

HEERY

Project: **BRISCOE MIDDLE SCHOOL, BEVERLY, MA**
Project No: MSBA Project Number: 20130300305 / Heery Project Number: 1409500
Meeting No: Three (3)
Date: 09 September 2014
Recorded By: Tom Ellis
Purpose: Regularly Scheduled Meeting of the School Building Committee
File:

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 | <u>Project Schedule</u> 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 | <u>Project Budget</u> The updated project budget summary was distributed which reflected executed contracts in place to date. | N/A | |
| 002-05 | <u>SBC - Subcommittee Reports</u> None <u>The meeting was adjourned at 7:47PM</u> | | |
| 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.