

MEETING MINUTES

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

Project No: MP17-114
 Meeting Date: 04/17/2020
 Time: 10:00 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
1.0	<p>Call to Order: 10:00 am meeting was called to order by SBC Chair B. Dunne with 11 of 14 voting members in attendance.</p>	Record
1.1	<p>Status Update: B. Dunne updates the SBC on the status of the Welch Elementary School project. B. Dunne explains this is the first meeting with our selected OPM Dore & Whittier. Dore & Whittier will be showing us a presentation today then, we will give an update on the designer selection process and our next steps.</p> <p>B. Dunne shares on April 6th, the OPM Selection Committee attended an online meeting with members of the MSBA. The MSBA OPM Review Panel spoke with D&W. D&W gave a presentation regarding their capabilities and current availability. The MSBA picked up on a lot of D&W's great features. The MSBA then approved our selection the following day. Now, we can begin working with D&W. They bring a lot to the table and it will be a wonderful project. We are looking forward to working with them.</p>	Record
1.2	<p>Introduction of Dore & Whittier OPM Team: D&W shares a presentation.</p> <ul style="list-style-type: none"> ➤ <u>Introduction:</u> M. Burton explains D&W is made up of two companies, architects, and management partners. Our core business is Massachusetts Public Schools. Schools are our focus and that is what we thrive on. We have a lot of in-house resources to help get us through the MSBA modules. We have specification writers, FF&E consultants, etc. All of these resources will be available to the City of Peabody. Most of our jobs are MSBA core projects. We are going to help you navigate your way while working through the MSBA modules. We want to approach this as a collaborative effort. We will select our architect and if we go CM at Risk, we will have them join the team as well. We will help with ProPay and assist Peabody with navigating the program process and make sure funding is coming in every 30 days. We also have experience with renovations and this job seems to be leaning more toward a renovation or addition-renovation. The MSBA does require us to study all options including new construction which will be part of the feasibility process. We are responsible for overall deliverables to make sure all resources are acquired to help the city. ➤ The OPM project team introduces themselves. <ul style="list-style-type: none"> ○ Mike Burton – Project Director ○ Christina Shefferman – Project Manager ○ Mike Cox – Project Manager ○ Rachel Donner – Assistant Project Manager ○ Terry Hartford – Onsite Representative 	Record

	<ul style="list-style-type: none"> ➤ <u>MSBA Building Process</u>: M. Burton shares we are currently in module 2, "Forming the Team". Our next step is to get the architect on board. We will need to learn more about the SBC and the City of Peabody's goals. C. Shefferman will send a questionnaire to the SBC so that we can learn what is important to you and establish a timeline. ➤ <u>Timeline</u>: M. Burton mentions we presented this slide to the OPM Review Panel. We were hoping to target the mid-June Designer Selection Meeting. The MSBA then informed us that the earliest Designer Selection Panel we could attend is July 7th. This is where we will look at multiple options and tell the MSBA which one we feel is most advantageous for Peabody. Since we are now on our kick-off meeting, the next step is the approval of the RFS. 	
1.3	<p>Designer Selection Process:</p> <ul style="list-style-type: none"> ➤ M. Burton explains the goal is to have the RFS approved by April 28th and sent out on April 29th. Proposals will be due on June 9th. Also, there is usually a designer walkthrough but due to the COVID-19 crisis, some districts are holding virtual walkthroughs. ➤ M. Burton shares ultimately 3 people from the committee ultimately go to the DSP after reviewing proposals and we select a designer hoping the MSBA agrees with our choice. Following this, the DSP will call for an interview. The goal is to have our architect kick-off meeting at the end of July. ➤ <u>RFS Review</u> – C. Shefferman mentions we would like to establish a working group/subcommittee. We have already presented our RFS draft and D. Doucette has provided some comments that have been added. The RFS is a boilerplate document that can be found on the MSBA's website. The goal is to review the RFS with the subcommittee and discuss the information that was added. M. Burton reassures the SBC this is a standard document though there are some opportunities to customize it to our project. M. Burton suggests D. Doucette, J. Scanlon and 2 other members would be helpful to have on this subcommittee. This group will allow us to move quickly and submit to the MSBA by April 29th. D. Doucette comments during the first reading, it was similar to the package we put out for the OPM. B. Dunne shares it will be the same as the OPM committee and comments it would be best to allow the RFS subcommittee to authorize and issue the RFS directly to the MSBA to save time. D. Doucette will use the distribution list and add D&W then we can begin working right away. <ul style="list-style-type: none"> ○ A motion was made by J. Scanlon and seconded by J. Hafey for the continuation of the current working group in place for OPM Selection to work on the RFS for Designer. Discussion: None. All in favor, motion passes 	

	<ul style="list-style-type: none"> ○ A motion was made by J. Scanlon and seconded by J. Hochman to authorize the RFS working group to publish the RFS for the designer selection. Discussion: None. All in favor, motion passes ➤ <u>FTP Website</u> – An FTP website has been setup for the Welch project. Ultimately, that is where all documents such as meeting minutes, agendas, etc. will live. Once we receive the Designer proposals, we have a proposal ranking and review matrix that will involve the SBC. Once the SBC fills out the checklist, we will want to have an SBC meeting. Following that, we would like the SBC to make a DSP recommendation. <ul style="list-style-type: none"> ○ Designer Working Group – The working group will review proposals. ○ DSP Committee – The DSP Committee consists of 3 designated members that will go to the MSBA in Boston and present our recommendation. <ul style="list-style-type: none"> ▪ J. Hochman asks if they will be the same or different subcommittees? B. Dunne shares the DSP selection committee will be different than the working group. The working group will review applications and help make a recommendation for the architecture firm. C. Shefferman comments we are looking for a subcommittee followed by approval for DSP members. ▪ B. Dunne shares she will defer to the Mayor to select the 3 members and would like to hold off for now. 	
1.4	<p>Other Matters Properly Brought Before the Committee if Time Permits:</p> <ul style="list-style-type: none"> ➤ <u>Next SBC Meetings</u> – B. Dunne shares the SBC meets monthly. The next meeting is scheduled for May 15th at 10:00am. The following meeting will be scheduled for June 15th at 10:00. This will allow the SBC time to digest the Designer proposals. ➤ <u>Designer Walkthrough</u> – D&W will work with J. Hafey ➤ <u>Mayor’s Executive Working Group</u> – B. Dunne comments she will defer to the Mayor on this as well. Some of these groups are already in place and will provide names. ➤ <u>SBC Questionnaire</u> – C. Shefferman will send the link to the SBC and asks that all members provide their responses by May 8th. ➤ J. Scanlon shares he feels very good that this is moving along extremely well. J. Scanlon then asks about the shared drive. C. Shefferman responds once B. Dunne provides the full SBC list, we will send the link. ➤ B. Dunne invites everyone to join a School Committee meeting so they will also have an introduction to the team. ➤ B. Dunne asks M. Burton to show the Wellesley slide from a previous presentation and shares this is what hit a chord with the members of the OPM selection team. <ul style="list-style-type: none"> ○ M. Burton shares the slide from the previous presentation. M. Burton explains when we were researching the project, it took 	Record

	<p>some time to go through the SOI and understand the issues at Welch. It reminded me of I project I worked on previously in Wellesley. It was a non-MSBA job, but they had adopted the same process. The project consisted of the existing Fiske Elementary and Schofield Elementary School's that were worked on simultaneously. Their scope was very similar. Both projects were worked on over the course of 2 summers. The cost of modulars were very high so they challenged us to get this done in 2 summers. We were able to break it up into 2 phases. Summer 1 work consisted of interior work and summer 2 was all exterior work. Summer 1 consisted of abatement, windows, MEP infrastructures, plumbing upgrades, fire protection system, etc. We wanted to make each classroom feel like it was new with painted walls, ceilings, and windows. Summer 2 work consisted of paving and correcting circulation issues. This project utilized the CM at Risk approach. With an aggressive schedule, we needed a good team and this approach allowed us to work collectively instead of being issued delay claims, etc. Our team was on site full time along with the architect so we could address issues immediately. This allowed us to get both phases done on time. There were no impacts to school operations, and we ended up with \$1 Million in savings. The additional savings was used for additional scope. We are required to study all 3 approaches, but we felt this was important to share with this group.</p> <ul style="list-style-type: none"> ▪ B. Dunne mentions this presentation was similar to what we were looking for. D&W had everything ready to go on site the day the children left school for the summer. It was important to share that what we have discussed is possible. <p>➤ B. Dunne will provide D&W with SBC member list.</p>	
1.5	Public Comments: None.	Record
1.6	Next SBC Meeting: ➤ 5/15/20 @ 10:00am	Record
1.7	Adjourn: 11:19 am A motion was made by D. Hewitt and seconded by E. McGivern to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.	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.