West Elementary School Building Committee Minutes
Thursday, May 13, 2019 – 7:30AM
SC Room – 2nd floor – School Admin Building

Present:
Non-Voting Members: Mark Johnson, Janet Nicosia, Tracey Spruce, Esq., Paul Szymanski, Donna Walsh, Theresa Peznola
Absent:
Voting Members: Amrata Kirpalani

West Elem School Building Committee Chair (SBC), Paula Colby Clements, opened the meeting at 7:40AM.

Intro Of PMA Consultants
The West Elementary SBC and PMA Consultants introduced themselves to each other.
PMA Consultants: Chris Carroll -Project Executive; Steve Rusteika -Proj Director; Brian DeFilippis – Project Manager, main point of contact for the firm; John Arena – Field consultant; Natalie Robichaud – Mechanical Engineer

The slideshow began with the following slides in this order. Past projects were displayed, with a highlight of elementary schools. They are working on Andover’s municipal facility and Ballardvale Fire Station currently in Andover. The process of working with the MSBA process was displayed.

- MSBA Reimbursement Rate as a baseline, 31 points for the state is the baseline for reimbursement rate. There are also potential incentive points from 3-9 points which can add to that percentage.
- MSBA Eligible Costs is based on eligible costs vs. ineligible costs (not core to Education Program).
- MSBA Design Enrollment is the maximum enrollment = 925 K-5 students (8% SPED; 85% Space Utilization; Space Summary includes growth opportunities; also All Day Kindergarten. PreK enrollment is not included in design enrollment for options studied during Feasibility Study.
- Monthly MSBA Submittals – progress payment “propay” system – pay as you go system by MSBA; Online OPM Reports – PMA will submit monthly Online OPM Reports to MSBA containing budget; cash flow data; schedules; OPM/Designer/CM Activities
- Next steps for West Elementary: Forming Project Team; Feasibility Study; Schematic Design; Funding the Project
- Designer RFS Timeline: May 2019 – August 2019 starts from MSBA OPM Review Panel to 8-21-19 when contract negotiations begin.
- Designer Selection: Developing the Designer; Designer Selection Panel; Evaluate Respondents; The Right Fit
- Feasibility Study: Important Docs: Preliminary Design Program and Preferred Schematic Report (PSR) are submitted to the MSBA; Education Program is the first step in the feasibility study and driving factor; Master Budget are used from the start of the project; Master Schedule: are used from the start and thru all project phases.
- Education Program; Key tool for Feasibility Study thru Design Development.
- MSBA Model School Program – MSBA model schools may be used, such as our own Bancroft Elementary or PMA’s Sherwood Middle School, etc, but not always used in projects.
West Elementary Site Challenges: potential site bound by residential areas; possible wetlands in site vicinity; site location on busy street; construction impact abutters and proximity to existing school; maintain safe project site for students, faculty, staff and community; location of building entrance and student safety.

Overview of next steps for building project
A decision on the RFS will be the next step. Janet suggested that the Committee set up a drop box so that RFS documents could be dropped in for Committee members to access. Comments should be posted to documents in the dropbox and a deadline should be set. Paula suggested that all comments be made by Friday, May 17. The architects will then take those comments and create a final version of the RFS to submit to MSBA on May 21.

Thursday, July 18 at 7:30AM will be the next SBC meeting.

On a Motion made by Susan McCready and seconded by Liz Roos, the West Elementary SBC voted to adjourn the meeting of April 4, 2019 at 8:40AM. The Committee voted 9-0 to adjourn.

Respectfully,
Alison Phelan, Recorder

Attachments: PMA Consultants slide deck (or whatever the doc title is ;-)