



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: 2/18/2021
 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			
✓	Edward Colbert*	SBC Member			
	Albert Talarico	SBC Member			
	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			

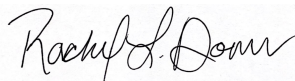
* SBC Voting Member

Item No.	Description	Action
12.1	Call to Order: 9:33 am meeting was called to order by SBC Chair B. Dunne with 10 of 15 voting members in attendance.	Record
12.2	Previous Topics & Approval of February 4, 2021 Meeting Minutes: A motion to approve the 2/4/2021 meeting minutes as submitted made by M. Massa and seconded by E. Colbert. Discussion: None. Abstentions: None. All in favor: Motion passes, minutes approved.	Record
12.3	<p>PSR Review and Approval:</p> <p>Preferred Schematic Review:</p> <ul style="list-style-type: none"> ➤ D. DiNisco shares the City agrees that the preferred solution is to make as many improvements as possible. The focus of the PSR is to identify the educational program, make sure we comply or are requesting waivers for the space summary, reviewing alternatives and voting for the preferred solution to move forward with. We will submit the PSR to the MSBA next week. Once we have approval, we can start designing the updated Welch School. <p>Educational Program Priorities:</p> <ul style="list-style-type: none"> ➤ Reconfigure select spaces to better serve school community. ➤ Accommodate developing PPS district-wide programs, such as a Digital Literacy. ➤ Enhanced Media Center provides additional area for Digital Literacy and other small group instruction ➤ Capture under-utilized spaces to use programmatically. ➤ Maintain or enhances school-specific programs, such as Pre-K & Extended Day ➤ Support Social Emotional Learning (SEL) ➤ Maximize or provide additional storage space. ➤ Improve Security ➤ D. DiNisco explains we made the spaces more appropriate for the functions occurring within them. The two largest changes are the media center and the medical/admin office. <p>Proposed Floor Plans:</p> <ul style="list-style-type: none"> ➤ D. DiNisco mentions we have moved the general office to the front of building and entrance will have a double door vestibule. The medical center is the largest improvement. Also, the girls' and boys' bathrooms have been moved and are now adjoining the media center. The project team will continue to explore the Welch School programs and figure out the best lay out for the spaces. <p>Final Evaluation of Alternatives:</p> <ul style="list-style-type: none"> ➤ D. DiNisco shares nothing has changed from the proposed site improvements since the last SBC meeting. 	

	<ul style="list-style-type: none"> ➤ After looking at all options, it has been decided that the VRF system is preferred. The intent is to have the SBC approve the R1+ option. Also, based on the community meeting feedback, the community is also in full support of the R1+ option. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ D. Doucette comments I do not think the summary slide emphasizes the impact this will have for full year learning by adding AC. This will add benefits to the school and the community. ➤ D. Doucette comments since we are keeping the building all electric, we need to emphasize Peabody having one of the lowest electric rates in the state. It is cheaper than municipal electricity and for that reason, there was no need to introduce gas. D. DiNisco explains the building is all electric now and that was reflected in the PDP, but we will reiterate that. This is part of the basis of design, but we will outline it in the final evaluation of alternatives. We can add another bullet for enhancement in the criteria for full year learning environment. ➤ B. Dunne asks is the green sustainability reimbursement highlighted in the narrative? D. DiNisco explains we are required to submit a draft LEED scorecard which will be included. We believe can achieve LEED silver. ➤ B. Dunne comments moving the bathrooms was a great idea to provide people with windows in their workspaces. That will help the school a lot. D. DiNisco mentions we must bring the bathrooms up to code anyways. This adds significant value to the spaces in the building from a useable perspective in a meaningful way. We are still reviewing all spaces. ➤ P. McGinn asks can you clarify where we are with 2% reimbursement? D. DiNisco comments we are not set-in stone yet, but we have run an energy model to make sure we meet the MSBA's 2%. This is not a requirement to achieve LEED silver, we only need to achieve energy efficiency based on their guidelines. <p><u>Vote:</u></p> <ul style="list-style-type: none"> ➤ A motion was made by P. McGinn and seconded by E. McGivern for the recommendation and approval of the PSR submission of the SBC's preferred option R1+. Discussion: None. Abstentions: None. All in favor, motion passes. 	
12.4	<p>CM Procurement Update:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo shares the project team wanted to give an update from last SBC meeting. The subcommittee met a couple of weeks ago and reviewed the draft RFQ and made some changes. The RFQ went live yesterday on our website. We have had 4 downloads so far: WT Rich, Consigli, Shawmut, and Barr & Barr. Our subcommittee will review the 	Record

	<p>RFP plan next. We will send out dates and times to meet next week. We will also send out a draft prior to the meeting.</p> <ul style="list-style-type: none"> ➤ Qualifications are due on March 10th. Then, we will rank and qualify the CMs. Once they are qualified, we will send out the RFP on March 18th. ➤ M. Burton mentions part of the RFP deliverable on March 18th is the Construction Contract General Conditions. D+W has sent some drafts over. We want to make sure staff on the city side can review that. If anyone has questions on the document let us know. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ D. Doucette comments this RFP is merely to bring in the pool and the next step is to perfect the pool. ➤ M. Burton shares for the RFP document itself, we will have it completed by the end of day today. We will try to get it out tomorrow and will follow up to schedule a time to meet. 	
12.6	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting: Building Permit Fees:</p> <ul style="list-style-type: none"> ➤ M. Burton shares as we are going through this phase, we will start pulling estimates together and zero in on costs. One item that represents a cost to the project is the building permit fee. Most communities will decide to waive the building permit fee. It will be helpful for us to have a discussion with inspectional services and confirm this fee will be waived in writing. ➤ D. Doucette comments all the projects I have done have never had a building permit fee. It has been waived every time. It only becomes complicated when fees from the state level cannot be waived. ➤ M. Burton mentions I have only witnessed one building permit fee and it was in a regional district, but we wanted to get that out there and get simple memo stating that. 	Record
12.7	<p>Public Comments:</p> <ul style="list-style-type: none"> ➤ None. 	Record
12.8	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ SBC 13 – March 11, 2021 @ 9:30 	Record
12.9	<p>Adjourn: 10:19 am A motion was made by E. Colbert and seconded by M. Massa to adjourn the meeting, Discussion: None.</p>	Record

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



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