



**February 22, 2011, 4:00 PM, Meeting held at the Searles Building, 2<sup>nd</sup> Floor Conference Room**  
**MEETING NOTES - AMENDED**

Committee Members Present: See sign-in at bottom

Guests Present: Nancy Goodwin NG Finegold Alexander and Associates (FA+A)  
 James Alexander JA Finegold Alexander and Associates (FA+A)  
 Gino Baroni GB KBA/Trident  
 David Breen DBre KBA/Trident  
 Mary Mahoney MM KBA/Trident  
 Kristy Lyons KL KBA/Trident

Item No.	Item	Description
1.	<b>Call to Order</b>	The meeting was called to order at 4:02 PM by the Chair, Suzanne Lamoureux. (SL)
2.	<b>Approval of meeting notes from 2/8/11</b>	Motion made by Robert Vogler (RV) to accept the meeting notes for February 8, 2011, seconded by George Kazanjian (GK). Unanimous vote in favor.
3.	<b>Central School</b>	MM reports that the construction contract has been executed, Notice to Proceed issued to MCM USA, and a Preconstruction Conference was conducted this afternoon. The conference was attended by representatives of FA+A, KBA/Trident, Methuen School Dept, Building Committee, and MCM USA, the general contractor. The conference served to review procedures, use of premises, reporting requirements and processes for the project. MCM plans to mobilize on site next week.
4.	<b>High School – CM at Risk</b>	MM reports that the CM at Risk contract has been executed and a Notice to Proceed with preconstruction services issued to Dimeo Construction. There is a meeting scheduled with the professional team and representatives of Dimeo on Friday, Feb 25 which shall serve as a kick off meeting for the contract.
5.	<b>High School – Trade Contractor Prequalification</b>	MM reports on process for Trade Contractor prequalification required by M.G.L. 149A, Section 8 for 17 trade categories. The process includes public advertising and issue of a Request for Qualifications from trade contractors, review and evaluation of trade contractors Statement of Qualifications by an appointed Prequal Selection Committee, Selection Committee determination of qualified firms and notification of qualification status to all firms. Only firms prequalified for this project will be invited to submit a bid. Trade prequalification is scheduled to be initiated in March.  SL notes that Building Committee members interested in participating in the Trade Contractor Prequalification process should contact the Mayor.
6.	<b>High School - Design Progress</b>	JA provides a presentation on exterior elevations for the building. JA points out a change to the exterior window layout/design which was incorporated during construction document phase. In review, the design development documents increased the existing window openings both vertically and horizontally to increase classroom day-lighting throughout the building. During construction document phase this design was further developed to adapt the window types/layout so to integrate structural supports required at each window opening. Progress in

6.	<b>High School - Design Progress, CONTINUED</b>	<p>design unveiled the need for extensive supplemental structural supports for the long sections of horizontal strip windows included in the original concept plans. Based on these extensive support needs the design was re-examined and revised to include punched out window configuration/layout reducing the structural support needs while maintaining classroom day-lighting levels. This value engineering item resulted in the design change to drop the window sill height and eliminate areas of strip windows for individual punched out window openings. Interior classroom elevations were presented to demonstrate the revised interior appearance.</p> <p>SL opens to Committee questions/comments.</p> <p>Dorothy Nagolia (DN) asks if windows will open? JA - Yes.</p> <p>DN asks what are the spaces where no windows are shown/provided? JA - Areas without windows include stairwells, toilet rooms, and storage rooms.</p> <p>Stephen Zanni (SZ) notes the day-lighting levels and brightness shown on the interior classroom drawings and asks if room darkening shades will be provided? JA - Yes.</p> <p>RV asks if classrooms are provided with storage/cabinets for supplies? JA - Local classroom storage is provided with installation of casework along one wall of the classroom.</p> <p>RV asks if science classrooms have an adjacent prep room? JA –Yes.</p> <p>Ann Guastaferrero (AG) asks if windows will include a transom opening and notes concern with air circulation with use of transom type operable window components? JA –Windows include upper and lower components with lower portion operable and that layout/design will be integrated with HVAC system to maximize air flow for spaces. Air conditioning provided throughout building.</p> <p>GK asks about the budget reductions realized by window change? JA – Window change will reduce cost for construction approximately \$200,000 however this value engineering reduction is necessary to maintain the current overall budget for the project.</p>
7.	<b>Other</b>	SL reminds Committee members that their next scheduled meeting is on March 8 at 4pm.
8.	<b>Adjourn</b>	Motion made by AN to adjourn, seconded by SZ. Unanimous vote in favor to adjourn at 4:20 pm.

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, February 22, 2011

Name	Initials
Mayor William Manzi, III	Wm
Lauri Antonacci	LA
John Cronin, Jr.	JAC
James Giuca	
Barbara Grondine	B.G.
Ann Guastaferrò	
George Kazanjian	H.K.
Thomas Kelly	
Suzanne Lamoureux	SL
Joseph Leone	
Dorothy Najolia	D.Najolia
Arthur Nicholson	A.Nicholson
Frank Russo	FR
Judith Scannell	
Bruce Stella	
Bryan Sweet	
Robert Vogler	RV
Stephen Zanni	SZ