

West Elementary School Building Committee Minutes Tuesday, September 8, 2020 – 7:00PM

Participating via remote

Access Voting Members: Chair-Paula Colby-Clements, Shelley Berman, Andrew Flanagan, Rick Almeida, Jennifer Hunt, Susan McCready, Janet Nicosia, Siggy Pfendler, Paul Rollins, Donna Walsh, Heather Eigen, Liz Roos

Non-Voting Members: Amrata Kirpalani, Mark Johnson, Esq., Tracey Spruce, Esq., Steve Nembirkow, APS Chief Operations Officer

PMA Consultants (remote): Brian DeFilippis,

SMMA Architects (remote): Lorraine Finnegan, Matt Rice

West Elementary School Building Committee Chair (SBC), Paula Colby Clements, opened the meeting at 7:00PM. Due the emergency state of state government because of Covid-19, all SBC members are participating via Webex. All votes will be taken by roll call at this meeting.

Approval of Minutes; Approval of Invoices and Change Orders. Vote expected

Minutes were reviewed, some minor changes were made and approved.

On a Motion made by Susan McCready and seconded by Jennifer Hunt, the West Elementary School Building Committee approved the August 20, 2020 meeting minutes. On a roll call vote, the motion for the August 20, 2020 meeting minutes was approved on a 11-0 vote.

The Chair submitted for payment approval - Invoice from SMMA Architects #0053484 dated Sept 3, 2020 for the amount of \$1,077.22 for professional services from July 25 – August 21, 2020.

On a Motion made by Sheldon Berman and seconded by Rick Almeida, the West Elementary School Building Committee approved the SMMA invoice read by the Chair today. The motion was approved on a roll call vote 11-0.

The Chair submitted for payment approval- Invoice from PMA Consultants #04303-16 dated Sept 3, 2020 for the amount of \$8,776.44 for professional services August 1-31, 2020.

On a Motion made by Sheldon Berman and seconded by Jennifer Hunt, the West Elementary School Building Committee approved the PMA invoice read by the Chair today. The motion was approved on a roll call vote 11-0.

Update on results of MSBA Board Meeting

Mr. DeFilippis stated there was a meeting with MSBA on August 27th and updated the recent progress of the SBC – the floor plan and the vote on the removal of the flexitorium. The MSBA voted and approved on a new building for a Prek-5 West Elementary school. They were very complimentary to the Town Manager on the revenue management and the decisions made thus far in the project.

Schematic Design: Discussion of Path Forward

Ms. Finnegan focused on one preferred solution during schematic design. Internally, they go thru a design charrette, everyone looks at the design and gives feedback to the Committee. All consultants and engineers are now on board. Virtual focus groups will be set up and results will be brought back to the SBC – recommendations will be made. SMMA and PMA both hire independent cost estimators, keeping an eye on budget, all leading up to a schematic design report. There's a 6-week window with a lot of activity once the report is submitted to the MSBA. At the end of this time, the SBC will know exactly what the costs divisions will be between MSBA grant and the district. Negotiated fees will be formed with the architects, OPM, sub con-consultants, etc. That will lead us up to a number for a warrant article, then to a Town Meeting vote. Then that will lead to design development and into CM at Risk procurement. There should be a vote from the Committee to determine whether this is what you want.

General Contractor and CM at Risk meeting can take place at any time. The project has been priced at CM at Risk; there are benefits to both – similar to what was done at Bancroft. The Chair would like to have this meeting soon so we know all the costs at hand, what the pros and cons. It would be good to allow the Committee hold a discussion before a vote. Ms. Nicosia asked Mr. DeFilippis for a CM at Risk vs. General Contractor document from the AG's

office which could be sent to the Committee for their information. She further noted Bancroft was a CM at Risk project, had a very good contractor and ended up saving money in the budget.

The Chair asked Ms. Finnegan about the timeline on upcoming meetings and what was priority. The Town Manager stated that the number would be needed by the end of January to have it on the Town Meeting warrant. The Superintendent asked if it would be feasible to do this and at what point. The Town Manager stated a Special Town Meeting w/in the annual would give them more time so a number wouldn't be needed until the first week of March. Ms. Finnegan thought reconciling estimates by Feb. 12th may be done so she can have a number to the Committee.

Focus groups will be done in 2 meetings. They will consist of SBC members of the SC, building staff and are held during the day. They also can be done virtually – but need to be done by January 4th. These are not public meetings, quorums should be avoided.

Mr. Almeida wanted to be sure the energy modeling will be part of schematic deliverables; Ms. Finnegan confirmed this. Mr. Almeida asked if the CM at Risk involvement in the project is important early on, but it doesn't look like we would do that yet. At the earliest phase, the design development would be when the CM at Risk would be involved in the project. The Chair asked about when to revisit the floor design plans. Mr. Rice stated they will meet with staff as well as get input from this Committee. The programming and focus groups meeting schedule will be sent out so they are not done at the same time. At the end of schematic design there will be a rigorous process done so everything is well understood and placed. SMMA will coordinate the focus groups and the programming meetings remotely sometime in October. Ms. Eigen suggested perhaps holding some of these meetings on Wed afternoons.

Ms. Finnegan updated the Committee on the AMRAD. They will tell the Commission that the flags have changed, and then meet again with the peer reviewer. Ms. Finnegan said there is not value in getting these resurveyed. She would like to have some history on some wetlands, field on site; Ms. Nicosia will look into this. Once the survey is re-done, then SMMA will refile, re-advertise and re-notify the abutters. Ms Finnegan updated the Committee on the AMRAD. Because some of the flags had been removed, they need to resurvey and then reschedule the walk and subsequent meeting with ConsCom. The flags near the planned school will be re-surveyed and Ms Finnegan noted that they were not planning to resurvey the outlying ones on the site. Ms. Nicosia requested time to consider whether all should be re-surveyed for future reference. Once the survey is re-done the SMMA will refile, re-advertise and re-notify the abutters.

At Mr. Almeida's request, Ms. Finnegan described the four phases of design: Conceptual: the beginning of the study /feasibility study; Schematic: Picking an option, site and architect drawings; coordination w/engineers- picking out materials, details, models, etc. The budget is set at this phase. Design Development – flushing out the systems, see the big picture on materials, deep code reviews on site planning; permits are pulled, this takes another year; Construction Docs: two phases 60% and 90% CDs-critical submissions developing drawings to a level so the project can be bid on and built; no major decisions should be made at this point; this takes another year. SMMA will also revisit the school to look at the pods, putting temporary enclosure, keeping the building functional all during the project. Shelley would like to revisit the core and elements, such as universal design, to be sure it is designed to reflect the student needs.

Next meeting: September 22nd at 7PM.

On a Motion made by Susan McCready and seconded by Sheldon Berman, the West Elementary SBC voted to adjourn the meeting of September 8, 2020 at 7:53pm. The Committee voted 11-0 to adjourn.

Respectfully,
Alison Phelan, Recorder

CERTIFICATION
Town Clerk and Chief Strategy Officer
Austin Simko

Date:

Town Stamp: