



City of Methuen
Building Committee

March 9, 2010, 3:30 PM, Meeting held at the Searles Building, 2nd Floor Conference Room
MEETING NOTES

Committee Members Present: See attached sign-in sheet

Guests Present:

Nancy Goodwin	NG	Finegold Alexander and Associates (FA+A)
Jim Alexander	JA	Finegold Alexander and Associates (FA+A)
Mike D'Angelo	MD	Copley Wolff Design Group (CW) – FA+A Landscape Architect
David Breen	DBre	KBA/Trident - OPM
Mary Mahoney	MM	KBA/Trident - OPM
Gino Baroni	GB	KBA/Trident - OPM
Dan Bradford	DBra	KBA/Trident - OPM

Item No.	Item	Description
1.	Call to Order	The meeting was called to order at 3:40 PM by the Chair, Suzanne Lamoureux. (SL)
2.	Approval of meeting notes from 2/28/10	Motion made by Robert Vogler (RV) to accept the meeting notes issued for Feb. 28, 2010, seconded by Arthur Nicholson (AN). Unanimous vote in favor.
3.	Invoices	SL suggests revising order of agenda to review invoices. <ul style="list-style-type: none"> • OPM invoice submitted by KBA/Trident for monthly services and reimbursables. SL notes invoice #13, no charge for monthly fee since maximum contract amount has been expended. Invoice includes reimbursement of expenses and cost estimator services. • AN motions, Stephen Zanni (SZ) seconds to approve KBA/Trident invoice #13 as submitted, unanimous vote. • Design invoice submitted by FA+A for 100% Program Summary and 60% schematic design. • AN motions, Stephen Zanni (SZ) seconds to approve FA+A as submitted, unanimous vote.
4.	Variance	SL suggests revising order of agenda to review status for design phase building code variance <ul style="list-style-type: none"> • GB reports meeting conducted last week with G. Deschene, Methuen Building Commissioner, to review/confirm process for design phase building code variance. OPM to meet with FA+A and their code consultant on March 10 to formalize documents required by Building Commissioner to formalize and initiate variance process.
5.	Schematic Design Progress – MSBA Facilities Subcommittee submission	DB reports data files for MSBA Facilities Subcommittee presentation and supplemental Preferred Schematic/Feasibility Study documentation was hand delivered to MSBA office on February 26, 2010. MSBA has acknowledged receipt and distribution of materials to Subcommittee members.
6.	Schematic Design Progress – FA+A presentation for MSBA Facilities Subcommittee	JA displays and reviews project presentation for MSBA Facilities Subcommittee. Presentation includes power point slides and narrative reviewing issues with existing building facilities and configuration, including open classroom concept, limited natural light, poor ventilation, security/access control issues and effect to educational program due to constraints. Reviews building evaluations and design evolution that developed a preferred scheme for renovations and additions to the existing building, with 82% reuse of existing facility. Reviewed alternate schemes developed for building improvements and the pros/cons of each, that following evaluation, resulted in the Preferred bridge scheme being presented for approval. Preferred bridge scheme described with outline of benefits provided including but not limited to program, access/security, 82% bldg reuse with minimized site impact, improved functional and operational adjacencies. Presents and provides more specifics regarding proposed floor plans, movement through building, green features, improvement to site and exterior building elevations, MA CHPS scorecard, and opportunity for additional project incentive points.

Item No.	Item	Description
7.	Schematic Design Progress	<p><i>Schematic Design Progress - Site Access and Improvements:</i> MD reviewed the progress on site designs, including site and bldg access, traffic study, vehicular access/flow, pedestrian access/flow, and site improvements. Updated site plans presented and reviewed to identify changes and improvements to general traffic, bus access/exit, and pedestrian movement. Notes design includes provision for a fire lane around entire building, while maintaining existing wall at back of building. Site improvements presented including more visible and prominent entry, better site views for security, exterior plaza for student gathering, seating walls, a memorial plaza, all while maintaining much of the existing mature landscape features available. JL asks about security cameras for site and parking lots. NG reports security camera systems are included for building to view site, but not extended to parking areas, however item can be considered. SL reviews existing memorial park and other site based memorial features to confirm inclusion in new design.</p>
8.	Project Delivery Methods	<p><i>OPM Presentation "Design Bid Build"/"CM at Risk" project procurement option</i> GB/DB present information describing the options available for project procurement, including "Design Bid Build" and "CM at Risk". Presentation included statutory requirements for pursuing "CM at Risk" and benefits and adaptability of each procurement method to project scope and phasing requirements. Noted benefit of early involvement of CM and team building approach to CM at Risk. Reviewed budgetary considerations, pre-qual/bid process, and payment provisions of each method. JA notes FA+A recent experience with public sector "CM at Risk" on a very complicated courthouse renovation project with DCAM in Fall River and notes benefits for that project with early involvement of CM. SL notes no action required of Committee at this meeting. OPM presentation was provided to give an initial introduction to procurement options available for review and future discussion/consideration. Building Committee members were encouraged to review distributed and other referenced materials, so that any questions or comments regarding the options for procurement may be discussed at the next Committee meeting.</p>
9.	Other Business	<p><i>Next meeting:</i> March 23, 2010 at 3:30.</p>
10.	Adjourn	<p>Motion made by Arthur Nicholson (AN) to adjourn, seconded by George Kazanjian (GK). Unanimous vote in favor to adjourn at 5:00 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