

December 28, 2010, 3:00 PM, Meeting held at the Searles Building, 2nd Floor Conference Room
MEETING NOTES

Committee Members Present: See sign-in at bottom

Guests Present: James Alexander JA Finegold Alexander and Associates (FA+A)
David Breen DBre KBA/Trident
Karim Al Sayeh KAS KBA/Trident
Daniel Bradford DB KBA/Trident
Mary Mahoney MM KBA/Trident

Item No.	Item	Description
1.	Call to Order	The meeting was called to order at 3:05 PM by the Chair, Suzanne Lamoureux. (SL)
2.	Approval of meeting notes from 12/14/10	George Kazanjian (GK) notes an omission in notes regarding discussion/consideration of invoices and purpose of invoiced legal services during meeting December 14, 2010. Mary Mahoney acknowledges omission and will amend minutes to include GK inquiry and response provided by William Manzi (WM). Motion made by Arthur Nicholson (AN) to accept the meeting notes as amended for December 14, 2010, seconded by Barbara Grondine (BG). Unanimous vote in favor.
3.	Central School	<p>MM requests Building Committee consideration and approval of extra services by FA+A to assemble and submit a variance to the Massachusetts Architectural Access Board (MAAB) on accessibility requirements at room entry for door push and pull clearance. Existing conditions at Central impose a substantial hardship on City to renovate every access to meet accessibility standards. Variance document will require information on existing conditions, preliminary design to meet standard, explanation of hardship and cost estimates associated with work, therefore the proposal includes work by FA+A, structural engineer, MEP engineers, and cost estimator.</p> <p>Robert Vogler (RV) motions, AN seconds to approve FA+A extra service for MAAB variance totaling \$4,500. Unanimous vote in favor.</p> <p>Stephen Zanni requests that the Building Committee be provided a budget update that includes report on expenditures to date. William Manzi agrees, OPM to develop report for Committee.</p> <p>MM reports that Central School 100% construction documents were reviewed with School Department and that the School Department has issued a letter indicating their approval of documents. During the past two weeks, the professional team has worked to reconcile the project budget. Based on scope items added to budget, including Food Service Area finish upgrades required by Bd. of Health, Science Classroom tables, Lockers, Hardware, and Fire Protection Sprinkler upgrades for a dry attic system and coverage for the sub-attic interstitial space, the total estimated construction costs have increased \$175,000 to \$2.0mil. The \$2.0 mil estimate is within the total budget available for the Central School budget.</p>

3.	Central School - Continued	<p>RV motions, AN seconds to approve 100% construction documents with revised construction budget to \$2.0 million. Unanimous vote in favor.</p> <p>MM reports that town regulatory agencies have been provided documents and/or presentations on project design, reviews statutory requirements for bid solicitation and posting notices, proposed bidding schedule, and proposed construction schedule.</p> <p>RV motions, AN seconds to authorize bid for the Central School project. Unanimous vote in favor.</p>
4.	High School – CM at Risk	<p>MM reports proposals received from (4) prequalified firms. Selection Committee has reviewed Non-Price Proposals and met today to discuss Non-Price evaluation. Following discussions and consensus on Non-Price evaluation, Selection Committee opened Price Proposals. Price proposals will be reviewed and evaluated during the next week and the Selection Committee expects to be prepared make a recommendation on the preferred proposal and firm to be chosen for negotiation phase of the contract process by January 4, 2011.</p> <p>SL notes that price proposals will also be reviewed by Legal counsel to confirm conformance to procurement requirements.</p> <p>RV requests that an outline summary of the Selection Committee proposal evaluations accompany a recommendation for decision. SL agrees that a summary for recommendation be provided.</p>
5.	High School – Regulatory Agencies	<p>MM reports that a meeting was conducted with representatives of FA+A, KBA/Trident, Building Dept., Planning Dept., Conservation Commission, DPW, and Board of Health to review design progress and confirm agency project filing requirements. Building Dept. provided representation for Zoning Board. MM notes meetings previously conducted with Fire Dept to review design progress. Meeting resulted in confirmation of project filings, copies of applications, and information on schedule for agency board meetings. The design team will be preparing for the City regulatory filings for the project with tentative submission January 2011.</p>
6.	High School – Design Presentation Landscape & Traffic Patterns	<p>JA reports on design progress for landscape and site traffic control/patterns. Traffic patterns are not significantly changed from existing aside from a parking lot layout change to control flow/cuing to Timony School at west parking lot and relocation of handicap parking spots and front traffic loop due to location of the new building addition. Landscape design was reviewed with information provided on site improvement materials, areas of tree clearing and new landscape plantings.</p> <p>RV notes concern with trees sufficiently cleared from building without causing a barren appearance. Discussion ensues regarding saving existing trees along front of building and new addition. JA agrees that landscape design should include saving mature trees and creating a natural infusion however mindful not to hide building or new site features.</p> <p>BG notes that proposed new plantings should be practical and low maintenance.</p> <p>SZ inquires on work proposed for site lighting and paving. JA reports existing site lighting and paving to remain with repairs noted for disturbed areas or areas in need of repair.</p> <p>John Cronin (JC) notes security cameras should be provided in the parking lot areas. DB reports issue was reviewed with School Security and Police Resource Officer and agreed to place cameras at exterior corners of building with spanning features to view parking lots.</p> <p>AN notes that existing trees should be saved wherever possible.</p>

7.	Other Business	<p>William Manzi introduces Barbara Gondine as a new Building Committee member, who is taking the place of recently resigned member Sarah Dagher. Ms. Gondine is welcomed by members.</p> <p>SL notes that the Building Committee will next meet on January 4, 2011 at 4pm, Searles Building second floor conference room.</p>
8.	Adjourn	<p>Motion made by AN to adjourn, seconded by RV. Unanimous vote in favor to adjourn at 3:36 pm.</p>

To the best of my knowledge, these notes are a fair representation of the issues and items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer.

Submitted by: Mary Mahoney



**CITY OF METHUEN
BUILDING COMMITTEE**



Sign-In Sheet

Tuesday, December 28, 2010

Name	Initials
Mayor William Manzi, III	WManzi
Lauri Antonacci	LA
John Cronin, Jr.	JC
James Giuca	JG
Barbara Grondine	BG
Ann Guastafarro	AG
George Kazanjian	G.K.
Thomas Kelly	TK
Suzanne Lamoureux	SL
Joseph Leone	JL
Dorothy Najolia	DN
Arthur Nicholson	A.N.
Frank Russo	FR
Judith Scannell	JS
Bruce Stella	BS
Bryan Sweet	BS
Robert Vogler	RV
Stephen Zanni	SZ