

HEERY

Project: **BEVERLY MIDDLE SCHOOL, BEVERLY, MA**
Project No: MSBA Project Number: 20130300305 / Heery Project Number: 1409500
Meeting No: FIVE (5)
Date: 18 November 2014
Recorded By: Mark Lydon
Purpose: Regularly Scheduled Meeting of the School Building Committee
File:

MEETING MINUTES

ATTENDEES (MARKED BY "X")

Name	Initials	Company
x Michael P. Cahill	MPC	City of Beverly / Mayor
x David Gelineau	DG	City of Beverly / Purchasing Agent
x Paul Manzo	PM	Beverly School Committee President
x David Manzi	DM	Beverly School Committee Member
x Michael Collins	MC	Beverly Commissioner Public Services
x Ray Bouchard	RB	Chair Planning and Construction Committee
x Stacy Bucyk	SB	Administrator of Special Education
x Matthew Poska	MP	BPS / Briscoe Middle School Principal
x Maria Decker	MD	School Building Committee Member
x Bryant Ayles	BA	City of Beverly / Finance Director
x George Binns	GB	School Building Committee Member
Bob Griffin	BG	School Building Committee Member
x William Guzowski	WG	School Building Committee Member
x Joseph F. Remondi, Jr.	JFR	School Building Committee Member
x Thaddeus Siemasko	TS	School Building Committee Member
Todd Surette	TS	School Building Committee Member
x Janet Chrisos	JC	School Building Committee Member
x Betsy Desmond	BD	School Building Committee Member
x Roy Gelineau	RG	School Building Committee Member
Joanna Murphy Scott	JM	School Building Committee Member
x Stephanie Williams	SW	City Solicitor
Jennifer Badershall	JB	School Building Committee Member
x Judy Miller	JM	BPS / Director of Technology
Robert Fortado	RF	City of Beverly / Facilities Engineer
x Dr. Steven Hiersche	SH	Beverly Public Schools (BPS) / Superintendent
Jean Sherburne	JS	BPS / Director of Finance & Operations
x Denise Deschamps	DD	City of Beverly / Economic Development Planner
x Al Calcagno	AC	Heery, Project Director
x Mark Lydon	ML	Heery, Project Manager
x L. Scott Dunlap	LSD	Ai3 Architects, Partner
x Troy Randall	TR	Ai3 Architects, Partner
Kris Silvestri	KS	

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ATTEST: ^{1 of 3} *Kathleen P. Connolly*
City Clerk

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Additional Distribution

Name	Company
Colin Finch	MSBA Project Manager
Sarah Blanche	MSBA Project Coordinator

MEETING START / CORRECTIONS TO PREVIOUS MEETING

Mtg - Item	Discussion / Action Item	Responsibility	Deadline
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Meeting 05 called to order at 6:30 PM

OLD BUSINESS

Mtg - Item	Discussion / Action Item	Responsibility	Deadline
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NEW BUSINESS

Mtg - Item	Discussion / Action Item	Responsibility	Deadline
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Meeting Minute Status

004-01 Meeting Minutes for Meetings 01 and 02 were approved
Meeting Minutes for Meeting 03 were distributed; approval deferred until next meeting (05)

005-01 Meeting Minutes for Meeting 04 were approved.

Designer Update

004-02 Designer handed out Feasibility Study summary information addressing recent activity; Ai3 reported an enormous amount of activity and information gathering. Documents should be considered DRAFT and will be posted to an Ai3 FTP site for SBC to access and review. Documents will be updated periodically.

SBC Questions should be passed along through the OPM (mlydon@heery.com)

Ai3 spoke about: the educational program and visioning efforts; space summary; geotechnical, environmental, and traffic studies; Discussion took place on MSBA Guidelines with focus on gym and auditorium spaces.

005-02 Ai3 using a Power Point Presentation provided an update on the PDP identifying key elements as well as items that were added or changed since the prior update. A copy of the presentation is included in the meeting minute package.

At the end of the presentation and after a question and answer period a motion was made to approve submitting the PDP. Motion language was as follows: *That the Beverly Middle School Building Committee, approve and authorize the OPM to submit the Preliminary Design program (PDP) to the MSBA for their consideration.*

Motion Vote: 21 approve; 0 Disapprove; 0 Abstain – Unanimous support

Project Schedule

003-03 The updated project schedule was distributed. It included design phase milestones as issued by Ai3 which they intend to be ready to submit documents in time to get the Project Scope and Budget / Preferred Schematic Design approved at the July 2015 MSBA Board Meeting.

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NEW BUSINESS

Mtg – Item Discussion / Action Item Responsibility Deadline

004-03 Project Schedule was distributed. PDP to be submitted November 25, 2014. PSR to MSBA in February for Board approval at March meeting. Subsequent to the Meeting the OPM discovered the Schematic Design approval by MSBA was listed incorrectly as 29 July 15. Correct date is 23 SEP 15. The project construction and occupancy dates remain unchanged. Corrected Schedule Attached.

005-03 The OPM distributed the updated schedule. The project continues to track on schedule. A request was made to add activities related to Building Information Modeling (BIM). The OPM agreed to incorporate BIM into the next schedule update

N/A

005-04 **Project Budget**
The OPM distributed the updated budget. The OPM reported the project continues tracking to the budget.

N/A

005-05 **SBC – Subcommittee Reports**
None

The meeting was adjourned at 7:25 PM

Next Meeting: 01/13/2015 6:30PM **THERE WILL NOT BE AN SBC MEETING IN DECEMBER**

ATTACHMENTS

No.	Item	Dated	Action Required
1.	Meeting Agenda	11/18/14	None
2.	SBC Meeting Sign-In Sheet (3 pages)	11/18/14	None/Confirm Email Addresses
3.	OPM Schedule Update	11/03/14	None
4.	OPM Budget Update	11/12/14	None
5.	Ai3 Handout	11/18/14	None
5.	Ai3 PowerPoint Presentation	N/A	None

END OF MINUTES.

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