

West Elementary School Building Committee Minutes

Thursday, January 9, 2020 – 7:30AM

SC Room – 2nd floor – School Admin Building

Present:

Voting Members: Heather Eigen, Janet Nicosia, Siggy Pfendler, Paul Rollins, Rick Almeida, Liz Roos

Non-Voting Members: Mark Johnson, Esq., Tracey Spruce, Esq.

PMA Consultants: Brian DeFilippis

SMMA Architects: Lorraine Finnegan

West Elementary School Building Committee Chair (SBC), Mark Johnson, opened the meeting at 7:35AM. He announced that the Chair, Paula Colby Clements, would not be at the meeting and he would fill in for Paula

On a Motion made by Siggy Pfendler and seconded by Paul Rollins, the West Elementary School Building Committee approved the Dec. 12, 2019 meeting minutes. The motion was approved on a 6-0 vote.

Approval of Invoices and Change Orders. Vote expected

Invoice from PMA Consultants #04303-8 dated January 7, 2020 was submitted for payment. Mark Johnson read the amount on the invoice for \$9,636.00 for professional services from Dec 1-31, 2019. Invoice from SMMA #0052062 dated Jan 7, 2020 was submitted for payment. Mark read the amount on the invoice for \$48,126.25 for professional services from Nov. 30 – Dec 27, 2019.

On a Motion made by Siggy Pfendler and seconded by Paul Rollins, the West Elementary School Building Committee approved the invoices read by Mr. Johnson today. The motion was approved on a 6-0 vote.

Update on kick off meeting with MSBA

Lorraine gave the Committee a personnel update. Lorraine Finnegan will remain the Principal in Charge and also take care of the roll of the Project Manager for West Elementary School Building project. In addition, Alex Pitkin, will also be available to the Committee. SMMA will notify MSBA about the personnel change.

The difference between the Project Manager is that this role is hands on, day to day on the project. The Principal in Charge role is at a higher level making sure we are making all goals, keeping up on schedule, making sure that the Project Manager is meeting the deadlines.

Update on Visioning Sessions and Educational Programming Sessions – SMMA

Ms. Finnegan reported that they have been very busy with Visioning sessions during the Dec and now January months. She displayed the dates/agendas on a power point. They have started the Educational Programming on Jan 7th and will continue on Jan 8 and 13th at West Elementary. Then on Jan 28, they will meet with the Shawsheen faculty/staff at Shawsheen. They plan on meeting with all faculty and staff. It is imperative for them to understand all the staff and faculty needs. The plan is also to meet at Bancroft to tour and talk about that project and what they can do for West Elementary. Project based learning has changed; student needs have changed. Furniture dictates a lot of the flexibility and what is done in the classroom – this helps teachers and students meet all educational needs. Amount of electricity is significant for technology capabilities – and SMMA does not recommend computer labs except at the high school level as . MSBA doesn't reimburse for computer labs except for high schools. Wi-Fi must be available throughout the building for the learning environment. Beyond classrooms, MSBA doesn't restrict what can be put in the schools, though MSBA may not reimburse for all expenditures. Minutes and audio recordings from the Visioning and Educational programming sessions will be available for the School Building Committee (SBC).

Update on existing conditions and tasks completed to date –

SMMA Power Point Update as of 1-9-2020

In general, constructed in 1951, in fair to poor structural condition. The exterior walls are in fair condition, exterior windows mostly original are fair to poor condition. The description of the existing building is in the power point SMMA presented. The PowerPoint will be posted to the SBC website. There have been some updates over the years. All topographical field work has been done, report will be available in the next month. Lorraine stated that the traffic consultant is working with the Town Traffic representative. A report will come out of the study as well. Mark Johnson recommended that parent feedback be also considered with traffic patterns. He noted that when High Plain/Wood Hill were built, parent feedback was important. Lorraine stated she would make a note of this.

Review of where schedule moving forward - SMMA

Ms. Finnegan outlined the next scheduled steps and meetings which were listed on Proposed Design Schedule. By the next SBC meeting on Jan 23rd, they will give us an Ed Plan Update, a draft of the Space Summary and what will MSBA may be reimbursing the district. They will also talk about the Concept Development - “jello molds” which are blocks where they may be putting the building on the site, to be sure it is in the right spot. On Feb 6, the Concept Pricing Order of Magnitude will be discussed – unit costs based on square footage. Lorraine noted that they are running 2 space summaries – one with an auditorium and one without an auditorium as West Elem currently has an auditorium. She reminded the SBC that MSBA doesn’t reimburse for auditorium. In MSBA’s efforts to discourage districts, they take away the stage square footage you would otherwise get for a café-auditorium -- if you decide to build an auditorium – so it’s sort of a double hit. We will use the One Drive application to share files for the SBC to edit. and the SBC will be sent a link once it is set up.

Selection of Next SBC Meeting date(s) and main subject.

Mark Johnson reminded the members of the next meeting date on Thurs, January 23, 2020 at 7:30AM in the SC Room.

On a Motion made by Liz Roos and seconded by Rick Almeida, the West Elementary SBC voted to adjourn the meeting of January 9, 2020 at 8:10am. The Committee voted 6-0 to adjourn.

Respectfully,
Alison Phelan, Recorder