



Town of Swampscott, Hadley Elementary School

Swampscott School Building Committee Meeting #5

Date & Time: 8:00AM on July 9, 2013
Location: Swampscott Middle School

Attended

Swampscott School Building Committee (SSBC):	Kenneth Ardon, Finance Committee (KA) Garrett Baker, Member MCPPO certified, (GB) Edward Cronin, SPS Business Manager (EC) Barry Greenfield, Board of Selectman (BG) Carin Marshall, School Committee (CM) Glenn Paster, Comm. & Marketing Professional (GP) Sandra Rivers, Principal, Hadley Elementary School (SR) Thomas Younger, Exec. Officer and Administrator (TY) Joe Crimmins, Chairman (JC) Lynne Celli, Superintendent, (LC) Laurier Beaupre, School Committee (LB)
collaborative partners (CP):	Paul Kalous (PK) Joe Naughton (JN)
Mount Vernon Group Architects (MVG):	Frank Tedesco, AIA (HG) Al Cuevas AIA (AC)

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

Opening Remarks

JC opened the meeting and Collaborative Partners reviewed the agenda.

Mount Vernon Group Design Contract

PK introduced Frank Tedesco, President of Mount Vernon Group Architects. FT stated that the MSBA contract is a standard contract and they will agree to it. FT remarked that the work required by the standard MSBA contract for this phase of the project is comprehensive and exhaustive. FT stated that the fee that would MVG would be looking for in this phase would be approximately \$600,000 due to the robust scope of work. FT acknowledged that CP instructed them that the fee cannot exceed \$335,000 based on the appropriation voted by the Town of Swampscott. FT stated that survey information for the feasibility study and schematic design will be based on existing information, and a new survey will need to be in the next phase of the project as the fee cannot support this cost. Similarly, FT requests that if the Town could assist with their own equipment and personnel to dig test pits under the direction of the geotechnical engineer, that would help defray costs in this phase.

Schedule and Public Outreach

PK presented a draft schedule containing milestone dates. The draft schedule is based on the MSBA schedule of approvals by their Board of Directors. The next milestone is to present a preferred option to the MSBA Facilities Assessment Committee on October 16, 2013. The MSBA will request the materials for this presentation to be submitted approximately two weeks ahead of this date. Therefore, the Town of Swampscott will need to decide the preferred option by October 1, 2013. The options available, and findings from data gathering that is now beginning will need to be presented to the SBC at the end of August. The SBC and Dr. Celli indicated that a brief update at the school convocation on August 26, 2013 would be useful to begin generating public interest and announce the dates of public forums to discuss the alternatives. JN advised that at least two public forums should be scheduled. The first public forum would be to provide information and receive questions. The second

would be to respond and validate concerns and questions from the first forum. These forums would take place in September. The SBC indicated acceptance of this approach and will prepare for important decision making in August and September and review possible dates for the forums.

JC said that the SBC should provide information to the Town as soon as it becomes available. When materials become available, they should be posted on a website. An email to send a report in the meantime would be useful. CP to write a summary update, approximately four paragraphs in length, to describe progress to date and a look ahead.

Project Planning discussion

PK showed the summary matrix, (empty with no data except the sites to be studied) that indicates the "apples to apples" comparison of project schemes and sites. The summary matrix will also contain a list of pros and cons for each site. The rest of the feasibility study will be the back up to this summary. FT said that in this comparison there will be invariables including the approved enrollment, the program of rooms and spaces and the cost to renovate or develop the other elementary schools. The approved enrollment is 635 and the grades are 1-4. FT stated that the cost to renovate other schools is a factor because there will be a high demand for the new school and a perceived inferiority for the not so new schools.

AC presented the MSBA space summary. The space summary is the school program that will indicate what the MSBA would recommend for the number and size of all spaces in the building based on a set enrollment and grades. This space summary must be reviewed and crafted school administration and MVG and then voted by the School Committee. The Swampscott classroom size recommendation is less than 20 per classroom. This would equate to 32 classrooms total and approximately 8 classrooms per grade.

AC stated that they have received existing information from GB and are seeking any additional site information. FT said that their consulting engineers will be spending a day at the schools to do a general assessment of the buildings on July 16, 2013 and that MVG are moving forward with data gathering.

Other Business:

Motion: That the minutes of meeting 4 be accepted.

Motion by: Joe Crimmins

Seconded: Dr. Celli

Vote: Unanimous

Motion: That Collaborative Partners invoice, in the amount of \$10,035 for services through May 31, 2013 be approved.

Motion by: Ken Ardon

Seconded: Joe Crimmins

Vote: Unanimous

Next Meeting:

The next School Building Committee meeting will be held on Tuesday July 16, 2013 at 8:00AM. The agenda will be a site review meeting, to discuss pros and cons of each of the sites from the SBC members local knowledge and viewpoint.

Meetings moving forward will be weekly as needed, 8am Tuesdays.

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.