



## 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: 3/25/2021  
 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
13.1	<b>Call to Order:</b> 9:31 am meeting was called to order by SBC Chair B. Dunne with 12 of 15 voting members in attendance.	Record
13.2	<b>Previous Topics &amp; Approval of February 18, 2021 Meeting Minutes:</b> A motion to approve the 2/18/2021 meeting minutes as submitted made by E. Colbert and seconded by E. McGivern. Discussion: None. Abstentions: K. Wheeler, J. Gonzales, K. Migliozi. All in favor: Motion passes, minutes approved.	Record
13.3	<p><b>FAS Update:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo shares the FAS Update.           <ul style="list-style-type: none"> <li>○ Met with FAS (Facilities Assessment Subcommittee) on 3/10/21</li> <li>○ FAS approval required to move forward past PSR.</li> <li>○ FAS reviews PSR and confirms our assumptions on program and building elements are acceptable.</li> <li>○ Requires 2 sinks in every classroom. C. Dell Angelo notes we originally proposed 1 sink per classroom since that is what is already there but, the FAS requested there be 2 sinks in every classroom.</li> <li>○ Pleased to report overwhelming support and approval of our PSR.</li> </ul> </li> </ul>	
13.4	<p><b>PSR Submission Update:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo shares we received approval from the SBC to submit the PSR. Dore + Whittier and DiNisco will respond to the MSBAs comments that are due to be returned on April 6<sup>th</sup>.</li> <li>➤ M. Burton comments these responses are typical. There were no showstoppers. We always anticipate a certain level of review comments.</li> <li>➤ D. DiNisco explains we have limited questions or clarifications required. They accepted 100% of the space summary compared to MSBA’s space summary guidelines. There is only one item we need to circle back and on.</li> <li>➤ D. DiNisco also notes the MSBA did approve the 100% electric school. The only comment they are asking us to clarify or confirm is the source of the existing power and that they are sufficient. They are fine with all electric schools.</li> </ul>	
13.5	<p><b>CM Procurement Update:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo explains we prequalified 4 out of 7 firms that submitted. We shared with them the RFP to submit proposals. We hosted a walkthrough on April 23<sup>rd</sup> with the firms and showed them the existing conditions, so they can look at this project from a creative standpoint.</li> <li>➤ C. Dell Angelo shares we issued an addendum today and changed the submission date from April 1<sup>st</sup> to April 8<sup>th</sup>. We have allowed extra time for the proposals since we will not be interviewing them until next month.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Once we receive the RFPs, we will review them with the subcommittee. Each committee member will be asked to review and rank the proposals. The final scores will be based off of their rankings.</li> </ul>	
13.6	<p><b>Design Update:</b></p> <ul style="list-style-type: none"> <li>➤ J. Oxsalida provides a design update.</li> <li>➤ We are about 3 weeks into Schematic Design. We are focusing on the development of mechanical/electrical systems and the structure for the reconfigured central core of the building.</li> <li>➤ Simultaneously, we are developing the systems in a way such that they can be installed in a modular way or a phased way and will correlate to the phasing as we move around the building renovating different areas.</li> <li>➤ We will be having a series of working meetings over the next few weeks, to discuss the layouts of each individual room including all furniture and equipment.</li> <li>➤ There are a couple of minor but important updates to the overall building plans. We were able to create much needed kind of small group breakout instructional spaces along the corridor. These can be used by any instructor in the school. The proximity to the media center and administration area is favorable. This also provides future flexibility between all the grades 1-5 classrooms. Also, the multi fixture toilet rooms which are the student bathrooms for use during the day, have been moved from their existing location on the exterior wall. We are moving these for a couple of reasons. One of which is to give classrooms a view outside. Also, this allows the toilet room work to not occur over the summer, but it can occur anytime during the year. They will continue to use the existing bathrooms until the new toilet rooms are ready. In this area, we are also planning for a single unisex or gender-neutral student bathroom.</li> <li>➤ The arrangement of the building upstairs remains mostly unchanged with grade five off to the left, grade four to the right. Special education will be centrally located, where they can easily serve all students on both floors.</li> <li>➤ J. Oxsalida shares updated floor plans.</li> <li>➤ The administration area will be moved to the front of the building near the entrance to allow for better security. The vestibule has a transaction window which allows for the person in the office to check IDs. The Principal's office is strategically located behind the main office, also with an exterior window and interior windows. There will also be a door between the office and the nurse's office which will be convenient for parents who need to go directly to the nurse's office.</li> <li>➤ We will be working over the next few weeks in determining the exact furniture and equipment in all areas of the building in the coming weeks.</li> </ul> <p><b>Discussion:</b></p>	

	<ul style="list-style-type: none"> <li>➤ D. DiNisco comments J. Oxsalida was pointing out the new furniture. We have not gotten into that phase yet. We do have a budget for FF&amp;E so we will have to work with the district to decide on priorities. We cannot exceed MSBA’s \$1,200 per student. There will not be new furniture throughout the building.</li> <li>➤ D. Doucette comments if you reconfigured the main office, the case work could go into the general contract instead of furniture. J. Oxsalida responds that is correct. Anything like that can go either way.</li> <li>➤ B. Dunne shares it is great to see we are keeping the connecting door between classrooms and there will be a staff bathroom on the second floor.</li> <li>➤ M. Massa mentions as we grow, we will possibly acquire an Asst. Principal. We don’t currently have an office for that space but we have options and ideas. J. Oxsalida shares we are working on it and will have a plan for that.</li> <li>➤ J. Hochman asks will the smaller bathrooms on the second floor and the gender-neutral bathroom all be wheel chair accessible? J. Oxsalida responds that is correct. All single bathrooms will meet those requirements.</li> </ul>	
13.7	<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
13.8	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
13.9	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC 14 – May 6, 2021 @ 9:30</li> </ul>	Record
13.10	<p><b>Adjourn:</b> 10:08 am A motion was made by E. Colbert and seconded by B. McGivern 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.

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