 10/3/18 and the CMR Request for Proposals (RFP) was issued on 11/9/18. Recent and upcoming meetings were reviewed, with particular focus on the 11/1/18 community forum at the Smith School, and the upcoming 12/13/18 town-wide community forum at the Holten Richmond Middle School. An MSBA meeting took place on 11/5/18, and the MSBA Board of Directors meeting is planned for 12/12/18.</p> <p>A summary of MSBA Module 5 (Funding the Project) was included in the OPM Handout and discussed. Dates for each key milestone were listed. MSBA Module 6 was also summarized in the handout and reviewed with the SBC. A project budget was also presented.</p>			



The final page of the OPM handout provided an update on CMR Procurement. Paul Queeney of PMA Consultants provided a CMR Procurement update to the SBC and distributed meeting notes from the 10/23/18 CMR Prequalification Committee Meeting. Paul spoke to the quality of the applicants and the key evaluation criteria. Paul informed the SBC that a CMR site visit took place on 11/1/18. The following 8 CMR firms submitted qualifications: Agostini Construction Co, Bond Brothers, Colantonio, Commodore, Consigli, Gilbane, Shawmut, and WT Rich. Colantonio, Consigli, Gilbane, and WT Rich were prequalified by the committee. Their proposals are due on 11/21/18, and interviews are scheduled for 11/29/18.

Design Update			
Important Upcoming Dates, New Business			
Item	Responsible	Due	Date
11-16.02	Tappe/ Town	Record	11.16.18

Tappe provided a brief design update to the SBC including interior/exterior plans and renderings. The project timeline was also discussed, along with timeline for next steps with the MSBA.

The SBC asked questions and discussed the following topics with the project team:

- Parking
- Service area access
- Enrollment growth projections by MSBA,
- Traffic
- Playground equipment

Steve Bartha spoke to the memorandum that was issued to the SBC summarizing key upcoming dates. Steve discussed the upcoming 12/13/18 town-wide community forum and asked the SBC to encourage parents to attend. The first part of the meeting will be an informal Q&A with posters distributed throughout the room. This will allow shy attendees to ask questions they may not have otherwise. The second part of the meeting is a presentation. Steve explained that per the advice of the SBC, a Robo-call will be issued town-wide, along with Facebook posts. The memorandum listed the 1/8/19 Board of Selectman warrant review, the FinComm warrant review on 1/15/19, and the Saturday workshop for Town Meeting members on 1/26/19. The Special Town Meeting to appropriate funding for the project is scheduled for 2/4/19.

No new business was discussed.

Steve explained that the next meeting will be scheduled via email.

**MEETING ADJOURNED: 9:12AM**

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: 11.17.18**