

# Secondary School Project Meeting Minutes

**PROJECT: N.Reading Middle-High School**

**MEETING DATE: 12-06-11**

**LOCATION: High School Cafeteria**

**ATTENDEES:** *(Absent in Italics)*

Building Cmte:	Laurie Witts	<i>Jack Pecora</i>	Cliff Bowers	Danny McInnis
	Janene Imbriano	Edwin Stiles	Don Kelliher (Fin. cmte)	<i>Aldo</i>
	Kathleen Willis	Helen Maynard	Charles Carucci	Cathy O'Connell
	<i>Gregg Doble</i>	Jon Bernard	Wayne Hardacker	Steve Nathan
	Phil Dardeno	Sean Delaney		
School Cmte:	Jerry Venezia			

PMA: Chris Simmler Robert Lambert

D&W: Brad Dore *Robert Juusola Michelle Rogers*

Call to order at 6:35 pm

Minutes from the 11-28-11 meeting were reviewed. Motion made by Ed to accept the 11-28-11 minutes distributed, Jon seconded. All approved.

**General/Misc. Items**

Item	Responsible	Due	Notes
11-15:01	D&W	12/15/11	<b>Rec Dept Meeting: Update 11/28/11:</b> D&W reviewed basketball court layout for rec dept. Building Cmte determined no changes would be made to the layout of the court. D&W to look into adding bleaches on the sides of each split court. D&W also reviewed the site plane and field layouts. Different possible field layouts were discussed and D&W was directed to explore different options and provide sketches to the SSBC for review. <b>Update 12/6/11:</b> D&W will review further after MSBA submission on Dec 9,2011.
10-18:01		Record	<b>Mass Historical Notification: Update 11/15/11:</b> D&W stated the form will be submitted by the end of the week. <b>Update 12/6/11:</b> Will be included in Schematic Submission to MSBA. Item closed.
10-18:02	D&W	12/15/11	<b>Cost of doing nothing: Update 11/28/11:</b> D&W info to be presented at 11/29 Town Meeting. <b>Update 12/6/11:</b> D&W has reviewed with their estimator and will be providing after the 12/9/11 MSBA submission.
08-16:01		Record	<b>Locker Rooms At Field: Update 12/6/11:</b> The cmte reviewed what the vision was for the field support building. It was agreed that it would be designed for two (2) team rooms; toilette facilities based upon gym classroom usage; storage and an area to sell tickets/snacks (not a full fitted out concession facility). D&W to incorporate into the design and attempt to keep the cost to around \$750,000. Item closed.
08-16:02	D&W/Town	12/15/11	<b>Traffic Access: Update 11/28/11:</b> Meeting set for Wednesday 11/30 at 11am. <b>Update 12/6/11:</b> It was explained that PMA/D&W would begin meeting with Town Depts to better understand their concerns/ideas for the project. The cmte was concerned what would happen if the Town suggested a major change. PMA explained that based upon the group Town Dept meeting last week, the only item that seemed of significance was on site circulation as well as traffic access/egress. It was conveyed that the project budget as presented can absorb changes such as additional fire hydrant/lighting/signage, etc that

			the Town may want to modify. Because of the traffic issue, D&W was asked to carry a robust Traffic Study for the DD phase in which the design team will work with the Town on various options.
06-28:01	Bldg Cmte	12/15/11	<b>Project Information to the Community: Update 12/6/11:</b> Janene updated all on presentations that were completed as well as upcoming meetings. A revised video was completed by Helen. Chuck indicated that the Senior Living neighbor facility manager spoke to him about project concerns that occurred when the Batch School was worked upon, as well as the cutting of trees. Chuck to coordinate a presentation to the group.

### Design

Item	Responsible	Due	Notes
06-28:05	D&W/PMA	12/9/11	<b>Design Update: Update 11/28/11:</b> PMA/D&W presented a \$105M project cost. D&W reviewed the presentation for the 11/29 Town Meeting. D&W to finalize presentation for 11/29 town meeting. <b>Update 12/6/11:</b> D&W indicated they were ready to submit the schematic design to the MSBA. The current project is 267,939sf and estimated construction cost approximately \$86/\$87M.

### Schedule

Item	Responsible	Due	Notes
11-15:04			<b>Feas/Schem Schedule: Update 12/6/11:</b> Schematic Design Submission to MSBA: 12/9/11 Project Scope and Budget conference with MSBA: approx 1/5/12 MSBA Board Vote: Jan 25, 2012 Special Town Meeting/Vote: Mon Jan 30 <sup>th</sup> ; Tues Feb 7 <sup>th</sup> (May change if MSBA PS&B conference can not be moved to Dec)

### Budget

Item	Responsible	Due	Notes
11-28:01		Record	<b>Estimate Reconciliation:</b> D&W and PMA to continue reconcile current SD estimated to present to the SSBC for review. Update 12/6/11: PMA and D&W's estimators were able to reconcile the construction estimate to within an acceptable margin. Estimates to be provided in the MSBA submission on the 9 <sup>th</sup> . Item closed.

09-27:01	PMA	12/9/11	<p><b>Form 3011 Budget: Update 12/6/11:</b> D&amp;W and PMA presented a total project budget in the amount of \$107.1M which translated to an Owner share of \$58,153,999. The cmte reviewed in detail the contingency amounts, fees, WWTP, flexibility in the budget, sf costs, etc. Of main concern was the value of the provided alternates: Superintendent's Office and Field's Support Bldg. Field's Supt Bldg addressed in minute above. In a review of the office complex, D&amp;W explained the size and scope envisioned. It was agreed the \$1.5M should be budgeted for the Superintendent's office. With that decided, the cmte voted on the budget and authorization to allow PMA/D&amp;W to submit the schematic design package to the MSBA on their behalf.</p> <p><i>Vote: Motion made by Jon to accept the Schematic design and authorize PMA/D&amp;W to submit it to the MSBA with a total project value of \$107,223,574 with an Owner share of \$58,153,999. Phil seconded.</i></p> <p>Discussion: In a review of the listed alternates, it was discussed that they were really not alternates as they are base work but were identified as such to fulfill MSBA reporting requirements. The Owner needs to develop a bidding strategy that may include deduct alternates. Per MGLs add and deduct alternates cannot happen together. It's one or the other. Owner requested that the 2 scopes be put in an "Other" type category as they will not be reimbursed, so that the alternates, once determined can be set. PMA to ask MSBA. Also, Budget for Office increased by \$500,000</p> <p><i>Amended Vote: Motion made by Sean to accept the Schematic design and authorize PMA/D&amp;W to submit it to the MSBA with a total project value of \$107,723,574 with an Owner share of \$58,653,999 where the project will be Base Project plus two additional scopes. Phil seconded. Roll call taken: Motion passed 17-0</i></p>
12-06:01		Record	<p><b>Invoices:</b> D&amp;W's invoice #7 was presented for processing in the amount of \$109,982.18.</p> <p><i>Vote: Motion made by Cliff to pay D&amp;W's invoice #7 in the amount of \$109,982.18 for design services rendered during the month of November. Ed seconded. All approved.</i></p>

**Next meeting will take place on Tuesday Dec 20, 2011 at 6:30pm at the High School Cafeteria.**

Motion made by Phil to adjourn the meeting. Sean seconded. All approved.

Documents presented:  
-None

Meeting Adjourned 8:25pm.

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

**Prepared By: PMA Construction Services**

Signed: Christopher Simmler

Date: 12-7-11