

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: 06/11/2020
 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 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
3.1	Call to Order: 9:04 am meeting was called to order by SBC Chair B. Dunne with 12 of 14 voting members in attendance.	Record
3.2	Previous Topics & Approval of May 28, 2020 Meeting Minutes: A motion to approve the 5/28/2020 meeting minutes as submitted made by D. Hewitt and seconded by J. Scanlon. Discussion: None. Abstentions: None. All in favor: Motion passes, minutes approved.	Record
3.3	<p>Designer Selection Update:</p> <ul style="list-style-type: none"> ➤ Recap Walkthrough ➤ 3 Member Designer Selection Panel (Vote Expected) <p>C. Shefferman reviews the DSP process with the SBC.</p> <ul style="list-style-type: none"> • C. Shefferman shares last Thursday we had the designer walkthrough. We had 2 different time slots for the walkthrough and 9 firms attended. The groups took pictures, but no questions were asked. All questions will be directed to D. Doucette. It was a great turn out and we are hoping that all firms who attended will be submitting proposals. • Timeline: C. Shefferman explains our next step will be to review proposals. The proposals are due on June 24th and then we will need the subcommittee to take the matrix and review the proposals. Following the review, a designer recommendation will be provided to the 3 member DSP group. • DSP Group: C. Shefferman shares today, we need to appoint members to the 3-member DSP Panel. B. Dunne explains our recommendation for the 3-member group is Mayor Edward Bettencourt, Superintendent Josh Vadala, and B. Dunne. B. Dunne share J. Vadala is familiar with working with the MSBA in Revere and has been involved in their projects. As the incoming superintendent, it is important that he knows our plans and works closely with the designer. B. Dunne continues, this will be my second time going before the DSP. It will be a little different this time, but it is very important we make sure the designer the SBC selects is ultimately chosen. <ul style="list-style-type: none"> ○ A motion was made by P. McGinn and seconded by M. Kerble for the approval of the DSP Group members E. Bettencourt, J. Vadala, and B. Dunne to go before the DSP Panel. Discussion: None. All in favor, motion passes • C. Shefferman explains we need to meet to outline some dates in the next couple of weeks to review the matrix we originally discussed for proposal review. We will receive proposals on June 24th at the Dore & Whittier office. Once they are received, we will upload them to the computer and share the proposals with the full committee. The matrix will be used to review these proposals. Our next scheduled meeting is July 16th. By the next SBC meeting, we will want the full committee to 	Record

	<p>come to the meeting with the matrix filled out so that we may rank the different proposals/firms and discuss with the DSP members who we want to proceed with. B. Dunne mentions the final 3 firms will be submitted to the MSBA. Basically, we want the full SBC to make a recommendation to the DSP members so that we can let the MSBA know who we want to move forward with.</p> <ul style="list-style-type: none"> • M. Burton recaps that DWMP will distribute the proposals to the SBC on June 25th. It would be great if a smaller subcommittee met on June 26th to review the matrix to understand what needs to happen. The goal is to have all scoring complete by July 10th or July 13th. The smaller subcommittee will consist of D. Doucette, J. Haffey, B. McGivern, B. Dunne. D. Doucette comments we will do a prescreening to make sure these designers have elementary school experience. 	
3.4	<p>Working Groups:</p> <ul style="list-style-type: none"> ➤ C. Shefferman mentions the SBC questionnaire link has been shared 3 times. This is extremely important as it helps us get to know you and your goals as an SBC. ➤ C. Shefferman shares the members who have filled out the questionnaire have been assigned to working groups. We would really appreciate it if you could fill this out so we can establish goals for the SBC members and working groups. ➤ B. Dunne shares this is a great time to sign up for a working group if you have a specific interest. This is the fun part where you will see a specific piece of the project. There may also be breakout groups later, so it is important to fill this out. ➤ D. Doucette comments another group we should add is Safety and Security. There have been a lot of discussions and we would want the input of the Police, public safety, and staff in terms of accessing the building. C. Shefferman shares she will add this to the working group list. ➤ C. Shefferman reminds the SBC we are happy to add any other working groups. 	
3.5	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ J. Scanlon mentions the project account number has been set up in system. 	
3.6	<p>Public Comments: None.</p>	Record
3.7	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ SBC 4 - July 16th, 2020 @ 9:00 DSP Prep ➤ SBC 5 - August 13th, 2020 @9:00 Kickoff with Designer 	Record
3.8	<p>Adjourn: 9:29 am A motion was made by J. Scanlon and seconded by E. McGivern to adjourn the meeting, Discussion: None.</p>	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.