

HEERY

Project: **BRISCOE MIDDLE SCHOOL, BEVERLY, MA**
Project No: MSBA Project Number: 20130300305 / Heery Project Number: 1409500
Meeting No: Four (4)
Date: 14 October 2014
Recorded By: Mark Lydon
Purpose: Regularly Scheduled Meeting of the School Building Committee
File:

Final Approved Meeting Minutes
Approved at SBC Meeting 05, 11/18/2014

MEETING MINUTES

ATTENDEES

<i>Name</i>	<i>Initials</i>	<i>Company</i>
Michael P. Cahill		City of Beverly / Mayor
David Gelineau	DG	City of Beverly / Purchasing Agent
Bryant Ayles	BA	City of Beverly / Finance Director
Robert Fortado	RF	City of Beverly / Facilities Engineer
Denise Deschamps	DD	City of Beverly / Economic Development Planner
Paul Manzo	PM	Beverly School Committee President
David Manzi	DM	Beverly School Committee Member
Dr. Steven Hiersche	SH	Beverly Public Schools (BPS) / Superintendent
Matthew Poska	MP	BPS / Briscoe Middle School Principal
Stacy Bucyk	SB	BPS / Administrator of Special Education
Judy Miller	JM	BPS / Director of Technology
Jean Sherburne	JS	BPS / Director of Finance & Operations
George Binns	GB	School Building Committee Member
Maria Decker	MD	School Building Committee Member
Roy Gelineau	RG	School Building Committee Member
Joseph F. Remondi, Jr.	JFR	School Building Committee Member
Todd Surette	TS	School Building Committee Member
Joanna Murphy Scott	JMS	School Building Committee Member
Thaddeus S. Siemasko	TSS	School Building Committee Member
L. Scott Dunlap	LSD	Ai3 Architects, Partner
Troy Randall	TR	Ai3 Architects, Partner
Jennifer Badershall	JB	School Building Committee Member
Tom E. Ellis, Jr.	TEE	Heery, Area Manager
Al Calcagno	AC	Heery, Project Director
Mark Lydon	ML	Heery, Project Manager

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Additional Distribution

<i>Name</i>	<i>Company</i>
Michael Collins	City of Beverly / Commissioner of Public Services
Stephanie Williams	City of Beverly / Solicitor
Raymond Bouchard	Chair Planning & Construction Committee
James Coffey	BPS / Athletic Director
Bob Griffin	School Building Committee Member
William Guzowski	School Building Committee Member
Janet Chrisos	School Building Committee Member
Betsy Desmond	School Building Committee Member

MEETING START / CORRECTIONS TO PREVIOUS MEETING

<i>Mtg – Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
	The meeting was called to order at 6:42PM.		
001-01	Approval of SBC Meeting #01 (June 2014) deferred until next meeting.		10/14/2014
002-01	Approval of SBC Meeting #02 (July 2014) deferred until next meeting.		10/14/2014

OLD BUSINESS

<i>Mtg – Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
002-04	<u>Designer Selection Process</u> The designer selection process was completed on August 26, 2014 with the selection of Ai3. The MSBA Kick Off meeting was held on Friday, August 29, 2014.		
002-05	<u>SBC – Subcommittees</u> Rob Fortado discussed the Net Zero building at North Shore Community College. Some glitches in achieving compliance due to geothermal issues. The SBC may look at DOER grants to fund a study for a Net Zero or Net Zero Ready building. Mike Collins will contact DOER for potential funding of study. 9/9/2014 - Mike Collins contacted DOER and arranged a conference call on potential funding for project studies. Heery participated in the call. Ai3 and Heery will investigate potential funding sources for feasibility study phase.		

NEW BUSINESS

<i>Mtg – Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
003-01	<u>Introductions</u> The meeting was called to order at 6:42 PM		
003-02	<u>Designer Introduction</u> Ai3 Principals Scott Dunlap and Troy Randall were introduced. Ai3 gave a brief presentation (a shortened version of their MSBA Designer Selection Meeting presentation).		

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NEW BUSINESS

Mtg – Item Discussion / Action Item Responsibility Deadline

Ai3 outlined their process for educational visioning with the school department to create the program for this school project.

003-03 **Project Schedule**
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. N/A

003-04 **Project Budget**
The updated project budget summary was distributed which reflected executed contracts in place to date. N/A

002-05 **SBC – Subcommittee Reports**
None
The meeting was adjourned at 7:47PM

Next Meeting: 10/14/2014 6:30PM

ATTACHMENTS

No.	Item	Dated	Action Required
1.	Meeting Agenda (posted 09/05/2014)	09/09/14	None
2.	SBC Meeting Sign-In Sheet (3 pages)	09/09/14	None/Confirm Email Addresses
3.	Heery Project Schedule	09/09/14	None
4.	Heery Project Budget Summary	09/09/14	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.