



IVAN G. SMITH SCHOOL BUILDING COMMITTEE
MEETING MINUTES
3/15/2019

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

TIME: 8:00 AM

ATTENDEES <i>(Absent in italics)</i>				
Smith School Building Committee				
Steve Bartha	<i>Jen Breaker</i>	<i>William Clark</i>	<i>Rodney Conley</i>	<i>Todd Cormier</i>
<i>Lisa Dana</i>	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)				
Joe DeSantis	<i>Kevin Nigro</i>			
Tappe Architects (Designer)				
<i>Christopher Blessen</i>	Charlie Hay			
W.T. Rich (CMR)				
Harvey Eskenas	Tom Hood	Jon Rich		

ACRONYMS USED WITHIN MINUTES/DISCUSSIONS			
<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>ECC</i>	<i>Estimated Construction Cost</i>	<i>ETPC</i>	<i>Estimated Total Project Cost</i>
<i>CMR</i>	<i>Construction Manager @ Risk (WT Rich)</i>	<i>EP</i>	<i>Early Package</i>
<i>DD</i>	<i>Design Development</i>	<i>PFA</i>	<i>Project Funding Agreement (with MSBA)</i>
<i>CDS</i>	<i>Construction Documents (60%, 90%, 100%)</i>	<i>GMP</i>	<i>Guaranteed Maximum Price (with CMR)</i>

Open Meeting / Approve Minutes
OPM Update

Item	Responsible	Due	Date
3-15.01	SBC/PMA	Record	3.15.19

Meeting called to order at 8:05 AM by Steve Bartha, Town Manager.

Motion made by Paul Pawlak and seconded by Dave Thomson to approve the minutes from the 2/22/19 Smith School Building Committee (SBC) meeting. The minutes were approved unanimously.

Joe DeSantis of PMA Consultants distributed an OPM Update Report dated 3/15/19. The update report listed recent project milestones, recent project meetings, and a budget update/summary. Joe explained that the MSBA Project Funding Agreement (PFA) was received by the Town, and the team is currently waiting for the MSBA to make an update to the ProPay system to allow for billing associated with all costs for the remainder of the project.

Joe spoke to the Design Development (DD) construction cost estimate reconciliation meeting held at Tappe's office on 2/25/19. The pre-reconciled estimates (performed by WT Rich and PM&C) had a less than 1% variance; however, Joe explained that the team decided to align particular costs where discrepancies were



found (carry the same items in the same general “buckets”). This will facilitate future construction cost estimates and scope definition for bidding. Joe thanked the WT Rich team for providing a thorough 50-page line-by-line breakdown of the two estimates with notes. The following items were clarified at the meeting:

- General scope alignment
- Quantity takeoffs
- Unit prices
- Assumptions
- Missed scope / verification of design intent
- Incorporation of preliminary quotes from WT Rich

The reconciled estimates are now within 0.6% of each other with more aligned sub-categories. Joe explained that both estimates are lower than the Schematic Design (SD) cost estimates.

- WT Rich reconciled cost: \$499.70/SF
- PM&C reconciled cost: \$496.63/SF

In terms of recent meetings, Joe briefly pointed out and thanked Danvers Town/School Departments for their participation in the Sustainability Charrette held on 2/27/19, the Regulatory meeting on 3/5/19, and the Security meeting on 3/5/19.

Introduce CMR (WT Rich)			
CMR Review Construction Schedule/Phasing/Logistics			
Item	Responsible	Due	Date
3-15.02	WT Rich	Record	3.15.19

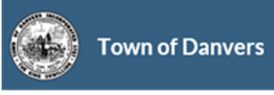
Jon Rich of WT Rich provided a PowerPoint presentation to the Smith SBC. The presentation began with a brief history of WT Rich Company, and an introduction of the project team. Harvey Eskenas of WT Rich spoke to the planned sequencing logistics for the project. Harvey distributed and discussed the project’s design and procurement schedule as of 3/15/19. A slide was shown for each phase of construction in chronological order. Harvey spoke to the scope of the early work packages. He also discussed traffic control plans and locations of construction gates/trailers for each phase. Harvey explained that the work has been sequenced in a way to minimize impact on school operations, and discussions are ongoing with the Danvers Police Department.

SBC members inquired about availability of parking during construction. Keith Taverna expressed confidence that this will not be an insurmountable issue, and informed the SBC that there are 5 guest spots at the Riverside school. Keelin Dawe inquired about working hours and if Saturday work is anticipated. Harvey explained that typical working hours are 7AM – 3PM, and Saturday work will be coordinated on an as-needed basis. The SBC and project team discussed and agreed upon the importance of communication with the neighbors. WT Rich also confirmed that the playground equipment relocation will be taking place this summer.

New Business			
Schedule Next Meeting			
Item	Responsible	Due	Date
3-15.03	SBC	Record	3.15.19

David Lane spoke to the Galvin School tour that took place between Danvers, Tappe, and PMA on 2/27/19. David explained that material finishes were the focus and the Town is considering long-term maintenance and use in design decisions related to finishes.

The next meetings were scheduled for 4/12/19, 5/17/19, and 6/21/19 at 8AM (same location).



MEETING ADJOURNED: 8:50AM

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: 4.5.19