

Memorial Boulevard Intradistrict
Arts Magnet School Committee
Regular Meeting January 24, 2019

Present: Cheryl Assis, Dr. Michael Dietter, Lori Eschner, John Lodovico,
Steve Masotti, Dave Preleski, John Smith, and Frank Stawski

Excused: Chris Wilson

Also Present: Tracy Brennan (Downes Construction), Jill Browne, Angela Cahill,
Tim Callahan, Dr. Catherine Carbone, Ed D'Amato, David Heer
(Downes Construction), Rusty Malik, Dr. Susan Kalt-Moreau, Roger
Rousseau

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chair Dietter.

2. APPROVAL OF MINUTES

On a motion by John Smith and seconded by John Lodovico, it was unanimously voted to approve the minutes of the regular meeting on January 10, 2019.

3. PUBLIC PARTICIPATION

There was no public comment.

4. PLA AND OPEN SHOP PRESENTATIONS

Early Thursday afternoon, it was brought to Chair Dietter's attention that one of the parties was not notified sooner and was unable to make the meeting. The notification to present was sent to those that had expressed to the committee interest. At no fault of the committee, there was a representative that was not informed but has an interest to present. Due to fairness to all parties, it was presented by Chair Dietter to table the PLA and Open Shop discussions and defer this topic to the February 28, 2019 meeting.

On a motion by John Smith and seconded by David Preleski, it was unanimously approved to table the PLA and Open Shop presentations and to add this topic to the February 28, 2019 meeting.

5. PROJECT MANAGER'S UPDATE

- Survey of the tennis courts is complete and will be in the site & civil drawings
- Flagging wetlands is in process
- Phase 1 site assessment is in process
- There is a meeting scheduled on 1/31/19 with Eagle Environmental regarding the hazmat building assessment
- Engineers and architects are still working on the existing conditions documentation
- Conceptual design and programming is in process
- The first construction/design team meeting was on 1/23/19. The follow up meeting is scheduled for 2/06/19
- The enhanced commissioning agent was chosen after the subcommittee met and interviewed the top three candidates

6. ARCHITECT'S UPDATE

- A draft of the preliminary space program was handed out – this is on file in room 24 @ BOE Central Office
- MEP and site utility is being verified
- They are working to further develop the space program curriculum; program committee is in the vetting process
- Working on developing concept using the most recent space program; working on maximizing parking by keeping additions tight to the existing building voids
- Kickoff meeting was held with the Construction Manager
- Contact list is expanding
- Working on meeting calendar with CM; every 2 weeks
- Discussions of project budget and schedule with CM are ongoing
- Early conceptual design of the main entrance were presented

7. CONSTRUCTION MANAGER UPDATE

- The kickoff meeting took place on 1/23/19
- Working on the schedule detailing pre-construction
- Will be working closely with the architect on approvals from state and local officials
- Will be providing support to the design team
- Working on a schedule that is feasible with weather conditions
- Considering possible “early bid package” to include demolition and abatement
- Working on a draft schedule to present at the next scheduled meeting

8. APPROVE RECOMMENDED ENHANCED COMMISSIONING AGENT

Interviews for the commissioning agent were held. The interview committee chose VanZelm, Heywood & Shadford due to their thorough job with their presentation and the inclusiveness of the contract. The price is a representation of the full scope of the project.

On a motion by John Smith and seconded by John Lodovico, it was unanimously voted to approve the recommendation of contract 2P19-054 Enhanced Commissioning Services to VanZelm, Heywood & Shadford, Inc. in the amount of \$123,400.00 and to make referral to the City Council for such recommendation.

9. OLD BUSINESS

There was no old business to discuss.

10. NEW BUSINESS

It would be beneficial to engage the local officials in these early stages. It will help get their insight and thoughts on the project.

11. ADJOURNMENT

Meeting adjourned at 7:31 p.m. by Chair Dietter.

Respectfully submitted,

Tara Landon

Tara R. Landon
Administrative Assistant/Operations