



**City of Methuen**  
**Building Committee**

**August 24, 2010, 3:30 PM, Meeting held at the Searles Building, 2<sup>nd</sup> Floor Conference Room**  
**MEETING NOTES**

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
Dan Bradford	DBra	KBA/Trident
Mary Mahoney	MM	KBA/Trident

Item No.	Item	Description
1.	<b>Call to Order</b>	The meeting was called to order at 3:33 PM by the Chair, Suzanne Lamoureux. (SL)
2.	<b>Approval of meeting notes from 7/13/10</b>	Motion made by Arthur Nicholson (AN) to accept the meeting notes issued for August 10, 2010, seconded by Robert Vogler (RV). Unanimous vote in favor.
3.	<b>Status of MSBA's Project Funding Agreement (PFA)</b>	Wm. Manzi (WM) reports that MSBA's Project Funding Agreement was received and will be presented this evening at a Special Meeting of the City Council. The City Council Special Meeting will only have one item on the agenda: consideration and vote on execution of MSBA Project Funding Agreement. Execution of document is pending vote/approval by City Council.
4.	<b>Designer and OPM contract amendments</b>	<b>OPM:</b> Amendment # 4 was distributed and discussed. Amendment #4 includes OPM services for the oversight of design and construction administration of renovations associated with temporary use of Central Building for 9 <sup>th</sup> grade program during the High School construction project. The fee amount for Amendment #4 is a lump sum amount of \$75,000. A motion was made by Robert Vogler (RV) to accept the OPM contract amendment #4, seconded by Arthur Nicholson (AN). Unanimous vote in favor.
5.	<b>High School project – Field House access during construction</b>	RV brought up the issue that Phase 1 construction directly affects pedestrian access from the High School to the Field House. FA+A will need to include in design consideration for continued access to/from field house.
6.	<b>Central School</b>	<b>DESIGNER:</b> • NG reports on progress with Central Building temporary use design work. Design team has and will continue to conduct as-built investigations and review existing building layout, features and occupancy needs. Nomenclature for building floor

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6.	<b>Central School - CONTINUED</b>	<p><b>DESIGNER: Continued</b></p> <p>plans is established to avoid confusion on building floor levels/names. Design team has reviewed locations for new elevator and believes location at Ditson Pl end of the building works best with existing exterior access ramp. Ditson Pl entry will also be used for building's main entry and bus drop off &amp; pick up location. Reviewed preliminary space layout for all three floors. Note pre-existing shower facility rough-in available in first floor level so toilet rooms will not need to be retrofitted with showers. Floor elevation change on second floor has been reviewed and a ramp is proposed in west corridor which will meet code and avoid need for stair lift.</p> <ul style="list-style-type: none"> <li>• NG notes some areas that will require discussion with the Building Commissioner and Accessibility agent including above ceiling space in gymnasium, existing door access/hardware.</li> <li>• WM notes that plans for design review by City agencies has been coordinated and that issues will be resolved during document review meetings.</li> <li>• WM notes that plan needs to be developed by School Department to remove surplus furniture, equipment, supplies being stored at Central Building. Judith Scannell (JS) notes plan for material removal/relocation is presently being worked out.</li> <li>• NG review timeline for design, bid and construction. Construction period will be January 2011-August 2011.</li> </ul> <p><b>OPM – CENTRAL ADMIN LEASE SPACE:</b></p> <ul style="list-style-type: none"> <li>• GB reports meeting scheduled with Lauri Antonacci to assemble RFP for lease space.</li> <li>• JS reports Central Office staff were informed of plans for move and asked to be prepared on or about Nov./Dec. 2010</li> <li>• WM notes that School Dept should ensure that any special needs/requirements for lease space should be forwarded to OPM for inclusion in lease RFP.</li> </ul>
7.	<b>Other Business</b>	<p><b>School Superintendent appointment:</b></p> <p>SL and committee members formally congratulated JS on her appointment as Superintendent of the Methuen Public School s. SL will forward the revised contact information to MSBA to inform of the appointment.</p> <p><b>School Department update:</b></p> <p>James Giuca reports that a written survey is being created to allow staff, students, parents input on building use, needs, and other logistical considerations for project design/construction. School Department is also working on plans to inform high school and middle school students/parents of project phasing plan and Central Building temporary use in preparation of changes.</p> <p><b>Next meeting:</b></p> <p>SL reminds Committee members that future meetings will <b>start at 4:00pm</b>. Next meeting <b>September 14, 2010 at 4:00 pm..</b></p>
8.	<b>Adjourn</b>	<p>Motion made by AN to adjourn, seconded by RV. Unanimous vote in favor to adjourn at 4:26 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, August 24, 2010

Name	Initials
Mayor William Manzi, III	W. Manzi
Lauri Antonacci	LA
John Cronin, Jr.	
Sarah Dagher	
James Giuca	JG
Ann Guastaferra	AG
George Kazanjian	G.K.
Thomas Kelly	
Suzanne Lamoureux	SL
Joseph Leone	
Dorothy Najolia	D. Najolia
Arthur Nicholson	A.N.
Frank Russo	
Judith Scannell	JS
Bruce Stella	B.S.
Bryan Sweet	BS
Robert Vogler	RV
Dr. Jeanne Whitten	
Stephen Zanni	