



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: 10/8/2020
 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			
	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
7.1	Call to Order: 9:34 am meeting was called to order by SBC Chair B. Dunne with 7 of 14 voting members in attendance.	Record
7.2	Previous Topics & Approval of September 10, 2020 Meeting Minutes: A motion to approve the 9/10/2020 meeting minutes as submitted made by J. Scanlon and seconded by J. Hafey. Discussion: None. Abstentions: None. All in favor: Motion passes, minutes approved.	Record
7.3	<p>Existing Conditions Update: DiNisco shares a presentation with the SBC.</p> <p>J. Oxsalida gives an existing condition update.</p> <ul style="list-style-type: none"> ➤ Existing Conditions Update <ul style="list-style-type: none"> ○ Completed Work <ul style="list-style-type: none"> ▪ Site Survey field work ▪ Geotechnical Field Work ▪ Wetlands & Riverfront Boundaries Flagging ▪ Asbestos, Lead Paint & Hazardous Materials Survey ▪ Phase I Environmental Site Assessment <ul style="list-style-type: none"> • J. Oxsalida shares we have received the first draft of the survey results. We will compile all information into our final report. ○ Ongoing Work <ul style="list-style-type: none"> ▪ Site Survey Drafting ▪ Geotechnical Lab Results & Report ▪ Compiled Existing Conditions Report ○ Next Steps <ul style="list-style-type: none"> ▪ Confirm Project Priorities & Design Goals ▪ Study Ed Program within Existing Building ▪ Consider Construction Phasing & Swing Space ➤ Project Priorities <ul style="list-style-type: none"> ○ Repairs to Building Systems <ul style="list-style-type: none"> ▪ HVAC System Deficiencies <ul style="list-style-type: none"> • Equipment & controls failing • Partial cooling only • High operating & maintenance costs ▪ HVAC System Recommended Improvements <ul style="list-style-type: none"> • Replace in entirety, provide full cooling • Provide new direct digital controls • Provide energy recovery capability ▪ Exterior Windows & Doors Deficiencies <ul style="list-style-type: none"> • Significant deterioration to glazing • Inefficient original 1970s window system 	

- Exterior Windows & Doors Recommended Improvements
 - Replace in entirety
 - Provide thermal break, insulated glass
- Electrical Systems Deficiencies
 - Failed components, past life expectancy
 - No spare capacity, undersized generator
 - Insufficient receptacle quantities
 - Inefficient lighting with no automation
- Electrical Systems Recommended Improvements
 - Provide new panels, feeders, receptacles, public address & clocks
 - Provide new voice & data infrastructure
 - Replace emergency generator, new BDA
 - Provide new LED lighting & controls
- Code Compliance Criteria
 - Sprinkler System - Required if work exceeds 33% assessed existing building value. (+/- \$4.3M x 0.33 = \$1.41M).
 - J. Oxsalida explains the building will need to be sprinklered if work exceeds 33% of the assessed value.
 - MAAB Compliance - Required (throughout entire existing building) if work exceeds 30% assessed existing building value (+/- \$4.3M x 0.30 = \$1.29M)
 - J. Oxsalida shares updates would include toilet room updates, new hardware, upgrading the elevator, a ramp/lift to the stage, classroom sinks, and minor handrail modifications.
 - Any of the 3 systems repairs (HVAC, Windows & Doors, or Electrical) alone exceed these thresholds.
- Design Goals
 - Consider improvements to support Educational Program
 - Improve Student & Teacher Storage
 - Replace Markerboards & Tack boards
 - Replace Local Sound Systems (Gym & Cafeteria)
 - Replace Gym Athletic Equipment, Flooring & Game Lines
 - Replace Stage Lighting & Drapery
 - Reconfigure select spaces to better serve school community and improve security
 - Capture under-utilized spaces for Educational Program
 - Create spaces & opportunities for outdoor learning
 - Consider interior & exterior improvements to extend building life

	<ul style="list-style-type: none"> • V. Low mentions, we want to start scheduling regular meetings with the working groups. We will begin next week with facilities programming. We will work with D&W to get these dates on the schedule. <p>Discussion:</p> <ul style="list-style-type: none"> ➤ D. Doucette asks has the structural review been completed and does it support a second-floor addition? J. Oxsalida explains the structural engineer is in the process of finalizing the structural model. Based on the review of the existing drawings, the first floor is not designed to support the second floor. This would trigger structural upgrades to meet seismic code throughout the building. It would be extremely expensive. ➤ B. Dunne asks what does BDA mean? J. Oxsalida responds Bidirectional Amplifier for the Fire Department and Police to communicate on radios inside of the building. B. Dunne comments that had to be done at Peabody High School as well. 	
7.4	<p>Schedule Update:</p> <ul style="list-style-type: none"> ➤ Educational Programming Update <ul style="list-style-type: none"> • C. Dell Angelo reminds the SBC of the work plan presented at the last meeting. C. Dell Angelo explains this is where we are now with schedule. Going forward, we will send a calendar containing all meeting dates so that everyone is well informed. We will send the calendar out on a weekly basis to the committee. M. Burton shares the next milestone is the submission for the preliminary design program. This is where we list all possible options such as minor renovation, major renovation, etc. There will be a lot of activity taking place and we will be following up with a schedule shortly. D. DiNisco explains the focus should be on the educational plan. We are looking forward to reflecting Peabody's goals and objectives in the educational program. • D. Doucette asks, remind us when we are expected to present the preferred schematic? M. Burton responds the date is February 12th. D. Doucette comments we must submit by January 21st. M. Burton reminds the SBC after submitting the PDP, this will provide multiple options to further study. Once we have done that, we will look at realistic options that will have to include repair, renovation, renovation-addition, and new. We will talk to the SBC to determine the preferred option. Ideally, once we return from winter break in January, we can select a preferred solution. The Mayors finances will be needed by end of January. B. Dunne will make sure the SBC meetings are scheduled accordingly when votes are needed. 	

	<ul style="list-style-type: none"> • M. Burton asks, for community meetings, what venue might we use? Would we use zoom or record a video and post it? We need to start thinking about that and ask for community input. 	
7.5	<p>Budget Update:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo explains there are the POs processed to date. ➤ All invoices are uploaded to the FTP site where SBC materials are available. Also, all contracts and invoices will be available. ➤ We are expecting DiNisco’s first invoice sometime this month. 	
7.6	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ D. Doucette shares he spoke to the Park Director and was informed there would not be an issue using the field closest to the school as a project area during the life of the project. ➤ B. Dunne asks as far as schedule and getting all preliminary work done, are we ahead of schedule? M. Burton comments this is a fast-paced project, and we are trying to keep the pace. We will take advantage of everything we can get. In about 6 weeks or so, it will be busy. It will be a tough time of year, but we appreciate everyone working towards the end goal. ➤ C. Dell Angelo comments teachers are in the school Monday through Friday so we are trying to still schedule around the teachers. We will be accommodating to their schedule. ➤ B. Dunne asks, should people still submit which working group they want to be part of? C. Dell Angelo responds yes. We just need to meet certain quorums and not go over. 	
7.7	Public Comments: None.	Record
7.8	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ SBC 8 – November 5, 2020 @ 9:30 am 	Record
7.9	Adjourn: 10:09 am A motion was made by J. Scanlon and seconded by E. Colburn to adjourn the meeting, Discussion: None.	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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