

*Project:* **EAST GLOUCESTER ELEMENTARY SCHOOL**  
*Project No:* HII - 1809300  
*Meeting No:* 18  
*Location:* 2 Blackburn Drive, Gloucester, MA  
*Date:* November 14, 2019  
*Recorded By:* Chris Tremblay  
*Purpose:* School Building Committee Meeting  
*File:* 1809300 – A02-00

## MEETING MINUTES

### ATTENDEES

<i>Name</i>	<i>Initials</i>	<i>SBC Member Designation</i>
<b>Jonathan Pope, Co-Chair</b>	<b>JP</b>	<b>School Committee Member*</b>
<b>Jason Rogers, Co-Chair</b>	<b>JR</b>	<b>Veterans ES Parent *</b>
<b>Richard Safier, Vice Chair</b>	<b>RS</b>	<b>Superintendent GPS *</b>
<b>Kathleen Clancy</b>	<b>KC</b>	<b>School Committee Member *</b>
<b>Donna Compton</b>	<b>DC</b>	<b>Purchasing Agent, City of Gloucester *</b>
<b>John Dunn</b>	<b>JD</b>	<b>Chief Financial Officer, City of Gloucester *</b>
<b>Gary Frisch</b>	<b>GF</b>	<b>Director of Finance GPS*</b>
<b>Grant Harris</b>	<b>GH</b>	<b>IT Director, GPS*</b>
<b>Aria McElhenny</b>	<b>AM</b>	<b>EGES Parent *</b>
<b>Ryan Marques</b>	<b>RM</b>	<b>Engineering/Construction Experience*</b>

*\* School Building Committee Members      **Attendees in Bold***

#### Additional Attendees

<i>Name</i>	<i>Initials</i>	<i>Company</i>
<b>Chris Tremblay</b>	<b>CT</b>	<b>CBRE   Heery</b>
<b>Brad Dore</b>	<b>BD</b>	<b>Dore &amp; Whittier</b>
<b>Michele Rogers</b>	<b>MR</b>	<b>Dore &amp; Whittier</b>
<b>Tom Ellis</b>	<b>TE</b>	<b>CBRE   Heery</b>

#### Additional Distribution

Gregg Cademartori	GC	Planning Director, City of Gloucester*
Matthew Fusco	MF	Principal, Veterans ES *
Joseph Lucido	JL	Operations Mgr. City of Gloucester *
Amy Pasquarello	AP	Principal, EGES *
Sefatia Romeo-Theken	SRT	Mayor, City of Gloucester *
Jennifer Pennell	JP	Dore & Whittier

## CALL TO ORDER

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### Call to Order

The meeting was called to order at 5:02 pm by SBC Chair Jonathan Pope.

## MEETING DISCUSSIONS

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Mtg – Item

Discussion / Action Item

17 - 01

### Approval of Minutes

A motion was made by Richard Safier seconded by John Dunn to approve the October 17, 2019 SBC minutes. The motion was passed unanimously 8 to 0, with no abstentions.

17 – 02

### Budget Update / Invoice Approval

A motion was made by John Dunn seconded by Richard Safier to approve the CBRE Heery invoice # PJIN0016451 in the amount of \$17,291.21. The motion was passed unanimously 9 to 0, with no abstentions.

A motion was made by John Dunn seconded by Richard Safier to approve the Dore & Whittier invoice # 010 in the amount of \$86,573.40. The motion was passed unanimously 9 to 0, with no abstentions.

At the end of the meeting a motion was made by Kathy Clancy seconded by John Dunn to approve the Dore & Whittier Additional Service Request (ASR) # 07 in the amount of \$13,145.00 for HML Associates to perform monitoring Well Installation and Monitoring. The motion was passed unanimously 9 to 0, with no abstentions.

CBRE Heery presented the current Budget for the Feasibility Study Agreement. Additional Service Request #07 shall be added to the budget now that it has been approved at this meeting.

17 – 03

### Reports/Deliberations/Discussion/New Business/Action

Dore & Whittier provided an update on progress of additional service requests previously approved as they were included in Dore & Whittier Invoice #010. ASR #1 environmental & Phase 1 Report has remaining funds that can be moved to other additional work needed on the VMS site through SD. ASR #02 for Geotechnical investigations has several test borings completed, which has helped inform the design team of soil bearing capacity. ASR #03 for Hazardous Material Investigations, no work has been performed to date, but work may be required for the full demolition scope of work. ASR #04 for Site Survey, VMS site documentation has been completed and work on placing the building on the site has begun. The EGS and Green Street sites will be available soon so that site planning and cost estimates can be included in the SD Phase. ASR #05 Traffic study continued work with the design team to review traffic mitigation, on-site and off-site impact and circulation. ASR #06 Wetlands Flagging, Wetlands have been flagged at Green Street and VMS, both are reflected in the site survey. EGES Site, depending on the proposed work will need to be identified. Ongoing work and coordination with local conservation commission the identify the jurisdictional requirements of each wetland.

Kathy Clancy arrived after the voting on CBRE and Dore & Whittier invoices.

Tom Ellis provided a general overview of the process of the schematic design phase. After the anticipated MSBA approval of the preferred schematic design the project will enter the schematic design phase. This phase will further investigate the Veterans school site. At the end of this phase the construction drawings will have a clear enough scope to set the project funding agreement with the City of Gloucester.

Michele Rogers updated the committee with the lookahead schedule for building committee meetings and MSBA meetings until the end of the year. After the discussion with the committee there were a few revised dates including 12/05: School committee meeting to discuss the exterior design, which replaces the working group meeting on

## MEETING DISCUSSIONS

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Mtg – Item

*Discussion / Action Item*

12/03. The working group meeting will start on 12/10. The FAS meeting with the MSBA occurred yesterday 11/13/19.

The MSBA Board of directors meeting will occur on 12/11/19. Based on that timeframe the building committee meeting on 12/12/19 may be reconsidered. Dore and Whittier will update the schedule at the 12/05/19 building committee meeting.

MSBA Facilities Assessment Subcommittee (FAS) comments included discussion on air conditioning considerations for the entire building. Air quality controls considerations which could include baseline testing at the existing facility.

MSBA Preferred schematic report (PSR) submission responses to MSBA comments due on Monday 11/18/19. In general, the MSBA had many complimentary comments on the submission.

Chapter 149 vs 149a discussion. Chapter 149 is the design, bid, build delivery method (DBB). Chapter 149a is the construction management at risk delivery method (CMR). A discussion occurred weighing the benefits of both delivery methods. Chapter 149a involves the CMR coming on the project during the design phase, which is an advantage because they have the opportunity for collaboration and logistics of the work at an early timeframe. The staffing for the team is known when selecting the CMR firm and is a quality-based selection. DBB selects the lowest bid which can be an advantage to the owners, but based on past experiences the process of change orders can be very contentious and can be a budget and schedule risk. When the CMR delivery method is used the construction management firm has early buying to the schedule and can suggest early bid packages to start activities such as the site package to start prepping the site while the final details are being identified in the package. If Chapter 149a is being utilized the Inspector General will need to review and approve the construction management at risk delivery method.

Funding for CMR contractor was discussed on how that may work within the existing budget. At this time all appropriated funds for the phase have been encumbered. Brad Dore noted that the budget is tight for this phase, but based on his previous experience a budget allocation of \$25,000 should be enough to procure the CM firm at the Schematic design phase. This would allow more input from the contractor prior to the project scope and budget agreement so they have some “skin in the game”.

The committee discussed the option for Chapter 149A construction management at risk delivery method. Multiple members noted how CMR project delivery method in the past for the West Parish project have had good success and that the working relationship was beneficial and not adversarial. This was in comparison to the challenges experienced on the high school project, which used a traditional design-bid-build delivery method.

Ryan Marques left the meeting.

There was a discussion on having the project delivery method voted on at the next building committee meeting on 12/05/19. After greater discussion the committee felt that they had enough information to vote on the delivery method at this meeting.

A motion was made by Kathy Clancy and seconded by Jason Rogers to authorize the use of Chapter 149a as the project delivery method. The motion was passed unanimously 9 to 0, with no abstentions.

Following the vote the final item discussed was the St. Anne Walkthrough to review infrastructure setup as this will be needed as part of the swing space estimate for the project budget. Matt Fusco and Jason Rogers shall be included in the walkthrough.

17 – 04

**Adjournment**

**MEETING DISCUSSIONS**

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*Mtg – Item*

*Discussion / Action Item*

A motion was made by Jonathan Pope seconded by Kathy Clancy for the meeting to adjourn. The motion passed unanimously at 6:25 PM

*Next Meeting:*

**Thursday December 05, 2019**

**ATTACHMENTS**

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*No.*

*Item*

*Dated*

*Action Required*

Sign In Sheet dated 11/14/19  
OPM Project Budget dated 11/13/19  
Designer Meeting Schedule

**END OF MINUTES.**

*The above summary is the interpretation of items discussed and decisions reached during this meeting by CBRE Heery. Additions or corrections must be submitted in writing to the author within three days of receipt; otherwise the minutes will stand as written.*

# MEETING SIGN-IN SHEET

Project Name: East Gloucester Elementary School

Project No: MSBA ID: 201601070020 / HII 18093-00

Meeting: School Building Committee

Location: GPS Administration Bldg./ Main Conference Room  
2 Blackburn Drive, Gloucester, MA 01930

Meeting Date / Time: November 14, 2019 / SBC Mtg. at 5:00 PM

Name	Initial here	Notes (Late Arrival, Early Departure)
<b>East Gloucester School Building Committee</b>		
Jonathan Pope	<i>JPP</i>	
Jason Rogers	<i>JMR</i>	
Dr. Richard Safier	<i>RS</i>	
Gregg Cademartori	<i>GMC</i>	
Kathy Clancy	<i>KAC</i>	
Donna Compton	<i>DC</i>	
John Dunn	<i>JAD</i>	
Gary Frisch	<i>GF</i>	
Matt Fusco	<i>MF</i>	
Grant Harris	<i>GH</i>	
Joseph Lucido		
Ryan Marques	<i>RM</i>	
Aria McElhenny	<i>AM</i>	
Amy Pasquarello		
Sefatia Romeo-Theken		
<b>Other City &amp; School Department Staff and/or Designated Visitors (consultants and general public please sign in on other side)</b>		
<i>Brian Dore</i>	<i>BD</i>	





East Gloucester Elementary School Project Budget  
As of 11/13/19

a	b	c	d	e	f	g	h	i	j
Cost Category	Base Contract Descriptions		Budget	Committed Funds	Un-Committed Budget	Approved Invoices To Date	Balance Remaining	Comments	
1	0000-0000	Feasibility Study Agreement							
2									
3	0001-0000	OPM - Feasibility Study	\$ 285,102.00	\$ 285,102.00	\$ -	\$121,205.19	\$ 163,896.81		
4		CBRE   Heery Invoice PJIN0012523				\$15,585.00			Sep-18
5		CBRE   Heery Invoice PJIN0012835				\$13,845.00			Oct-18
6		CBRE   Heery Invoice PJIN0013213				\$20,257.50			Nov-18
7		CBRE   Heery Invoice PJIN0013597				\$8,650.00			Dec-18
8		CBRE   Heery Invoice PJIN0014059				\$7,597.65			Jan-19
9		CBRE   Heery Invoice PJIN0014595				\$6,398.88			Feb-19
10		CBRE   Heery Invoice PJIN0015577				\$7,091.58			Jun-19
11		CBRE   Heery Invoice PJIN0016451				\$17,291.21			Aug-19
12		CBRE   Heery Invoice PJIN0017143				\$24,488.37			Oct-19
13									
14									
15	0002-0000	A&E Feasibility Study	\$ 560,000.00	\$ 560,000.00	\$ -	\$255,879.31	\$ 304,120.69	Feasability = \$284,296.00, SD = \$275,704.00	
16		D&W Invoice 00001				\$28,429.60			Jan-19
17		D&W Invoice 00002				\$28,429.60			Feb-19
18		D&W Invoice 00003				\$28,429.60			Mar-19
19		D&W Invoice 00004				\$14,214.80			Apr-19
20		D&W Invoice 00005				\$14,227.71			May-19
21		D&W Invoice 00006				\$28,429.60			Jun-19
22		D&W Invoice 00007				\$28,429.60			Jul-19
23		D&W Invoice 00008				\$28,429.60			Aug-19
24		D&W Invoice 00009				\$28,429.60			Sep-19
25		D&W Invoice 00010				\$28,429.60			Oct-19
26									
27									
28	0003-0000	Environmental & Site	\$ 154,898.00	\$ 118,536.00	\$ 36,362.00	\$64,193.80	\$ 54,342.20		
29									
30		ASR-01		\$ 9,075.00		\$6,050.00	\$ 3,025.00		
31		D&W Invoice 00004				\$6,050.00			Apr-19
32									
33		ASR-02 : Geotechnical Investigation (3 Sites)		\$ 32,835.00		\$ 15,345.00	\$ 17,490.00		
34		D&W Invoice 00010				\$ 15,345.00			Oct-19
35									
36		ASR-03 : Hazardous Material Sampling (2 Sites)		\$ 3,850.00		\$ -	\$ 3,850.00		
37									
38									
39		ASR-04 : Property Survey (3 Sites)		\$ 63,976.00		\$ 41,038.80	\$ 22,937.20		
40		D&W Invoice 00010				\$ 41,038.80			Oct-19
41									
42		ASR-05 : Traffic Study (3 Sites)		\$ 8,800.00		\$ 1,760.00	\$ 7,040.00		
43		D&W Invoice 00010				\$ 1,760.00			Oct-19
44									
45									
46	0004-0000	Other	\$ -		\$ -	\$ -	\$ -		
47									
48									
49	Feasibility Study Agreement - TOTAL		\$ 1,000,000.00	\$ 963,638.00	\$ 36,362.00	\$ 441,278.30	\$ 522,359.70		

# SD DRAFT MEETING SCHEDULE & AGENDA



## December 3, 2019 – Working Group

- Schedule update
- Exterior Design; visioning, materials, imagery

## December 10, 2019 – Working Group

- Building visioning update
- Site design update – include planning
- LEED presentation – include facilities
- Initial security discussion – include public safety

## December 11, 2019 – MSBA Board Meeting

## December 12, 2019 – School Building Committee

- MSBA update
- Site & Building design update
- LEED overview
- Exterior Visioning Results

## December – Building Inspector Meeting – member(s) of working group invited

- Construction Type
- Plumbing fixture count
- Egress

## December 17, 2019 – Working Group

- Exterior Design; initial design
- Mechanical system presentation

## Late December or early January (no later than 1/14) – Police / Fire Department Review Meeting

- Site and building security
- Building access

## January 7, 2020 – Working Group

- Exterior Design; final design
- User Group reporting
- East Gloucester site design presentation

## January 9, 2020 – School Building Committee

- Exterior Design
- East Gloucester site design
- Mechanical System overview?

## January 21, 2020 – Working Group

- User Group reporting cleanup (cover any changes, previously incomplete spaces)
- Interior Design; visioning, materials
- Security follow up; report on Police/Fire requests



February 4, 2020 – Working Group

- Interior Design; initial design

February 13, 2020 – School Building Committee

- Interior design
- Security

February 18, 2020 – Working Group

- Interior Design; final design