



## 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: 7/8/2021  
 Time: 9:30 AM  
 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		Terry Hartford	DWMP
	Jarrold Hochman*	SBC Member	✓	Rachel Donner	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
	Albert Talarico	SBC Member		Andrew Malian	Consigli
	Jillian Gonzalez*	SBC Member		Chris Kavanaugh	Consigli
✓	Jenn Dort*	SBC Member			
✓	Elizabeth McGivern*	SBC Member			
	KerriAnne Wheeler*	SBC Member			
✓	Daniel Doucette	SBC Member			
	Thomas Griffin	SBC Member			
	Christopher Lord	SBC Member			

\* SBC Voting Member

Item No.	Description	Action
16.1	<b>Call to Order:</b> 9:34 am meeting was called to order by SBC Chair B. Dunne with 7 of 15 voting members in attendance.	Record
16.2	<b>Previous Topics &amp; Approval of June 3, 2021 Meeting Minutes:</b> A motion to approve the 6/3/2021 meeting minutes as submitted made by J. Vadala and seconded by E. McGivern. Discussion: None. Abstentions: J. Dort, R. Melville. All in favor: Motion passes, minutes approved.	Record
16.3	<p><b>Design Update</b></p> <p>V. Low shares a design update.</p> <ul style="list-style-type: none"> <li>➤ Schematic Design Overview           <ul style="list-style-type: none"> <li>○ Existing Site Plan</li> <li>○ Proposed Site Improvements               <ul style="list-style-type: none"> <li>▪ Repair &amp; repave sidewalks for MAAB compliance</li> <li>▪ New MAAB compliant pedestrian path</li> <li>▪ New MAAB compliant playground surfacing</li> <li>▪ Repair and repave play area for MAAB compliance</li> <li>▪ New MAAB compliant handicap parking &amp; crosswalk</li> </ul> </li> <li>○ New Proposed Site Plan</li> <li>○ Proposed Utilities Plan</li> <li>○ Proposed New Pedestrian Pavement</li> <li>○ Proposed New Vehicular Pavement</li> <li>○ Proposed New Parking</li> <li>○ Proposed Solution               <ul style="list-style-type: none"> <li>▪ Building Improvements                   <ul style="list-style-type: none"> <li>• Replace balance of door hardware</li> <li>• Paint remainder of interiors</li> <li>• Replace exterior asbestos fascia</li> <li>• Replace int. doors, frames, glass</li> <li>• Vinyl Asbestos Flooring removal</li> <li>• Install new VCT Flooring throughout</li> </ul> </li> <li>▪ Educational Improvements                   <ul style="list-style-type: none"> <li>• Classroom Reno Allowance</li> <li>• New Markerboards &amp; Tackboards</li> <li>• Classroom Speech Reinforcement</li> <li>• Technology Upgrades (soft costs)</li> <li>• FF&amp;E Upgrades (soft costs)</li> </ul> </li> <li>▪ Core Relocation                   <ul style="list-style-type: none"> <li>• Renovate center bay</li> <li>• Relocate Admin to main entry</li> <li>• Expand Media Center</li> </ul> </li> <li>▪ Kitchen Repairs                   <ul style="list-style-type: none"> <li>• Replace Kitchen floor</li> <li>• Limited replacement of equipment</li> </ul> </li> </ul> </li> </ul> </li> </ul>	Record

- Proposed First Floor Plan
- Proposed Second Floor Plan
- Proposed Admin/Health Suite Plan
- Proposed Media Center Plan
- Proposed General Classrooms
- Interior Materials Palette & Conceptual Interior Renderings
  - Proposed Main Corridor
  - Proposed Media Center
  - Proposed General Classroom
  - Proposed Typical classroom
  - Materials Palette – Neutral Grey, Metal Accent Colors, Porcelain Tile Panels
- Exterior Materials Palette & Conceptual Exterior Renderings
  - Exterior Elevations
  - Schematic Exterior Elevations
- Alternates for Consideration
  - Site Alternates
    - Full Site Lighting Replacement
    - Vehicle Charging Station Infrastructure
    - Student Garden - Outdoor Learning Improvements
  - Building Alternates
    - Gym Flooring Replacement
    - New Gym Divider Curtain + Basketball Backstops
    - Solid Surface Countertops (ILO plastic laminate throughout)
    - Built-in Cabinets + Bookcases in Library
    - Security Film at First Floor Main Entry Windows + Doors

Discussion:

- E. McGivern asks about the teachers proposed workspaces. V. Low responds we have not developed a 3D of that yet. We can send you these and show you how we created some of these spaces. There are two teacher workspaces. One that is part of the main admin area which will be shared with the admin staff. The other one is behind the media center. It is a large teacher workroom and lunchroom, so it is combined. There will be refrigerators, counters, and cooking equipment. There will also be a copier. What we are envisioning for the admin space is going to be staff mailboxes and a large copier. There will be 4 large format copiers throughout the building. E. McGivern responds that is great.
- B. Dunne shares a lot of things that SBC members have brought forward have been discussed. For example, the basketball court issue. It will need to be resurfaced as it will be used for the set down area and afterwards it will need to be resurfaced. They are looking at whether they will be able to move it or not and some other alternatives. Also, trees that were planted in memory may need to be replaced and re-

	<p>dedicated. V. Low comments we thought originally we would be able to use the softball fields for staging but we learned we cannot so that is why we are impacting what is closer to the school.</p> <ul style="list-style-type: none"> <li>➤ D. Doucette shares after the exterior walk around with Jen Davis, the tennis court will be used for contractor parking and will be restored at the conclusion of the project. We also discussed lighting because some light poles are in bad shape. Also, the loading dock area will be looked at.</li> <li>➤ R. Melville asks will there be another on site walk around? I would like to go to that. B. Dunne comments she will send J. Oxsalida's report from the walkaround. It was very detailed in all areas.</li> <li>➤ D. Doucette suggests having the next building committee meeting on site at the Welch Library. Then we can do an outside and inside walk around of the building as we have more information. B. Dunne responds that is a great idea.</li> </ul>	
16.4	<p><b>CM Update:</b>        K. Lyons shares the recent activity and exploratory work at the Welch Elementary School.</p> <ul style="list-style-type: none"> <li>➤ Laser Scan Above Ceilings           <ul style="list-style-type: none"> <li>○ We took some 3D scans above the ceiling in each classroom and every corridor, and this creates what you see on the screen here is called a point cloud. This allows us to document all of the existing conditions to a precision at about an eighth of an inch. With this point cloud model, we are going to start to overlay DiNisco's design models and their engineers design models to make sure that we are allowing enough space between those existing ceiling joists and in the corridors to allow for new systems to be installed. In some cases, new systems have to be installed while the existing systems remain, so it is important for us to understand how much space we have to work with. Then, as we get into construction, we will start to overlay our subcontractor's 3D models and do a detailed 3D coordination using this point cloud that we have already established.</li> </ul> </li> <li>➤ Matterport           <ul style="list-style-type: none"> <li>○ The next item that we did while we were on site is called a matterport scan. You can think of this almost as a Google Street view. Although it looks like a photo on the right-hand side, it is a photo but there are points within this model that you can actually walk through the entire building. We were able to overlay components of the design model into this Matterport, but additionally it allows us to essentially be in the building without having to be there. We can take measurements using Matterport. It's a unique tool and it is a great piece of information that we now have and that we can use from now</li> </ul> </li> </ul>	Record

throughout construction. We will share a link to this so everyone can have access to essentially walk around the building. It is incredible.

- StructionSite
  - The next component that we conducted is a program called StructionSite. Essentially what we did at all of those above ceiling locations is we took a 360 photo of the above ceiling condition. While it's very similar to what we did with the laser scan, this essentially is a photo and not a point cloud. We will continue to use Struction Site and these 360 photos to document progress throughout construction. It is all based on point cloud locations as you can see on the bottom of the screen so we will continue to take photos at all of these locations during construction, and we will start to overlay so you can see progress as to how systems are being installed above the ceilings, behind walls, etc. You have this documentation well beyond construction.
- Drone Photography
  - The last item that we did, we brought our drone out to the site to take some photography of the existing conditions. We will tie this drone photography to StructionSite to that that point cloud system, so that we can continue to take drone photos from the exact same location and overlay progress as we advance with the facade replacements and the site improvement to be able to see that progress.
- Next Steps
  - We plan to do more noninvasive investigations. We want to scan the existing slabs in locations where we expect to do trenching to install some new underground plumbing and potentially electrical work. That allow us to make sure that we are carrying the correct budget if we need to relocate items that may be below the slab. We do not know exactly what is there, we are only basing this off the existing conditions drawings we have from when the building was built. That is something we are going to do next week. In addition to that, we are going to have a video inspection of all the existing sanitary and storm drain systems. This is going to allow us to determine their existing condition, and whether they are capable of being reused. This all ties back to our schematic design estimating effort. The more we can discover and uncover now and carry the appropriate budgets is going to benefit the project in the long run.

**Discussion:**

- T. McCabe shares we did a lot of work over the last couple of weeks gathering existing information. This is all to be in a better position from an estimating standpoint. Once we receive the documents next week,

	we have an intense couple of weeks of pricing. Then we will reconcile those costs. I did just want to touch on that we are in an interesting time from a procurement standpoint both from a pricing and supply chain standpoint. We will obviously account for that in our estimate.	
16.5	<p><b>Schedule Update:</b></p> <p>C. Dell Angelo shares a schedule update.</p> <ul style="list-style-type: none"> <li>➤ Upcoming Working Group Meetings           <ul style="list-style-type: none"> <li>○ Weekly OAC Meetings (Owner, Architect, CM) Wednesdays</li> <li>○ Conservation Commission 7/15</li> </ul> </li> <li>➤ Module 4 – Schematic Design Milestone Schedule           <ul style="list-style-type: none"> <li>○ Schematic Design Development-2/25-7/9</li> <li>○ SD Cost Estimate-7/12-7/28</li> <li>○ Cost Estimate Reconciliation 8/2</li> <li>○ SBC/SC Vote to Approve SD-8/12</li> <li>○ Submit SD to MSBA-8/20</li> <li>○ Community Meeting #4-Week of 8/23</li> <li>○ MSBA BOD Vote to Approve SD-10/27</li> <li>○ MSBA PS&amp;B Agreement-10/28</li> </ul> </li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ D. Doucette comments we want to schedule a meeting with the Mayor sometime between August 2<sup>nd</sup> and August 12<sup>th</sup> so he is aware of the big picture. The Mayor will need to understand what his options are after the cost estimate reconciliation. We will probably need to discuss alternates as well.</li> <li>➤ B. Dunne shares I am working on the meeting location for the SBC/SC vote to approve SD but it will probably be at the Higgins Middle School.</li> </ul>	Record
16.6	<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
16.7	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
16.8	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC 17 – August 12, 2021 @ 9:30AM</li> </ul>	Record
16.9	<p><b>Adjourn:</b> 10:41 am A motion was made by E. Colbert and seconded by R. Melville to adjourn the meeting, Discussion: None.</p>	Record

Sincerely,  
**DORE + WHITTIER**  
 Rachel Donner  
 Assistant Project Manager  
 Cc: Attendees, File

Project: Peabody Welch Elementary School  
Meeting: School Building Committee  
Meeting No. 16 - 7/8/21  
Page: 7

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