

**MEETING MINUTES**

Project: Peabody Welch Elementary School  
 Subject: School Building Committee Meeting  
 Location: Zoom Conference Call  
 Distribution: Attendees, Project File

Project No: MP17-114  
 Meeting Date: 6/29/2023  
 Time: 9:30 AM  
 Prepared By: A. Place

Present	Name	Affiliation	Present	Name	Affiliation
✓	Edward Bettencourt*	Mayor	✓	Mike Burton	DWMP
✓	Beverley Ann Dunne*	SBC Chair	✓	Christina Dell Angelo	DWMP
	Josh Vadala*	Superintendent		Mike Cox	DWMP
✓	Sam Rippin*	SBC Member		Rachel Rincon	DWMP
	Jarrold Hochman*	SBC Member	✓	Aidan Place	DWMP
✓	James Hafey*	SBC Member		Donna DiNisco	DiNisco
✓	Peter McGinn*	SBC Member		Ken DiNisco	DiNisco
	Ryan Melville*	SBC Member		Vivian Low	DiNisco
	Michelle Massa*	Welch Principal	✓	Jeff Oxsalida	DiNisco
	Kara Migliozi*	SBC Member	✓	Jim Shuttlesworth	DiNisco
	Michael Gingras	SBC Member	✓	Todd McCabe	Consigli
✓	Edward Colbert*	SBC Member		Kristy Lyons	Consigli
	Jillian Gonzalez*	SBC Member		Andrew Malian	Consigli
✓	Jenn Dort*	SBC Member	✓	Chris Kavanaugh	Consigli
	Elizabeth McGivern*	SBC Member		Amber Peach	Consigli
	Kerri Anne Wheeler*	SBC Member			
✓	Daniel Doucette	SBC Member			
	Thomas Griffin	SBC Member			
	Christopher Lord*	SBC Member			

\* SBC Voting Member

Item No.	Description	Action
36.1	<b>Call to Order:</b> 9:34 am meeting was called to order by SBC Chair B. Dunne with 7 of 16 voting members in attendance.	Record
36.2	<b>Previous Topics &amp; Approval of April 27<sup>th</sup>, 2023, Meeting Minutes:</b>  ➤ Will be approved at next meeting.	Record
36.3	<b>Construction Update:</b>  ➤ C. Kavanaugh starts the construction update. Starts by saying they relocated their fence to take over the double stack of classrooms adjacent to the baseball field. They are in the playground digging up the new under drainage and prep the subgrade for the new playground surfacing. Says the double stack of classrooms on the loading dock side, the exterior walls have been framed. AVB has been applied, windows are going in, also preparing insulation support system. The sidewalk has been ripped up and there is a trench there as they are going to start setting granite curbing. Once the curbing is set, they will prep the ADA pads and then work on the final asphalt itself. Then talks about the kitchen area, says the kitchen hood is on site. They are finishing up the overhead ductwork to hang the hood. The kitchen walk-ins have been installed. They placed the concrete on the inside and has a 7-day cure. Will place the epoxy flooring in the middle of July. The new electrical panels outside the kitchen have been mounted and tied in. Talks about the classrooms on the Phase 2A side and says all the MEP rough overhead is in and has been inspected. The insulator is going in and wrapping ductwork and applicable plumbing piping. On the second floor of the classrooms very shortly they will get the first coats of primer and paint. Says the new elevator shaft is complete, also shows the new concrete placed around the shaft. Says the new elevator is set to come in the middle of July. Talks about Phase 2B and that the Demo has started, with all the pipe and ductwork is getting dropped. Then shows the cafeteria and says all the ceilings have been dropped and demo is complete, they were able to salvage the stage curtains for the recycle program.  ➤ S. Rippin asked about asbestos abatement on the curtains. C. Kavanaugh says no there was no asbestos on the stage curtains. Also asks if the site work and drainage is still on track for the new serving line in the kitchen. C. Kavanaugh says that is complete in the kitchen for underground work, they are now onto underground work on Phase 2B.  ➤ P. McGinn says fourth of July will still be at the Welch School.	Record
36.4	<b>Budget Update:</b>	Record

	<ul style="list-style-type: none"> <li>➤ C. Dell Angelo goes over the budget update. Nothing has changed in terms of soft cost contingency that remains at \$192,000. The Owner’s construction contingency has changed as they approved Change Order No. 09. Total approved to date is \$360,371 with \$551,321 remaining, and they are forecasting \$93,327. GMP/CM Contingency approved to date is \$263,174 with the buyout information that total is \$331,157, with \$422,905 remaining. They are forecasting \$71,876, if they were to accept all of that it would leave them with 46% remaining.</li> <li>➤ D. Doucette says the team is working on a deep dive on some roof issues around the cafeteria and stage area to remediate some leaks that have been occurring for some time. They are exploring the existing conditions that will most likely turn into a detailed change order for the work to be done, and something that will be taken out of owner’s contingency.</li> <li>➤ C. Kavanaugh says this is some areas of the existing roof at the corners of the of the gym and cafeteria. They have noticed some water in the areas they haven’t taken over yet. They are trying to determine if it’s a roof issue or masonry issue or a combination of both. They will be doing a test pit which is a small hole in the roof to examine the status of it. They will also drill through one of the existing weep holes, which is in the masonry and where the water comes down the cavity and exists though the through wall flashing and check that as well. Says Jim Hafey brought over the design documents from that roofing replacement. Which was very helpful in examining the existing conditions.</li> <li>➤ B. Dunne says the areas they are talking about are those perennial leaks that come down the brick walls on the corridor end of the cafeteria and the gym and has been a long-standing issue.</li> <li>➤ D. Doucette thanks the Consigli team for helping them investigate these things.</li> <li>➤ B. Dunne says the mayor said that everyone is doing a great job and everything is looking great.</li> </ul>	
36.5	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
36.6	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
36.7	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC 37, Thursday July 27<sup>th</sup> at 9:30 AM.</li> </ul>	Record
36.8	<p><b>Adjourn:</b> 9:58 am A motion was made by E. Colbert and seconded by P. McGinn to adjourn the meeting, Discussion: None. Meeting adjourned.</p>	Record

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Sincerely,

**DORE + WHITTIER**

Aidan Place

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.