

Secondary School Project Meeting Minutes

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

MEETING DATE: 8-16-11

ATTENDEES: *(Absent in Italics)*

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

PMA: Chris Simmler D&W: Brad Dore *Robert Juusola*

Call to order at 6:38 pm

Minutes from the 7-26-11 meeting were reviewed. Motion made by Ed to accept the 7-26-11 minutes to include edits to the end of the minutes which will correctly state meeting date/time and documents distributed, Laurie seconded. All approved.

General/Misc. Items

Item	Responsible	Due	Notes
08-16:01	Bldg Cmte	10/1/11	Locker Rooms At Field: It was brought up that the committee may want to look at building a small facility at the lower fields as there is nothing there for students/players or observers to sue during events. PMA reminded all that this is a non-reimbursable MSBA item and that since we need to create a project budget for the PFA, all scopes need to be agreed to an estimated for prior to 12/1/11.
08-16:02	Bldg Cmte/PMA	9/1/11	Traffic Access: The Chairman requested that the agreed to site plan showing parking and traffic entrance/exit points be shown to Police for an opinion. This may be combined with a courtesy review to the planning board prior to a final 12/1/11 submission to MSBA. PMA to coordinate presentation date with Planning Board.
08-16:03		Record	Revised Site Review layout: D&W presented revised site layout plans that addressed modifications to lower site parking and travel ways. CMte reviewed the pro/cons of each. It was decided that option 2B provided the best solution (see attached site layout options). <i>Vote: Motion made by Jerry to accept Site Option 2B as presented by D&W. Sean seconded. All approved.</i>
08-16:04	Bldg Cmte	9/1/11	Future Sewer Connection: PMA indicated that the DPW has been in contact with them to advise on potential future sewer plans that may go by the high school. However, time line appears not to support new high school project and D&W currently has a WWTP in their design with a leaching field. Bldg cmte to further discuss if project wants to install future connection piping in site work or address connection and installation of pipe when sewer is installed?
07-26:01	School Cmte	8/22/11	New Middle School Principal: Cathy O'Connell was welcomed aboard as the new middle school principal. In order for her to be a voting member of the Building Cmte, the School Cmte will bring up at their next meeting. Update 8/16/11: School Committee to confirm Monday the 22 nd of August.
06-28:01	Bldg Cmte	9/28/11	Project Information to the Community: Update 8/16/11: It was

			discussed again that getting information out to the community is important. However it was recognized that the bldg cmte can only put out so much and needs to wait for formal MSBA approval before putting out project information. Jerry indicated that he has got confirmation that several people are ready to start the process as soon as they are given the go ahead. Based upon next major submission to MSBA due 8/19/11 with formal approval on 9/28/11, the cmte believes it is in best interest to wait until 9/28/11 and then spend Oct/Nov/Dec presenting the project to the public.
06-28:02	D&W	9/1/11	Dome Structure: Gregg indicated that a resident contacted him about the possibility of using a dome structure for the gymnasium – monolithic dome construction technique. D&W said they would review with their structural engineer and update the cmte accordingly. Update 7/26/11: D&W to meet with Shepard Spence to review. Update 8/16/11: On-going
06-28:04		Record	Unknown Parcel of Land: Update 7/26/11: D&W confirmed the parcel was Town owned, as is the school's property. Jerry/Sean to investigate how to incorporate that land into the project as it will be needed for a new road leading up the hill. Update 8/16/11: Confirmed that Town owns land and the school can utilize, no formal action required. This item closed.
01-25:03	PMA/School	9/1/11	SPED Sample Report: Update 7/26/11: Draft report received by PMA and under review. Update 8/16/11: Once preferred alt is chosen, School to re-review write-up to ensure layout matches narrative and then will submit to DESE.

Design

Item	Responsible	Due	Notes
08-16:05	D&W	9/13/11	Displacement Ventilation Presentation: D&W to coordinate with Vanderweil Engineers on presenting to building cmte on displacement ventilation for next meeting.
06-28:05	D&W/PMA	8/18/11	Design Update: Update 8/16/11: D&W updated all as to where they were on the next submission to MSBA. MSBA responded to the project's Preferred Design Program that the designer should be using a 1,370 MSBA New High School as the basis for their comparison to the Integrated MS/HS. In a first pass, D&W is showing overages in square feet in several key areas. D&W reviewed how MSBA's templates work, especially how buildings are supposed to become more efficient as they grow in size. Challenge with this project is we have a fixed middle school being attached to a new high school and the guidelines don't always line up as one would like. D&W reviewed the major areas of concern – janitorial space, PE and ELA. Plan is for D&W to meet tomorrow on core academic spaces to confirm program, better understand PE needs, meet with PMA on Thursday to finalize submission and then submit to MSBA on Friday. MSBA will have a facilities assessment meeting on August 24 th where it was requested by D&W and PMA that the Principal(s) and Superintendents participate to explain and confirm 21 st century learning plans they have. <i>Vote: Motion made by Dean to accept the revised space summary as presented by D&W. John seconded. All Agreed.</i>

Schedule

Item	Responsible	Due	Notes
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1-25:08		Record	Feas/Schem Schedule: Update 8/16/11: MSBA Preferred alt submission: 8/19/11 MSBA Facilities Assessment mtg: 8/24/11 MSBA Board Vote for Preferred Alt: 9/28/11 Town Meeting Bldg Cmte Presentation: 10/3/11 Schematic Design Submission to MSBA: 12/1/11 Project Scope and Budget conference with MSBA: approx 12/15/11 MSBA Board Vote: approx end Jan 2012 Special Town Meeting/Vote: Feb 2012
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Procurement

Item	Responsible	Due	Notes
06-28:06	D&W/Sean	8/16/11	CM at Risk Application: Update 8/16/11: D&W to update. Angel Palmer and Dodge if Town's financial bond counsel.

Budget

Item	Responsible	Due	Notes
		Record	Invoices: Cmte was presented PMA's invoice #7 for \$5,555. Cmte was also presented a revised invoice 3R from D&W to address an over payment mistake. 3R should have been processed for \$101,558.

Next meeting will take place on Sep 6, 2011 at 6:30 PM at the Middle School Library and on Sep 20, 2011 at 6:30pm at the Middle School Library.

Motion made by Ed to adjourn the meeting. Laurie seconded. All approved.

Documents presented:

- MSBA Letter dated 8/4/11 response to Preliminary Design Program
- Revised MSBA Space Summary Template

Meeting Adjourned 8:42 pm.

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: Chris Simmler

Date: 8-28-11