



Town of Swampscott, Hadley Elementary School

Swampscott School Building Committee Meeting #1

Date & Time: 7:00PM on April 29, 2013

Location: B208, Swampscott High School

Attended

Swampscott School Building Committee (SSBC): Joseph Crimmins, SSBC Chair (JC)
Thomas Younger, Exec. Officer and Administrator (TY)
Sandra Rivers, Principal, Hadley Elementary School (SR)
Kenneth Ardon, Finance Committee (KA)
Glenn Paster, Comm. & Marketing Professional (GP)

collaborative partners (CP): Joseph Naughton (JN)
Paul Kalous (PK)
Inger Hamre-Foley (IF)

The purpose of the meeting is to move the Hadley Elementary School Project forward.

Opening Remarks

JC opened the meeting by welcoming collaborative partners to the team, and turned it over to CP.

JN thanked the Committee for the opportunity to work on the Hadley Elementary School project and is looking forward to the collaboration with the team. At the next SSBC meeting CP would like to facilitate a Project Charter, tabulating what Project Success means to the SSBC.

CP distributed a draft project directory and requested that any changes and/or additions be sent to them.

Project Schedule

CP distributed a draft schedule, in which CP has used information they had to date on the project and their experience from other projects to outline the various milestones from Selection of the Designer through Schematic Design and Town Vote.

The MSBA Designer Selection Panel (DSP) meets twice a month, and CP is suggesting the Committee target the DSP meeting on June 25th. In order to meet this date, the Request for Services (RFS) for Designer will need to be published in the Central Register by May 8th.

The Designer is estimated to commence with the Feasibility Study by July 23rd and submit the feasibility study to the MSBA by November 13th, for review at the MSBA Board of Directors Meeting on January 29, 2014. The Schematic Design process includes design and cost estimating, and the funding agreement with the MSBA is developed. The next milestone date is to be on the agenda for the MSBA Board of Directors Meeting for Scope and Budget Approval on March 26, 2014. The MSBA will be requesting a project schedule soon, but the schedule will be in draft form and changes can be made if the Town of Swampscott feel additional time is needed to study the various options for the Hadley Elementary School. SSBC expressed that it is important to the Committee to review each viable option and site for the Hadley Elementary School in order to pick the solution that is right for Swampscott.

SSBC asked the question if MSBA requires a Town Meeting to be held prior to the Town Election, or could it follow after the Town Election. CP stated that on another MSBA project, the Town elected to have the Town Election prior to Town Meeting.



Designer Selection

The draft RFS for Designer has been sent to the MSBA for review. SSBC will get back to CP with the insurance limits to be included in the RFS, as well as the best time and date for the briefing session.

CP will be entering the advertisement in the Central Register on April 30th for publication on May 8th, and will forward the SSBC a copy of the advertisement that will be required to be placed in a local newspaper and Comm-PASS.

The proposals from the Designers will be delivered to CP's office in Boston. Upon receipt, CP will review each of the proposals and enter information into the Designer Selection Subconsultant / Application Review Matrix – a sample matrix was distributed. Fifteen copies and CD of each of the proposals with a completed matrix for each package will be transmitted to the MSBA.

CP will visit DCAM to review the Designer records, and call references for each of the Designers on behalf of the SSBC.

The MSBA DSP will consist of three members from Swampscott. The SSBC will be requested to pick three members, whose names will need to be forwarded to the MSBA.

Next Meeting:

The next School Building Committee meeting will be scheduled at a later date.

These notes will become part of the project record as written, unless corrections or additions are received in writing by collaborative partners within 6 days of distribution.