



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: 11/4/2021
 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	✓	Rachel Rincon	DWMP
	Jarrold Hochman*	SBC Member	✓	Donna DiNisco	DiNisco
✓	James Hafey*	SBC Member		Ken DiNisco	DiNisco
✓	Peter McGinn*	SBC Member	✓	Vivian Low	DiNisco
	Ryan Melville*	SBC Member	✓	Jeff Oxsalida	DiNisco
✓	Michelle Massa*	Welch Principal		Jim Shuttlesworth	DiNisco
✓	Kara Migliozi*	SBC Member	✓	Todd McCabe	Consigli
	Michael Gingras	SBC Member	✓	Kristy Lyons	Consigli
✓	Edward Colbert*	SBC Member		Andrew Malian	Consigli
✓	Albert Talarico	SBC Member		Chris Kavanaugh	Consigli
	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
19.1	Call to Order: 9:35 am meeting was called to order by SBC Chair B. Dunne with 9 of 16 voting members in attendance.	Record
19.2	Previous Topics & Approval of September 23, 2021 Meeting Minutes: A motion to approve the 9/23/2021 meeting minutes as submitted made by M. Massa and seconded by K. Wheeler. Rollcall Vote: J. Hafey, K. Migliozi, K. Wheeler, M. Massa, B. Dunne, P. McGinn. Discussion: None. Abstentions: E. Colbert, E. Talarico, E. McGivern. None. All in favor: Motion passes, minutes approved.	Record
19.3	<p>Trade Contractor Prequalification Process:</p> <p>C. Dell Angelo reviews the prequalification process with the SBC.</p> <p><u>Process/Timeline:</u></p> <ul style="list-style-type: none"> ➤ Step One: Establish prequalification committee. 11/4/21 <ul style="list-style-type: none"> ○ At least one member from Owner, one member from the OPM, CM and the Designer ➤ Step Two: Draft Request for Qualifications. 11/8/21-12/10/21 <ul style="list-style-type: none"> ○ Establish Point System/Evaluation Criteria ○ Confirm Point System and overall Criteria ➤ Step Three: Subcommittee Approve RFQ. 12/10/21-12/17/21 ➤ Step Four: Public Advertisements. Post 12/16, available 12/22 <ul style="list-style-type: none"> ○ DWMP Post in Central Register ○ Dan D. Post Local Newspaper Ad/COMMBUYS ○ RFQ available for 2 weeks ➤ Step Five: Statement of Qualifications Due. 1/19/22 <ul style="list-style-type: none"> ○ DWMP accepts SOQ's ➤ Step Six: Review & Evaluate Qualifications. 1/20/22-2/10/22 (3 weeks) ➤ Step Seven: Prequal committee meets and votes 2/10/22-2/16/22 ➤ Step Eight: Notify qualified trade contractors. 2/16/22-2/18/22 ➤ Step Nine: ERP #1 out to Bid. 3/1/22 <p><u>Tools/App:</u></p> <ul style="list-style-type: none"> ➤ Web/Cloud based for easy access ➤ Form entry eliminates errors ➤ Reduces review time; faster & more accurate <p><u>Prequalification Subcommittee Vote:</u></p> <p>A motion was made by M. Massa and seconded by K. Wheeler for the approval of appointing D. Doucette, J. Hafey, M. Burton, D. DiNisco, and K. Lyons to serve as the prequal subcommittee to complete the prequal and submit their recommendations at the appropriate times. Rollcall Vote: E. Colbert, J. Hafey, E. McGivern, K. Migliozi, K. Wheeler, M. Massa, J. Scanlon, B.</p>	Record

	<p>Dunne, P. McGinn. Discussion: None. Abstentions: None. All in favor, motion passes.</p>	
<p>19.4</p>	<p>Design Update:</p> <p>J. Oxsalida shares a design development update.</p> <p><u>Proposed Site Improvements:</u></p> <ul style="list-style-type: none"> ➤ Repair & repave sidewalks for MAAB compliance ➤ New MAAB compliant pedestrian path ➤ New MAAB compliant playground surfacing ➤ Repair and repave play area for MAAB compliance ➤ New MAAB compliant handicap parking & crosswalk ➤ Resurface & repaint basketball court <p><u>Floor Plans:</u></p> <ul style="list-style-type: none"> ➤ Proposed First Floor Plan ➤ Proposed Second Floor Plan <p><u>Interior Renderings:</u></p> <ul style="list-style-type: none"> ➤ Proposed Entry Corridor ➤ Proposed Entry Corridor ➤ Proposed Corridor ➤ Proposed Main Corridor ➤ Proposed Media Center ➤ Proposed General Classroom <p>V. Low mentions their FF&E consultants have been to the Welch School looking at existing furniture and assessing what may or may not be reused. After we get our design development documents out the door for cost estimating, we will have another meeting with the Welch School and J. Vadala to discuss furniture and the layouts of the spaces.</p> <p>T. McCabe shares the building construction phasing update.</p> <p><u>Building Construction Phasing: 16 Months</u></p> <ul style="list-style-type: none"> ➤ Phase 1: June 2022-December 2022 <ul style="list-style-type: none"> ○ Longest Phase ○ Central core of the building and some classrooms on the first level. ➤ Phase 2: December 2022-April 2023 <ul style="list-style-type: none"> ○ First and second level classrooms in the back corner of the building. ➤ Phase 3A: April 2023-August 2023 <ul style="list-style-type: none"> ○ First level classrooms and the vertical access within the back central core area. ➤ Phase 3B: Summer 2023 	<p>Record</p>

- First and second level classrooms.
- Primary focus is spaces that do not have swing space. (Cafeteria, Kitchen, Gym)
- Phase 4: August 2023-October 2023
 - Shortest Phase
 - First level – 4 remaining classrooms.

C. Dell Angelo provides the SBC with a project schedule update.

Project Schedule:

- Process:
 - The MSBA delivers a project through clearly defined and prescribed process utilizing 'modules'. We are currently in between module 5 and module 6.
 - Module 5 - Funding the project.
 - Anticipating city council and finance approval on 11/9 for us to proceed with the project.
 - Module 6 - Detailed Design
- Upcoming Milestone Schedule:
 - Design Development 9/9-12/23
 - Design Development Cost Estimate 11/15-11/30
 - DD Cost Estimate Reconciliation 12/1-12/7
 - VE Working Group Meeting 12/7
 - Executive WG Meeting 12/10
 - SBC Meeting 20-Approve DD Cost Estimate 12/16
 - Submit DD to MSBA 12/17-12/21
 - MSBA DD Review 12/23-1/12
 - NOI-Submit to Conservation Commission 12/9
- Project Timeline:
 - Module 5 Activities – Funding the project:
 - The District has 120 days from MSBA board approval of schematic design to secure project funding.
 - Once district approves funding the MSBA will enter into a project funding agreement which will lock the MSBA maximum reimbursement and act to confirm project scope, schedule, and cost
 - If approved, proceed to Module 6 – Detailed Design

M. Burton notes there are a few challenges from the affects of covid. The first challenge is material cost increases. We hope to have mitigated those issues at our SD estimate. The second challenge is long lead times. We have identified components that we need to address.

- Early procurement (metal decking, generator release, ERP #1 and ERP #2) This is being done to support the start of construction in June.

	<p>➤ MSBA Process Revision: The project team approached the MSBA and asked them for a revision on their typical process. Instead of doing a 60% submission we are doing a 75% submission. This is a very unique project and the MSBA did agree to let us forego the 60% submission. We will submit reconciled estimates at 75% and then we will have a typical 90% submission without the estimates. This allows the team to be more efficient and focus on completing the documents. I am going to respond to the MSBA today and graciously accept their offer since this is great news for the project.</p> <p><u>Discussion:</u></p> <p>➤ B. Dunne notes it would be helpful to have a representative from each organization attend the City Council meeting.</p> <p>➤ D. Doucette asks does this schedule consider the MSBAs concession concerning extra review? M. Burton responds yes.</p> <p>➤ D. Doucette does the value engineering include any possible alternates? M. Burton responds yes it could. D. Doucette comments I strongly encourage the use of add alternates. It would be good to raise the possibility of recommending to the Mayor an increase in the FF&E budget. J. Oxsalida notes regarding the list of alternates at schematic design there were some alternated that were unattainable and we have removed those from the list. There was also a series of alternates that had beneficial impact on the project that we will leave on our running list of add alternates and deduct alternates.</p>	
19.5	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <p>➤ None.</p>	Record
19.6	<p>Public Comments:</p> <p>➤ None.</p>	Record
19.7	<p>Next Meetings:</p> <p>➤ SBC 20 – TBD</p>	Record
19.8	<p>Adjourn: 10:33 am A motion was made by M. Massa and seconded by E. Colbert 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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