**PRSD Building Committee**

**Meeting date & place: 6:30 pm, July 9, 2019 High School Cafeteria**

**Building Committee Members Present:** Jonathan Seymour, Kim Jackson, Wayne Adams, Denise Dembkoski, Carol McLeod, Angus Jennings, Greg Towson, Glenn Kemper, Greg Hadden, Greg Labrecque, Bill O’Neil

**Owner’s Project Manager:**. Steve Theran, Vertex

**Designer:**  Brad Dore, Giovanna Chaisson, Dore & Whittier

**Minutes**

Minutes from the 5.14.19 building committee meeting were unanimously approved by the building committee members present.

**New Business**

**Committee Membership**

Updating the committee that Joanna Blanchard has stepped down from the building committee and Wayne Adams will be taking her place. This has been submitted and approved by the MSBA.

**Design and Schedule Updates**

Updating the committee on some of the design process problem solving issues that we have been working through in user group and working group meetings. After SD designer went back to the users to check on the design of the spaces and identified that the concept was about 90+% on target. One area that needed more work was having a space for an orchestra pit in the auditorium. After discussing with the music and theatre department and looking at multiple scenarios the solution that seemed to have the most functionality was a pit about 6’ below the stage that is visible from to the public. Cost for this would be contained within the design and pricing contingency, which is in place to allow for additional design work to be done throughout the Design Development process. There was discussion regarding the purpose of the different contingency categories in the budget. The owner and construction contingency may be necessary during the construction phase. The design and pricing contingency are used during the design development and construction document phases to allow flexibility because when the budget was set the design was not complete. This is part of the process and these monies are there to account for items that are developed as the design is finalized.

Brad explained that it is their job to get the project done on budget. As the design development is completed another 2 estimates will be done and reconciled. After design development comes the construction document phase. At 60% completion, 90% and 100% completion more pricing estimates are completed and reconciled. These are all in place to keep the project on budget.

The library was another are that needed some additional design work. We were struggling with the openness of the space being what was desired, however there was no easy way to secure the space when necessary. Furthermore, the digital creation labs were located behind the library requiring students to walk through the space to enter that classroom. After much brainstorming the current design brings the digital creation lab out to the second floor corridor and moves the library to the west side of the second floor. The library is still an open flexible space located in the middle of the school on the second floor corridor, but it is now able to be secured when necessary. The actual door mechanism is still being explored to allow for closure but also openness to the corridor when preferred. These changes were done with no increase to square footage.

The locker rooms are also an area that has been discussed at length. The designer has gone back to the user groups several times to discuss which teams will be in which locations and then how these locker rooms will be set up to support those activities. There are locker rooms in the stadium building as well as the main school building.

There was also an update on the permitting process. There was an initial meeting with the building inspectors and planning officials in West Newbury and Groveland. There are many details to be worked out but the goal is to keep everyone on the same page. In West Newbury they are working to determine which expenses fall to the WN inspector as this person’s time is paid by inspection fees alone.

Steve Therran from the OPM, Vertex, gave an update on the schedule. In his update he reiterated the cost management estimate process that was discussed earlier in the meeting. The detail of the schedule is contained in the meeting presentation slides which are attached to the minutes.

Before the conclusion of the meeting Greg Labrecque explained some of the things he is considering in the borrowing process. Denise Dembkoski asked about the work done in the working group meetings. She wanted to know more about decisions made during those meetings and what is shared out at the building committee meetings. For instance, with the auditorium orchestra pit it seemed that many options were considered and one was presented at tonight’s meeting. It was suggested that the minutes from the working group meetings be shared with the building committee so that everyone could see what was discussed and the committee agreed with the idea.

**Adjournment**

The meeting adjourned at approximately 8pm.