

MEETING MINUTES

Project: Peabody Welch Elementary School
 Subject: School Building Committee Meeting
 Location: Webex
 Distribution: Attendees, Project File

Project No: MP17-114
 Meeting Date: 05/28/2020
 Time: 9:00 AM
 Prepared By: R. Donner

Present	Name	Affiliation	Present	Name	Affiliation
	Edward Bettencourt*	Mayor	✓	Mike Burton	DWMP
✓	Joseph Scanlon	Business Manager	✓	Christina Shefferman	DWMP
✓	Beverley Ann Dunne*	SBC Chair	✓	Mike Cox	DWMP
✓	Marc Kerble*	Superintendent	✓	Terry Hartford	DWMP
✓	Jarrold Hochman*	SBC Member	✓	Rachel Donner	DWMP
✓	James Hafey*	SBC Member			
✓	Peter McGinn*	SBC Member			
✓	Ryan Melville*	SBC Member			
✓	Michelle Massa*	Welch Principal			
✓	Kara Migliozi*	SBC Member			
✓	Deb Hewitt*	SBC Member			
✓	Michael Gingras	SBC Member			
✓	Edward Colbert*	SBC Member			
✓	Albert Talarico	SBC Member			
✓	Jillian Gonzalez*	SBC Member			
	Kelly Hidalgo*	SBC Member			
✓	Elizabeth McGivern*	SBC Member			
✓	Daniel Doucette	SBC Member			
	Thomas Griffin	SBC Member			
✓	Christopher Lord	SBC Member			

* SBC Voting Member

Item No.	Description	Action
2.1	Call to Order: 9:08 am meeting was called to order by SBC Chair B. Dunne with 12 of 14 voting members in attendance.	Record
2.2	Previous Topics & Approval of April 17, 2020 Meeting Minutes: A motion was made by M. Massa and seconded by D. Hewitt to approve the April 17, 2020 Meeting Minutes. Discussion: None. Vote: All in favor, unanimous to approve.	Record
2.3	<p>Designer Selection Process/RFS Update:</p> <ul style="list-style-type: none"> ➤ C. Shefferman presents the designer selection schedule. C. Shefferman explains yesterday the RFS was posted in the central register and Comm Buys. The RFS will be locally advertised tomorrow. We have already received interest from numerous designers. ➤ The RFS will be available until June 24th. ➤ The designer walkthrough is scheduled for next week on Wednesday June 3rd. We have requested within the RFS that any interested design firm should provide one member of their team that will participate in the walkthrough. D+W and J. Hafey will lead the walkthrough with groups of 5 people. All questions are due to D. Doucette by June 15th @ 5:00. After that, we will review the proposals. ➤ Proposals – C. Shefferman explains once proposals are received, we will perform a reference check list. The draft has been sent out to the subcommittee group and we will plan to schedule a meeting with the group to review the checklist and matrix. Followed by that, we will provide ➤ DSP Committee – The 3-member group will be selected at the June 11th SBC meeting. <p>Discussion:</p> <ul style="list-style-type: none"> ➤ M. Burton shares based on the level of interest this is a good thing for the project. It is a robust list. We are feeling good about the responses. C. Shefferman comments a few other firms have downloaded the RFS today that were not part of that list. ➤ B. Dunne shares we are strictly limiting who attends the walkthrough. If any SBC members would like to attend, please let us know. M. Burton explains during the walkthrough questions will come up and they will need to be submitted in writing. An addendum will then be released answering all questions so that all the design firms are on a level playing field. If any SBC members want to join the walkthrough, please contact C. Shefferman and she will add you to one of the groups. ➤ J. Scanlon comments there will be a new superintendent as of July 1st. B. Dunne responds she has spoken to the MSBA and M. Kerble has been keeping our new Superintendent up to date. 	Record
2.4	Operational Procedures:	Record

	<ul style="list-style-type: none"> ➤ C. Shefferman shares we met with the executive working group to review invoice protocol as we want to follow the process the city has in place. Based on our feedback, whenever we receive invoices, we will review them and submit them to the business office for approval then give a full report to the SBC. We did submit an invoice to J. Scanlon yesterday and once we have approval, we will let the SBC know. ➤ J. Scanlon confirms he received the invoice and COP will set up account codes in Admins so the invoice can be paid. ➤ B. Dunne explains every month we will receive a report from D+W which will include invoices, change orders, etc. The SBC will then be able to access all the backup paperwork. C. Shefferman mentions the SBC members should have received a link to the FTP site D+W uses. This is where the SBC can access different folders. R. Donner will be sending this link out monthly for SBC members to review and access all documents. <p><u>Invoices</u></p> <ul style="list-style-type: none"> ➤ DWMP Invoice No. 1 in the amount of \$9.075.00 	
2.5	<p>Communication Protocols:</p> <ul style="list-style-type: none"> ➤ Press - C. Shefferman explains we met with the executive working group to review communication protocols regarding anything press related. Communications should be relayed to the Mayor's office. ➤ Neighbor/Community – The team will need to define direct abutters for targeted communications along with community members closely related to the Welch project. We want to ensure neighbors feel they are a part of this project to eliminate problems down the line. <ul style="list-style-type: none"> ○ B. Dunne comments P. McGinn and R. Melville will be part of that team. ○ D. Doucette shares they had neighborhood meetings for the Higgins project where we introduced the parties and discussed the project. This of course would be subject to buildings being open to the public. B. Dunne mentions this was a great way to introduce the full team, committee members, OPM and Design team. ○ C. Shefferman notes we like to single out direct abutters to communicate with them since they are the most effected. Informing the neighbors and community on project itself and how project is working they should be included in that process. ○ B. Dunne explains the issue in that neighborhood is traffic. S. Richards has been appointed to work with the counselors if there is a need for a temporary ordinance for construction. Our committee has a lot of people we need in place, so we need to have expertise on the project from beginning to end. C. Shefferman comments this SBC is well staffed. 	Record

2.6	<p>Timeline Review:</p> <ul style="list-style-type: none">➤ C. Shefferman shares this is the same timeline we showed at the first meeting. Only one thing has changed since the last meeting. The first available date for the designer selection meeting is July 21st. Still, nothing has changed for Feasibility or Schematic. We will have more information once the designer is on board and we execute the contract with them.➤ C. Shefferman shares the June/ July calendar and explains this shows our proposed meeting dates to keep on our radar and other events. The next SBC meeting will be on June 11th. We will continue to keep the 9:00-10:00 timeframe and if we need more time we can switch to another time on Thursdays. M. Massa shares the Welch Staff meetings are on Thursday at 10:00am but when school is in session it will change to Thursday's at 3:00pm. C. Shefferman comments we want to have a recommendation for the DSP on the June 11th meeting. B. Dunne will run this by the Mayor. D. Doucette comments once the final designer list is in, we will want to cross reference against the MSBA pipeline report. We want to know of the experience of applicants for elementary schools. C. Shefferman shares reference information is required to be provided and they will list all recent relevant experience. M. Burton explains we will need to get the subcommittee together the 1st/2nd week of July.➤ M. Burton shares the dates we have here are up for discussion. We need to form the 3-member group going to the DSP. On July 16th it will be our 4th SBC meeting and we will have a report out from the subcommittee and discuss before the DSP selection panel. M. Burton asks if the SBC feels they need another meeting on July 23rd for another DSP meeting update? The DSP selection panel interview will be on August 4th. Does the group feel there is value to meet in the 23rd or should we just come back to meet on August 13th? B. Dunne responds it would be better to send an email update to the SBC instead of the meeting on July 23rd. M. Burton responds he will issue a memo to the SBC after the DSP meeting.	
2.7	<p>Working Groups:</p> <ul style="list-style-type: none">➤ B. Dunne asks the SBC to go to the link and answer the questionnaire. This will be very helpful going forward. C. Shefferman mentions she provided the link after the first SBC meeting and this is for us to get to know you and understand your goals as an SBC for the project. This will also help us form working groups knowing what you would like to be apart of and ensuring everyone is participating in a way that they would like. C. Shefferman shares she will resend the link and it would be best to have this returned by the next SBC meeting.➤ B. Dunne shares on this project, a lot of these working groups may have people who are not on our SBC. We can be flexible with working groups.	

	C. Shefferman comments this is a great way to get SBC involved and it is very helpful when giving recommendations to the full SBC.	
2.8	Budget Tracking: ➤ M. Cox presents DWMP’s budget tracking system called Dashboard. M. Cox explains Dashboard is our system we use to set up the budget with standard MSBA cost codes. C. Shefferman comments this is our own program that mirrors MSBA Propay. This ensures we are tracking your budget properly.	
2.9	Other Topics not Reasonably Anticipated 48 hours prior to the Meeting: ➤ M. Burton explains he would like to set up time next Tuesday afternoon go to the building before the designer walk through. J. Hafey shares he can be there anytime on Tuesday. E. Colbert would also like to join the pre-walkthrough. DWMP and J. Hafey decide on 1:00pm. C. Shefferman shares DWMP will send a meeting invite for Tuesday, June 2 nd at 1:00pm.	
2.10	Public Comments: None.	Record
2.11	Next SBC Meeting: ➤ 6/11/20 @ 9:00am	Record
2.12	Adjourn: 9:53 am A motion was made by J. Hochman and seconded by J. Hafey to adjourn the meeting, Discussion: None.	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.