

## MEETING MINUTES

<b>DATE OF MEETING:</b>	July 18, 2019, 10:00am.		
<b>PROJECT:</b>	Pentucket Regional School District (PRSD)		
<b>PROJECT NO.:</b>	16-0744		
<b>SUBJECT:</b>	Working Group (WG)		
<b>ATTENDEES:</b>			
	Justin Bartholomew (JB)	PRSD Superintendent	Y
	Jonathan Seymour (JS)	Pentucket HS Principal	Y
	Ken Kelley (KK)	Pentucket MS Principal	Y
	Wayne P. Adams (WA)	Pentucket	Y
	Greg Labrecque (GL)	Business Manager	Y
	Greg Hadden (GH)	PRSD Facilities Director	Y
	Jon Lemieux (JL)	Vertex	Y
	Steve Theran (ST)	Vertex	Y
	Dena Trotta (DT)	PRSD, School Committee Vice-Chair	N
	Lisa O'Connor (LO)	PRSD, School Committee Chair	Y
	Brad Dore (BD)	Dore & Whittier Architects Inc. (D+W)	N
	Jason Boone (JBo)	D+W	Y
	Josh Hagan (JH)	D+W	Y
	Nick Beck (NB)	D+W	N
	Giovanna Chaisson (GC)	D+W	Y
	Mark Marshall (MM)	D+W	N
	Margaret Daly	D+W	Y
	Lindsey Woodland (LW)	D+W	N
	María Fernández-Donovan (MFD)*	D+W	Y
	This format = members of the group not attending the meeting.		

### Agenda:

- Permitting Update
- Design:
  - -Athletics/Stadium
  - -Library

ARCHITECTS  
PROJECT MANAGERS

260 Merrimac Street Bldg 7  
Newburyport, MA 01950  
978.499.2999 ph  
978.499.2944 fax

212 Battery Street  
Burlington, VT 05401  
802.863.1428 ph  
802.863.6955

www.doreandwhittier.com

- MEP
  - Chiller
  - Neutralization Tanks
- Salvage List.
- District Offices
- National Grid Rebate Program Forms

TEM NO.	NOTES	ACTION BY
1.	<p><b>Minutes:</b>            Jonathan Seymour stated that from this meeting forward, the Building Committee shall receive copies of the Working Group Meeting minutes.</p>	D&W/PRSD
2.	<p><b>Building Area:</b>            Greg Labreque asked what the areas of the building and the kitchen area are:</p> <p>D+W provided the following information:</p> <ul style="list-style-type: none"> <li>• Kitchen: 2,355 SF</li> <li>• Servery Area: 730 SF</li> <li>• Total Building Gross Area: 211,700 SF</li> </ul>	Record
3.	<p><b>Permitting:</b>            D&amp;W reported having met with the building inspectors and town planners of West Newbury and Groveland to discuss the permit process for the project on June 20, 2019, at 10:00am. Greg Hadden represented the PRSD at the meeting while Steve Theran represented Vertex on behalf of PRSD.</p> <ul style="list-style-type: none"> <li>• Wetlands that have not been flagged within the last three years will be reflagged/resurveyed before a site walk through with Planning and ConCom to be scheduled</li> <li>• All wetlands will be incorporated into survey.</li> <li>• Both town planners stated that they expect they will have independent site plan reviews and will try to agree on one engineer reviewer to work on the site for both towns.</li> <li>• Groveland may deem their site plan review as a “minor site plans review” which will facilitate the process.</li> <li>• Both building inspectors stated that anticipate reviewing what is in their jurisdiction. Groveland will review the Stadium and West Newbury will review the school building.</li> <li>• Vertex will investigate and develop a draft communication protocol to keep the project neighbors informed on the project progress.</li> </ul>	Vertex

TEM NO.	NOTES	ACTION BY
	<ul style="list-style-type: none"> <li>• Construction hours need to be determined.</li> </ul> <p>A follow up meeting with the building inspectors of West Newbury and Groveland is planned for the following week to discuss the project as it relates to code, variance, etc.</p> <p>A meeting with the Police and Fire of West Newbury, Groveland and Merrimack will be scheduled to discuss all safety issues of the proposed building.</p>	<p>D&amp;W</p> <p>D&amp;W</p>
<p>4.</p>	<p><b>Construction Hours:</b>  D&amp;W stated that the construction hours for the project need to be determined and agreed upon. It is unclear if the selectmen need to vote on this. Specially if so, the earlier the construction hours are agreed upon, the better.</p> <ul style="list-style-type: none"> <li>• Once agreed upon, construction hours will be put on in the specifications and will be part of what the bidders are committed to.</li> <li>• Noise will be monitored, and noisy work will be scheduled to avoid unreasonable hours.</li> <li>• School to notify the team if there are noise sensitive hours to keep in mind (SAT, ACT, etc.) during the construction schedule.</li> <li>• Tentative construction hours are <ul style="list-style-type: none"> <li>○ Monday-Friday 6:00am – 7:00pm.</li> <li>○ Start at 7:00am for noisy work</li> <li>○ Saturdays 8:00am-4:00pm</li> <li>○ Note that not all hours will be used. Standard work hours at 7:00am-3:00pm . Ample work hours are more attractive to bidders who like to start and end early.</li> </ul> </li> </ul>	<p>D&amp;W</p>
<p>5.</p>	<p><b>Construction Schedule:</b>  J. Seymour asked when construction would begin.  D&amp;W provided a summary:</p> <ul style="list-style-type: none"> <li>• Early Package will be awarded at the end of February 2020. Site work will begin shortly after.</li> <li>• Steel may start as early as March 2020.</li> </ul> <p>Parking will be disrupted for the Spring 2020 semester. Therefore, D&amp;W, PRSD and WTR will have a meeting to work out the parking situation and schedule.</p>	<p>D&amp;W/PRSD  /WTR</p>

TEM NO.	NOTES	ACTION BY															
	<p>J. Seymour stated that 280 parking spots for staff and students is required at all times during construction.</p>																
<p><b>6.</b></p>	<p><b>Design Update-Stadium:</b>                      J. Hagan showed the current Stadium floor plans.</p> <ul style="list-style-type: none"> <li>• 2 locker rooms currently have the same layout in mirror image. Open cage lockers, separate equipment storage racks that take significant wall space</li> <li>• Not all kids lock their locker.</li> <li>• Fall sports require 61 lockers in the Stadium.</li> <li>• D&amp;W went through different scenarios with the coaches and concluded that winter use of the stadium is null, therefore the building will be designed to be winterized.</li> <li>• Is it better to reduce locker size and have wall mounted helmet and shoulder pad racks OR keep the locker sizes larger so all equipment can be placed in the lockers? PRSD is undecided. All agreed to have this conversation with as many coaches as possible. A meeting was scheduled with the coaches for August 22, 5:00pm at the Pentucket High School locker rooms.</li> <li>• What sports will use what lockers? This was predicted:</li> </ul> <table border="1" data-bbox="347 1129 1135 1556"> <thead> <tr> <th>Season</th> <th>School Building</th> <th>Stadium</th> </tr> </thead> <tbody> <tr> <td>Fall</td> <td>Baseball Soccer Track Basketball Volleyball Cross Country</td> <td>Football (B) Field Hockey (G) Soccer (G)</td> </tr> <tr> <td>Winter</td> <td>All indoor winter sports</td> <td>Closed</td> </tr> <tr> <td>Spring</td> <td>Similar to Fall</td> <td>Lacross (B+G) Tennis (B+G)</td> </tr> <tr> <td>Summer</td> <td>Not discussed</td> <td>Not discussed</td> </tr> </tbody> </table>	Season	School Building	Stadium	Fall	Baseball Soccer Track Basketball Volleyball Cross Country	Football (B) Field Hockey (G) Soccer (G)	Winter	All indoor winter sports	Closed	Spring	Similar to Fall	Lacross (B+G) Tennis (B+G)	Summer	Not discussed	Not discussed	<p>PRSD D&amp;W</p>
Season	School Building	Stadium															
Fall	Baseball Soccer Track Basketball Volleyball Cross Country	Football (B) Field Hockey (G) Soccer (G)															
Winter	All indoor winter sports	Closed															
Spring	Similar to Fall	Lacross (B+G) Tennis (B+G)															
Summer	Not discussed	Not discussed															
<p><b>7.</b></p>	<p><b>Fields:</b>                      A presentation about artificial turf fields took place on June 24. A list of fields and contact information was issued as follow up so that the athletic staff can make site visits, get user feedback, get a sense of what the fields are like to provide feedback back to the design team. The design team is hoping for feedback at the August 22 coaches' meeting.</p>																

TEM NO.	NOTES	ACTION BY
8.	<p><b>Design Update: Library</b></p> <p>G. Chaisson provided a brief update on the library design after prefacing that this update is small. The team is planning to present a full library design update on August 1, 2019. Areas highlighted were</p> <ul style="list-style-type: none"> <li>• First floor courtyard café is now a clean space with more spacious corridor.</li> <li>• Second floor stair is in front of the fixed glass, between the corridor and the library, therefore no acoustic issues from downstairs for the library. Greg Hadden requested stainless steel handrails for the stair.</li> <li>• The library is like an extension of the courtyard as the space is defined by the extension of the outside walls. It is a clean, large, tall rectangle that will provide lots of flexibility. Furniture layouts will be shown on August 1. No circulation desk is planned, as requested.</li> <li>• The digital creation now has more identity and direct access to the corridor.</li> <li>• There is one small quiet room.</li> <li>• Lighting and acoustic consultant are/will be involved in the design.</li> </ul>	
9.	<p><b>PRSD Branding</b></p> <p>Justin stated that branding graphics opportunities needs to be kept in mind. D&amp;W agreed and asked that if branding meetings are happening, that D&amp;W be kept in the loop. Justin stated that PRSD signed a contract for branding services yesterday and will have them be in touch with Maria FD.</p>	JB
10	<p>The <b>User groups</b> meetings requested have a tentative scheduled time for Thursday next week. J. Seymour to follow- up.</p>	JS
11	<p><b>Salvage List:</b></p> <p>A walkthrough to record the salvage list to be scheduled. J. Seymour to determine who should be involved and follow-up with proposed schedule.</p>	JS
12	<p><b>MEP Update:</b></p> <p>D&amp;W stated that the decision between a water cooled or and air-cooled chiller has been made. Although lower upfront cost and lower maintenance were advantages of going with an air-cooled chiller, the decision to go with a water-cooling tower gained more support due to lower noise levels, better sustainability rating (up to 2 LEED points) and a familiar system. D&amp;W has authorized the</p>	Record

TEM NO.	NOTES	ACTION BY
	MEP consultant to proceed with a cooling tower.	
13	<p><b>Roof Access:</b>            D&amp;W reported that after discussion with G. Hadden about the elevator to the roof, he agreed that it was not worth the expense and other consequences. The roof will now be accessible via ladders to roof hatches. There will also be ladders between the different roof heights. G. Hadden understands that no stair or elevator will reach the roof and so there will be no walk on access to the roof.</p>	Record
14	<p><b>Neutralization Tanks:</b>            Choice of neutralization for the science classroom sinks was between having one large tank to collect from all building science sinks, or a localize system under each sink.</p> <p>After reviewing the options, G. Hadden stated that the localized options seemed better:</p> <ul style="list-style-type: none"> <li>• Easy to maintain as</li> <li>• If the system gets clogged at the sink, only one sink is affected. If the system were to get clogged at the tank for all sinks, more sinks would be affected.</li> <li>• The media is easy to replace under the sink by school staff. The larger tank requires service.</li> </ul> <p>D&amp;W is directing consultants to proceed with localized-under sink neutralization system.</p>	Record        D&W
15	<p><b>Sustainability Update:</b>            D&amp;W provided the National Grid Rebate Program paperwork to J. Bartholomeus for signature to agree to participate on the NGRID rebate program. The program begins with a thorough review of the DD set by DMI. That will follow with suggestions for rebates. Rebate amount depends on decisions made by the design team on the suggestions.</p> <p>J. Bartholomeus to provide signed paperwork.</p>	PRSD
16	<p><b>CM:</b>            B. Dore reported that WTR has assigned a foreman to the project. D&amp;W will send WTR a progress 50% set to keep them informed. WTR will be invited to an upcoming Working Group meeting soon to be agreed to.</p>	D&W

TEM NO.	NOTES	ACTION BY
17	<b>Meetings/presentations ahead</b> The group agreed to Working group meetings every other week.  The following meetings are scheduled as: <ul style="list-style-type: none"><li>• August 1, 2019</li><li>• August 15, 2019</li><li>• August 22, coaches' user group meeting</li><li>• TBD – Salvage list walkthrough</li></ul>	All

The above is our summation of our meeting. If you have any additions and/or corrections, please contact this office for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**  
Architects ▪ Project Managers

Maria Fernandez-Donovan AIA, LEED AP BD+C, MCPPO  
Project Manager

cc: All attending