



## 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: 09/10/2020  
 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 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			
	Kelly Hidalgo*	SBC Member			
✓	Elizabeth McGivern*	SBC Member			
✓	Daniel Doucette	SBC Member			
	Thomas Griffin	SBC Member			
	Christopher Lord	SBC Member			

\* SBC Voting Member

**Action Items:**

- Establish educational program
- Consider Renovation, Add/Reno, New Construction
- Evaluate Swingspace

Item No.	Description	Action
6.1	<b>Call to Order:</b> 9:03 am meeting was called to order by SBC Chair B. Dunne with 9 of 14 voting members in attendance.	Record
6.2	<b>Previous Topics &amp; Approval of August 13, 2020 Meeting Minutes:</b> A motion to approve the 8/13/2020 meeting minutes as submitted made by J. Hochman and seconded by J. Scanlon. Discussion: None. Abstentions: None. All in favor: Motion passes, minutes approved.	Record
6.3	<p><b>Designer Contract Update:</b></p> <ul style="list-style-type: none"> <li>➤ M. Burton shares DiNisco’s contract has been submitted and approved. Amendment No. 1 was submitted on September 2<sup>nd</sup> for subconsultants such as site survey, Geotech, structural, hazmat, ESA Phase 1, wetlands, and soil testing. After receiving proposals, we are projecting the sub consultant estimate to be over by \$27,646.00. We may be able to make up some of the delta but that will be addressed in Amendment No. 2.</li> <li>➤ D. DiNisco shares after the investigative surveys we will know how much more is needed. The wetlands are the big one. Right now, we have place holders but will be submitting actual costs.</li> <li>➤ M. Burton explains the biggest delta was on site survey. There is an immediate vicinity around the school which we consider Area 1 and the fields are Area 2. We feel it is a good idea to survey the entire site. It is important information for the city to have regardless.</li> </ul>	Record
6.4	<p><b>Existing Conditions Update:</b></p> <p>J. Oxsalida prepares an update on the Welch building and site.</p> <ul style="list-style-type: none"> <li>➤ J. Oxsalida explains we will survey the entire parcel</li> <li>➤ Evaluation of Existing Site Conditions <ul style="list-style-type: none"> <li>○ Vehicular Pavement &amp; Curbing <ul style="list-style-type: none"> <li>▪ Bituminous concrete is in poor condition</li> <li>▪ Curbing is in fair condition</li> <li>▪ The Porous pavement is clogged with debris</li> <li>▪ +/- 74 parking spaces – some handicap parking is non-compliant with MAAB</li> </ul> </li> <li>○ Recreation Areas <ul style="list-style-type: none"> <li>▪ Hardscape is in poor condition</li> <li>▪ Play structures are in good condition</li> <li>▪ The play structures, benches &amp; bike racks are inaccessible</li> <li>▪ There is inadequate vehicular and pedestrian site lighting.</li> </ul> </li> <li>○ Landscape &amp; Plantings <ul style="list-style-type: none"> <li>▪ Most trees are in good or fair health</li> <li>▪ There are invasive plan species along the East property line and Strongwater Brook.</li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ We will coordinate future development with 2 memorials and 2 memorial trees</li> <li>➤ DiNisco shares existing floor plans for the 1<sup>st</sup> and 2<sup>nd</sup> floors</li> <li>➤ Evaluation of Existing Building Conditions       <ul style="list-style-type: none"> <li>○ Mechanical Systems           <ul style="list-style-type: none"> <li>▪ All components are past their useful life</li> </ul> </li> <li>○ Plumbing Systems           <ul style="list-style-type: none"> <li>▪ All components are past their useful life</li> </ul> </li> <li>○ Electrical, Communications &amp; Data Systems           <ul style="list-style-type: none"> <li>▪ All components are past their useful life</li> </ul> </li> <li>○ Structural           <ul style="list-style-type: none"> <li>▪ The analysis of the existing building is on going</li> </ul> </li> <li>○ Hazardous Materials           <ul style="list-style-type: none"> <li>▪ The analysis of the material samples is in progress</li> </ul> </li> <li>○ Code Analysis           <ul style="list-style-type: none"> <li>▪ The building code and MAAB evaluation are complete</li> </ul> </li> </ul> </li> <li>➤ Ongoing Work       <ul style="list-style-type: none"> <li>○ Site Survey</li> <li>○ Establish Wetlands &amp; riverfront Boundaries</li> <li>○ Boring, Test Pits &amp; Soils Analysis           <ul style="list-style-type: none"> <li>▪ Today/Tomorrow the boring test pits will take place.</li> </ul> </li> <li>○ Existing Building Structural Analysis</li> <li>○ Evaluation of natural gas as a potential fuel source           <ul style="list-style-type: none"> <li>▪ We are working with the gas company to determine what the natural gas looks like in that area. It will be a good thing to know if needed.</li> </ul> </li> </ul> </li> <li>➤ Next Steps       <ul style="list-style-type: none"> <li>○ Establish Educational Program           <ul style="list-style-type: none"> <li>▪ D. DiNisco explains we have a high-level visioning meeting scheduled on Wednesday next week with the Superintendent, so we are excited to get that component going. This meeting is going to help determine how Peabody wants to use the building going forward and how to meet Peabody's educational programming needs.</li> </ul> </li> <li>○ Consider Renovation, Reno/Add, New Construction</li> <li>○ Evaluate Swingspace</li> </ul> </li> </ul>	
6.5	<p><b>Schedule Update:</b></p> <p><b>Educational Programming Update</b></p> <ul style="list-style-type: none"> <li>➤ D. DiNisco shares we had our MSBA kickoff meeting last week. The MSBA confirmed when we need to get submittals to them. After our meeting, had to adjust schedule to meet their requirements.</li> </ul>	

- M. Burton explains there are 2 main deliverables required by the MSBA to review before we proceed to the next step. These dates are very aggressive.
- Deliverable: PDP
  - D. DiNisco explains to the SBC we thought we would be able to submit in January. The first phase focuses on educational program. It is important to provide enough time to be able to fully vet the vision for this project. Educational program is the basis of design. We want to fully understand the goals of the current and additional programs that we may be able to incorporate.
  - The space summary is based on the MSBA guidelines on the different types of spaces and the quantity of spaces. We anticipate working on this through mid-October. Since we anticipate reusing the school, we need to do our due diligence and we need to understand limitations of the site. After the educational program has been decided, we will put various options together such as using other facilities etc. The real work will be looking at the various opportunities we can pull together for the existing school going forward. Then, we will have to go through the exercise of a possible new school. We will go through exercises with the SBC to continue to explore options going forward and we will work closely with the school department.
- M. Burton mentions this is an aggressive timeline and it will take a lot of involvement from the school department. The educational program is the roadmap for the job and MSBA will continuously refer to that to make sure all modules align. D. DiNisco has been working with M. Massa and J. Vadala to come up with a draft.
  - D. DiNisco explains the schedule represents weeks so there is not that much time. On the schedule we show working group meetings biweekly and SBC meetings monthly.
  - D. Doucette asks do the deliverables have to be approved by the SBC? D. DiNisco responds yes, all have to be approved by the SBC. We need to coordinate the building committee schedule with the MSBA submissions, so everyone stays in the loop. It also requires the superintendent to sign off. We will work with the SBC to see when best time is to present to the city council. It is also important to engage the community. B. Dunne shares when there is a vote needed by the SBC, we will make sure the committee members are aware. Public meetings with the city are in the works and a lot is being driven by the project timeline. Also, Covid-19 hinders that. We need to figure out how to best present that

	to the neighborhood meetings. Going forward, everything will have to be on camera and on the platforms available.	
6.6	<p><b>Budget Update:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo shares DWMP has submitted 5 invoices to date and DiNisco's first invoice will be submitted in October</li> <li>➤ M. Cox provides the SBC with a budget update. M. Cox explains this is where we are today with our budget. We have \$1.2 Million allocated for feasibility and schematic design.</li> <li>➤ M. Burton comments for feasibility and schematic in terms of the MSBA, there are only 4 cost codes so far. As the project progresses, there will be many more as the modules continue.</li> </ul>	
6.7	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ <u>Pervious Pavement Parking Lot</u> - J. Hochman notes the pervious pavement was installed 10 years ago. J. Oxsalida responds we can take a look at the pervious pavement evaluation to see how it's functioning. If maintenance would be an issue going forward, we may have to consider other options. V. Low shares my understanding is we are likely to redo the parking area. The existing lot needs a little TLC but in its final layout it will likely it will be redone and enlarged. That is the next step after gathering all existing conditions. J. Hochman comments it was the first porous pavement the city put in. There may be some maintenance issues for whoever maintains the parking lot. B. Dunne comments after the parking lot was installed it was not properly treated in the winter and the parking lot failed. We were told it was replaced.</li> <li>➤ <u>Swing Space</u> - J. Hochman comments on swing space. J. Hochman shares post Covid-19 it might be possible to use remote learning for all students since they have laptops and hot spots for connectivity. It is a less attractive option but an option. D. DiNisco mentions that is a great conversation to have with the Superintendent. Snow days may also no longer happen since everyone has remote learning. M. Burton shares the swing space is a large component of this. We are envisioning a renovation or Add/Reno. Doing that work while students are in the building will be very complex and the educational programming may tell us more space is needed. If so, we could possibly be adding space over the first level and doing that work will require some displacement. Before Covid, we would look at modulars. No one likes modulars since they are expensive. It is a very big cost with no MSBA Reimbursement. The more ideas we can come up with now the better.</li> </ul>	
6.8	<b>Public Comments:</b> None.	Record
6.9	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC 7 – October 8, 2020 @ 9:30</li> </ul>	Record

6.10	<b>Adjourn:</b> 9:51 am A motion was made by J. Scanlon and seconded by B. McGivern to adjourn the meeting, Discussion: None.	Record
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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.