

Project: **EAST GLOUCESTER ELEMENTARY SCHOOL**
Project No: HII - 1809300
Meeting No: 18
Location: West Parish Elementary – Media Center
 10 Concord St, Gloucester, MA
Date: December 16, 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>
Jonathan Pope, Co-Chair	JP	School Committee Member*
Jason Rogers, Co-Chair	JR	Veterans ES Parent *
Richard Safier, Vice Chair	RS	Superintendent GPS *
Gregg Cademartori	GC	Planning Director, City of Gloucester*
Kathleen Clancy	KC	School Committee Member *
John Dunn	JD	Chief Financial Officer, City of Gloucester *
Gary Frisch	GF	Director of Finance GPS*
Matthew Fusco	MF	Principal, Veterans ES *
Grant Harris	GH	IT Director, GPS*
Aria McElhenny	AM	EGES Parent *

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

Additional Attendees

<i>Additional Attendees</i>	<i>Initials</i>	<i>Company</i>
Brad Dore	BD	Dore & Whittier
Michele Rogers	MR	Dore & Whittier
Jennifer Pennell	JP	Dore & Whittier
Mike Pirolo	MP	Dore & Whittier
Bryce Taft	BT	Dore & Whittier
Tom Ellis	TE	CBRE Heery
Chris Tremblay	CT	CBRE Heery
Eric Conway	EC	Gloucester Daily Times

Additional Distribution

Donna Compton	DC	Purchasing Agent, City of Gloucester *
Joseph Lucido	JL	Operations Mgr. City of Gloucester *
Ryan Marques	RM	Engineering/Construction Experience*
Amy Pasquarello	AP	Principal, EGES *
Sefatia Romeo-Theken	SRT	Mayor, City of Gloucester *

CALL TO ORDER

Call to Order

The meeting was called to order at 4:38 pm by SBC Chair Jonathan Pope.

MEETING DISCUSSIONS

Mtg – Item

Discussion / Action Item

17 - 01

Approval of Minutes

A motion was made by Jonathan Pope seconded by Cathy Clancy to approve the November 14, 2019 SBC minutes as amended to include attendees in bold. The motion was passed unanimously 9 to 0, with no abstentions.

17 – 02

Budget Update / Invoice Approval

A motion was made by Gary Frisch seconded by Cathy Clancy to approve the Dore & Whittier invoice # 011 in the amount of \$32,266.35. The motion was passed unanimously 9 to 0, with no abstentions.

A motion was made by Cathy Clancy seconded by Grant Harris to approve the CBRE Heery invoice # PJIN0017783 in the amount of \$16,284.46. The motion was passed unanimously 9 to 0, with no abstentions.

17 – 03

Reports/Deliberations/Discussion/New Business/Action

Dore & Whittier provided an update that the anticipated completion of the traffic study would be at the end of February.

The MSBA has approved this project to go into schematic design phase. A draft schedule of activities was discussed for the schematic design phase, including exterior and interior working group meetings.

It is anticipated that the city council will discuss the article 97 disposition of the Veterans Memorial site in January.

Dore & Whittier presented image boards that included several different building types as well as inspirational images such as artwork, boats, landscapes and lobster pots. The goal of the visioning session was having members of the committee identify images that “spoke” to them. Members of the School Building Committee were given a green, yellow and red post it notes and asked to place the notes on the images with a brief description on the note regarding what element(s) of the photograph they liked (green post notes), did not like (red post notes), or found interesting but not sure if they liked or disliked (yellow post notes). Members of the public who were in attendance were also invited to participate in the visioning exercise but chose not to. The architects had a member of their team at each of the four boards to interact with the board members. After everyone was given the opportunity to put notes on the boards, Dore and Whittier lead an interactive group discussion finding common ground for favored images and those that were not. This process lead to a word list for imagery and guiding principles of design. The image boards and word list are included in the attachments to these meeting minutes.

17 – 04

Adjournment

A motion was made by Jonathan Pope seconded by Grant Harris for the meeting to adjourn. The motion passed unanimously at 6:07 PM

Next Meeting: **Thursday January 09, 2019**

ATTACHMENTS

No.	Item	Dated	Action Required
	Sign In Sheet dated 12/16/19		
	OPM Project Budget dated 12/04/19		
	Designer Meeting Schedule		
	Designer Image Boards and Word List		

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: West Parish Elementary School / Library
10 Concord Street, Gloucester, MA 01930

Meeting Date / Time: December 16, 2019 / SBC Mtg. at 4 30 PM

Name	Initial here	Notes (Late Arrival, Early Departure)
East Gloucester School Building Committee		
Jonathan Pope	<i>JPP</i>	
Jason Rogers	<i>JMR</i>	
Dr. Richard Safier	<i>RS</i>	
Gregg Cademartori	<i>GC</i>	
Kathy Clancy	<i>KAC</i>	
Donna Compton		
John Dunn	<i>JN</i>	
Gary Frisch	<i>GF</i>	
Matt Fusco	<i>MF</i>	<i>ARRIVED FOLLOWING APPROX. 07:15 PM AFTER FINNEX</i>
Grant Harris	<i>GH</i>	
Joseph Lucido		
Ryan Marques		
Aria McElhenny	<i>AM</i>	
Amy Pasquarello		
Sefalia Romeo-Theken		
Other City & School Department Staff and/or Designated Visitors (consultants and general public please sign in on other side)		

MEETING SIGN-IN SHEET

Project Name: East Gloucester Elementary School

Meeting: School Building Committee

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

Location: West Parish Elementary School / Library
10 Concord Street, Gloucester, MA 01930

Meeting Date / Time: December 16, 2019 / SBC Mtg. at 4.30 PM

Name	Initial here	Notes
Owner's Consultants		
Brad Dore	<i>BD</i>	
Michele Rogers	<i>MR</i>	
Thomas E. Ellis, Jr.	<i>TEE</i>	
Christopher Tremblay	<i>CT</i>	
Others		
JENNIFER PENNELL	<i>J.P.</i>	<i>DORE & WHITTIER</i>
Mike Pirollo	<i>MP</i>	<i>DORE & WHITTIER</i>
BYLCE TAFT	<i>BT</i>	<i>DORE & WHITTIER</i>
Michele Rogers		
<i>Eric Conway</i>	<i>Gloucester Daily Times</i>	<i>NOTED THAT HE WAS VIDEO RECORDING THE MEETING!</i>



East Gloucester Elementary School Project Budget
As of 12/04/19

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	\$ -	\$137,489.65	\$ 147,612.35		
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		CBRE Heery Invoice PJIN0017783				\$16,284.46		Dec-19	
14									
15	0002-0000	A&E Feasibility Study	\$ 560,000.00	\$ 560,000.00	\$ -	\$270,094.11	\$ 289,905.89	Feasibility = \$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		D&W Invoice 00011				\$14,214.80		Nov-19	
27									
28	0003-0000	Environmental & Site	\$ 154,898.00	\$ 136,301.00	\$ 18,597.00	\$82,245.35	\$ 54,055.65		
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		\$ 56,672.00	\$ 7,304.00		
40		D&W Invoice 00010				\$ 41,038.80		Oct-19	
41		D&W Invoice 00011				\$ 15,633.20		Nov-19	
42									
43		ASR-05 : Traffic Study (3 Sites)		\$ 8,800.00		\$ 1,760.00	\$ 7,040.00		
44		D&W Invoice 00010				\$ 1,760.00		Oct-19	
45									
46		ASR-06 : Wetlands Delineation		\$ 4,620.00		\$ 2,418.35	\$ 2,201.65		
47		D&W Invoice 00011				\$ 2,418.35		Nov-19	
48									
49		ASR-07 : Monitoring Wells		\$ 13,145.00		\$ -	\$ 13,145.00		
50									
51	0004-0000	Other	\$ -		\$ -	\$ -	\$ -		
52									
53									
54		Feasibility Study Agreement - TOTAL	\$ 1,000,000.00	\$ 981,403.00	\$ 18,597.00	\$ 489,829.11	\$ 491,573.89		

SD DRAFT MEETING SCHEDULE & AGENDA



11/12/19

Revised: 12/05/19

Revised: 12/16/19

December 11, 2019 – MSBA Board Meeting

- Approval to move into SD

December 16, 2019 – SBC

- Schedule update
- Exterior Design; visioning, materials, imagery
- Determine who will be on Exterior Working Group
- Determine who will be on Interior Working Group

December 19, 2019 - AHJ Building & Site Review

- A AHJ & Public Safety meeting
- Construction type
- Plumbing fixture count
- Egress / Safety & Security

January 7 – Exterior Working Group + Planning

- Site Design update
- Exterior Design review
- Article 97 Update

January 13 – 15 – Staff Review of Spaces

- Room Data Review

January -TBD, 2020 - City

- Review traffic update

January 16, 2020 – SBC

- Site design update
- Exterior Visioning Results
- Initial Security Discussion (School Guard Glazing, site design)
- Room Data Update

January 21, 2020 – School Committee Presentation

- Site & Building update

January 22, 2020 – Working Group + Facilities

- Review snow removal procedures – include facilities
- LEED Presentation – include facilities

January 23, 2010 – Working Group + Facilities

- Review snow removal procedures – include facilities
- LEED Presentation – include facilities

January 28, 2020 – City Council Presentation

- Site & Building update

January 21, 2020 – Building Committee

- Exterior and Interior Update
- LEED Overview
- HVAC Update

February 4 – Working Group - Interior

- Interior design review

February 5-6 – Staff Review

- Room Data Review

February 12, 2020 – School Committee Presentation

- Site & Building Design update

February 13, 2020 – Building Committee

- Exterior and Interior Update

February 25, 2020 – City Council Presentation

- Exterior and Interior Update

February 26, 2020 – Staff Review

- Final Approval of Room Data Sheets

February 27, 2020 - SBC

- Site and Building Design Update / Final comments

March 3, 2020 – Working Group

- Site and Building Design Update / Final comments

March 11, 2020 – School Committee Presentation

- Final comments

March 12, 2020 – School Committee Presentation

- Final SD Design approval





- materials that create "the vibe" are worth the \$ if it's long lasting over buildings lifetime
- brick, wood, glass (mix of materials)
 - "hard materials made to look soft & soft materials made to look hard"
- "kid like"
- culturally eclectic ^{to represent both communities}
 - ↳ waterfront connection
 - ↳ shoreline & beach
 - ↳ arts
 - ↳ immigration & world view
 - ↳ health & fitness
 - ↳ neighborhood

↳ working nautical
 ↳ Webster's Pond history
 ↳ history of site

- Nautical & arts blended
- NOD to history & culture
- Clean & open
- Color ("in control")
- natural landscape but easy to maintain
- natural landscape that "hugs" the building
- open space to "expand mind" - big space & big ideas
- Mix of materials & texture to break down scale
- bring the outdoors in
- Curves/shape → reflects the "boat"
 - * pic #38

- focus on structure → "not afraid to see the bones"
- spaces that communicate "not only here for school but also school community"
- entry that establishes "the vibe"
- "how you (teachers & kids) feel when you enter matters"
 - clean
 - orderly (furniture, nooks)
 - warmth
 - the value of teachers & education