



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: 8/26/2021
 Time: 6:30 PM
 Prepared By: R. Donner

Present	Name	Affiliation	Present	Name	Affiliation
✓	Edward Bettencourt*	Mayor	✓	Mike Burton	DWMP
✓	Joseph Scanlon*	Business Manager	✓	Christina Dell Angelo	DWMP
✓	Beverley Ann Dunne*	SBC Chair		Mike Cox	DWMP
✓	Josh Vadala*	Superintendent		Rachel Donner	DWMP
✓	Jarrold Hochman*	SBC Member	✓	Donna DiNisco	DiNisco
	James Hafey*	SBC Member		Ken DiNisco	DiNisco
✓	Peter McGinn*	SBC Member	✓	Vivian Low	DiNisco
✓	Ryan Melville*	SBC Member		Jeff Oxsalida	DiNisco
✓	Michelle Massa*	Welch Principal		Jim Shuttlesworth	DiNisco
	Kara Migliozi*	SBC Member		Todd McCabe	Consigli
	Michael Gingras	SBC Member	✓	Kristy Lyons	Consigli
	Edward Colbert*	SBC Member		Andrew Malian	Consigli
	Albert Talarico	SBC Member		Chris Kavanaugh	Consigli
	Jillian Gonzalez*	SBC Member			
✓	Jenn Dort*	SBC Member			
✓	Elizabeth McGivern*	SBC Member			
	KerriAnne Wheeler*	SBC Member			
✓	Daniel Doucette	SBC Member			
	Thomas Griffin	SBC Member			
	Christopher Lord	SBC Member			
✓	Joseph Amico*	SC Member			
✓	Andrew Arnotis*	SC Member			
	Brandi Carpenter*	SC Member			
✓	John Olimpio*	SC Member			

* SBC Voting Member

Item No.	Description	Action
17.1	Call to Order: 6:41 pm meeting was called to order by SBC Chair B. Dunne with 13 of 19 voting members in attendance.	Record
17.2	Previous Topics & Approval of July 8, 2021 Meeting Minutes: A motion to approve the 7/8/2021 meeting minutes as submitted made by J. Hochman and seconded by J. Vadala. Discussion: None. Abstentions: M. Massa, E. Bettencourt, J. Scanlon. All in favor: Motion passes, minutes approved.	Record
17.3	<p>Design Update</p> <p>V. Low shares a schematic design update.</p> <ul style="list-style-type: none"> ➤ Schematic Design Overview <ul style="list-style-type: none"> ○ Existing Site Plan ○ Proposed Site Improvements <ul style="list-style-type: none"> ▪ Repair & repave sidewalks for MAAB compliance ▪ New MAAB compliant pedestrian path ▪ New MAAB compliant playground surfacing ▪ Repair and repave play area for MAAB compliance ▪ New MAAB compliant handicap parking & crosswalk ○ Proposed Utilities Plan <ul style="list-style-type: none"> ▪ New Water Service for Sprinkler System ▪ New Diesel Generator & Pad ▪ New Transformer, Pad & Bollards ▪ Existing Transformer ▪ 6" Water, TYP. Entire Site ▪ New Communications Ductbank ○ Aerial View <ul style="list-style-type: none"> ▪ V. Low notes a large part of this project is systems replacement. ▪ We need to replace the structural layout of the building center core so we can support the building's rooftop equipment. ○ Exterior Elevations <ul style="list-style-type: none"> ▪ We will create a new main entrance. ▪ Replacing existing window system. ○ Proposed First Floor Plan ○ Proposed Second Floor Plan ○ Proposed Admin/Health Suite Plan ○ Proposed Media Center Plan <ul style="list-style-type: none"> ▪ Easel & Reading Chair ▪ Soft Seating ▪ Low Bookcases ▪ Student Tables & Chairs ▪ Interactive Display (Mobile) ▪ Storage Shelving w/ Bins 	Record

	<ul style="list-style-type: none"> ▪ Book Carts ▪ Work Area with Countertop Storage Cabinets ▪ Multifunction Printer/Copier ▪ Student Printer ▪ Green Screen ▪ Markerboard ▪ Maker Space ○ Proposed General Classrooms 	
17.4	<p>Work Plan Review and SBC Approval:</p> <ul style="list-style-type: none"> ➤ Milestone Schedule and Dates <ul style="list-style-type: none"> ○ 9/18/21 – Schematic Design Submission ○ 9/15/21 - Community Meeting #4 ○ 10/27/21 - MSBA Board of Directors SD Approval ○ November/December - City Council Funding Approval ○ 12/22/21 - Design Development Submission ○ 4/18/22 - 60% Construction Documents Submission ○ 5/23/22 - 90% Construction Documents Submission ○ Summer 2022 - Construction Start <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ J. Amico asks how long will construction last and will that interrupt the start of the school year? M. Burton responds construction is forecasted to be around 16 months. So it will happen during the school year and it will be done in a phased approach. <p><u>Vote:</u></p> <ul style="list-style-type: none"> ➤ A motion was made by R. Melville and seconded by P. McGinn for the approval of the work plan as presented. Discussion: None. Abstentions: None. All in favor, motion passes. 	Record
17.5	<p>Review Total Project Budget:</p> <ul style="list-style-type: none"> ➤ M. Burton explains once we submit at this stage, we are making our agreement with the MSBA. Once the MSBA sets the maximum grant amount, that number will never go up. This is a critical stage of the project which is why we had two independent estimators. The designers have an estimator, and the construction managers have one. Both look at this in detail and essentially come back with two numbers. The numbers we did receive were a little over and I will talk about value management and what we did to get back to budget. I am happy to report we are back to where we wanted to be. ➤ M. Burton shares what is included in the 3011. <ul style="list-style-type: none"> • Feasibility and Schematic Funding • OPM & Designer Fees • Construction Costs 	Record

	<ul style="list-style-type: none"> • FF&E and Technology • Other Misc. Costs • Contingencies were built in to protect the city. <ul style="list-style-type: none"> ○ Design Contingency ○ Escalation Contingency ○ Owner Contingency ○ Soft Cost Contingency ➤ MSBA's Reimbursement <ul style="list-style-type: none"> ○ 63.33% - There are some ineligible items, but the City of Peabody is going to receive approximately 58% paid for by the MSBA. One of the highest percentages I have seen on any job. ➤ Total Project Cost <ul style="list-style-type: none"> ○ Gross Square Footage – 59,025 SF ○ Cost/SF – \$395.58/SF ○ Total Construction Cost – \$23,348,836 ○ Total Project Cost – \$29,973,821 ○ Approx. City Share – \$12,441,190 ○ Reimbursement Rate – 63.33% ○ Construction Duration - 16 Months ○ (1) Includes Soft Costs: FF&E, Technology Equipment, Administrative Costs, Testing and Contingency ○ (2) Estimated City share. MSBA to finalize prior to October MSBA Board Meeting ➤ Schematic Design Project Summary <ul style="list-style-type: none"> ○ Building Area 59,025 SF ○ Grade Configuration PK-5 ○ Students (Grades K-5) 390 + PK ○ Construction Cost \$23,348,836 ○ Total Project Cost \$29,973,821 ○ LEED Certification Silver 	
17.6	<p>Value Engineering Review and SBC Approval:</p> <ul style="list-style-type: none"> ➤ M. Burton explains we set up a working group to go through a list of ideas. we also set up a working group with many people in this room to go through, basically it's a list of ideas. When the estimates came in, they were a couple million over, and it was clear that we needed to get back to budget and with the items that are on this screen. We were able to do so. We tried to focus on items that did not impact program and it was more materials and things that were not going to impact the day-to-day school operation. With the help of the working group, we were able to get back to budget. And that's what the 3011 is based upon. <p><u>Discussion:</u></p>	Record

	<ul style="list-style-type: none"> ➤ D. Doucette shares as with any project. There are things that we can add and there are things that we can take out. There are things that are related to building operations and things that relate to the operation of a school. If you looked at the entire list of 40 items there were some big ticket items that we looked at and quickly decided upon savings. The gymnasium was scheduled to be rated for air conditioning and 400 occupants and that part of the building has never been used for that kind of a general meeting. That was about \$40,000 on savings on HVAC. Some of the exterior finishes were tweaked to make sure that we are not putting in high end stuff but things that are still durable and useful. We are looking at things such as not using all new furniture but reuse some of the furniture which impacts the FF&E side of things. Cafeteria equipment was taken out of the budget but hopefully we can buy some of that back or look at other places that we could fund that. The process involves all the major stakeholders including the design team, the project manager, Consigli, and J. Hafey from facilities. There was a bit of a sticker shock at \$4 million over, but things were identified quickly. The MSBA since the start of the process raised the per square foot cost of the building, allowed for reimbursement at \$360 a square foot. That gave us incredible wiggle room compared to the original number, at \$323. We may be the first beneficiaries of that higher number. ➤ B. Dunne comments it really was an amazing process the amount of work that went into getting that budget back down. \Expenses for construction have gone through the roof. ➤ J. Vadala mentions the process was wonderful through the direction of the Mayor. We really talked about what we valued and what we needed in in the building. Having J. Hafey was also very valuable. We worked with the team to make sure that the integrity of the educational program was set, and we are very comfortable with the changes that they made. ➤ A motion was made by R. Melville and seconded by P. McGinn for the approval of the Value Management Log as presented to the SBC. Discussion: None. Abstentions: None. Roll Call: Mayor Bettencourt, yes, J. Hochman, yes, R. Melville, yes, Dr. Vadala, yes, P. McGinn, yes, M. Massa, yes, J. Dort, yes, B. McGivern, yes, B. Dunne, yes. Motion passes. 	
17.7	<p>SBC/SC Vote Expected for the following:</p> <ul style="list-style-type: none"> ➤ <u>Total Project Budget:</u> <ul style="list-style-type: none"> ○ A motion was made by J. Hochman and seconded by Dr. Vadala for the approval of the total project budget of \$29,973,821.00 and to approve the 3011 as presented on August 26, 2021, regarding the William A. Welch School project. Discussion: None. Abstentions: None. Roll Call: Mayor Bettencourt, yes, J. Hochman, yes, R. Melville, yes, Dr. Vadala, yes, P. McGinn, yes, 	Record

	<p>M. Massa, yes, J. Dort, yes, B. McGivern, yes, B. Dunne, yes. Motion passes.</p> <ul style="list-style-type: none"> ○ A motion was made by J. Hochman and seconded by A. Arnotis to proceed with the Schematic Design total project budget of \$29,973,821.00 and to approve the 3011 as presented on August 26, 2021, regarding the William A. Welch School project recommended by the school building committee. Discussion: None. Abstentions: None. Roll Call: J. Amico, yes, J. Olimpio, yes, J. Hochman, yes, A. Anotis, yes, B. Dunne, yes. motion passes. ➤ <u>Submit Schematic Design to MSBA:</u> <ul style="list-style-type: none"> ○ A motion was made by J. Hochman and seconded by J. Vadala for the approval of the Schematic Design Submittal to the MSBA. Discussion: None. Abstentions: None. All in favor, motion passes. ➤ <u>Local Actions and Approval:</u> <ul style="list-style-type: none"> ○ A motion was made by J. Hochman and seconded by J. Vadala for the approval of the Local Actions and Approval. Discussion: None. Abstentions: None. All in favor, motion passes. 	
17.8	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ None. 	Record
17.9	<p>Public Comments:</p> <ul style="list-style-type: none"> ➤ None. 	Record
17.10	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ SBC 18 – September 23, 2021 @ 9:30AM 	Record
17.11	<p>Adjourn: 7:17pm A motion was made by J. Hochman and seconded by J. Vadala to adjourn the meeting, Discussion: None.</p>	Record

Sincerely,
DORE + WHITTIER
 Rachel Donner
 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.