

MEETING MINUTES



Meeting Date / Time: **October 17, 2019 / 10:00 am**
 Project Name: **Pentucket Regional School District Building Project**
 Project Number: **17-0762**
 Subject: **Working Group**
 Attendees:

Justin Bartholomew (JB)	PRSD Superintendent
Jonathan Seymour (JS)	Pentucket HS Principal
Ken Kelley (KK)	Pentucket MS Principal
Wayne P. Adams (WA)	Pentucket
Greg Labrecque (GL)	Business Manager
Greg Hadden (GH)	PRSD Facilities Director
Jon Lemieux (JL)	Vertex
Steve Theran (ST)	Vertex
Dena Trotta (DT)	PRSD, School Committee Vice-Chair
Lisa O'Connor (LO)	PRSD, School Committee Chair
Angus Jennings	Town Manager, West Newbury
Carol McLeod	Finance Directory, Merrimac
Denise Dembkoski	Finance Director, Groveland
Jonathan Rich (JR)	W.T.Rich Company, Inc (WTR), CEO
Kirk Balcom (KB)	WTR, Project Manager
Bill Brown	Brown + Sardina (B+S)
Joe Strayer	B+S
Bert Comins	West Newbury Conservation Agent
Leah Zambarnardi	West Newbury Town Planner
Brad Dore (BD)	Dore & Whittier Architects Inc. (D+W)
Jason Boone (JBo)	D+W
Mark Marshall (MM)	D+W
Josh Hagan (JH)	D+W, Job Captain
Nick Beck (NB)	D+W
Giovanna Chaisson (GC)	D+W, Interiors
Margaret Daly (MD)	D+W, Interiors
Abdias Jimnian (AJ)	D+W
María Fernández-Donovan (MFD)*	D+W, Project Manager
Formatting - ,	Attending / NOT Attending

ITEM	ACTION BY	DESCRIPTION:
1.1	Record	<p>Project Cost Estimate Status</p> <p>Brad D. gave a summary of the Estimate Reconciliation and the next steps. Brad noted that based on the meetings, that the estimates are over the budget, but this is not unusual and that there is a list of Value Engineering (VE) items to reduce cost. The Design Team and the Owner will need to review and rank the VE List to make decisions for final development of the project.</p> <p>The current plan will be to provide the full list as part of the MSBA Submission, and then make final decisions and ultimately the Building Committee will vote on items to be accepted and incorporated into the project. The design Team would like the votes to be completed at the November Building Committee Meeting.</p> <p>Jon R. noted that there can benefit to a sub-committee to decide on many of the VE items. Brad D. responded that while this is true and items can effectively accepted by a smaller group the full list will need to be presented to the Building Committee, at least for confirmation.</p>
1.2	Record	<p>Permitting:</p> <p>Brad D. reviewed the current plan and upcoming schedule for the permitting process. (Find attached schedule following these minutes)</p>
1.3	Record	<p>Neighborhood Meeting:</p> <p>The agenda for the upcoming meeting with Neighbors and Abutters was discussed. The topics will include Personnel for the project, expected lines of communication, Schedule, and a review of what people can expect during construction, including work hours. (full detailed agenda was issued in Minutes for 10-10 Working Group)</p> <p>Angus J. Noted that there should not be any limits placed on work hours below those in the Town By-laws.</p>
1.4	D+W	<p>Design Development Page Turner:</p> <p>It has been suggested by Vertex (OPM) that there should be meetings with the owner and design team to review the Design Development documents. It was decided that the Building Committee The Building Inspectors will also be notified of these meetings, should anyone wish to attend. The Meetings will be scheduled for November 6, 2019 at the D+W Office. D+W to coordinate the schedule and invitation.</p>

The above notes reflect the summary of our meeting. Please contact me with any comments or corrections. After 10 days, we will accept these minutes as an accurate record of our discussion.

Sincerely,
DORE + WHITTIER
 Josh Hagan – Job Captain

Attachments: Permitting Update (Schedule)

Copy: File
Attendees
Building Committee, MM, MD, BT, NB, GSC



Permitting Update

- | | |
|--|--|
| Friday Oct. 11, 2019 | Provide existing and proposed site plans to Groveland and West Newbury ConComs |
| Tuesday, Oct. 15 | Provide LEC material to Groveland and West Newbury ConComs |
| Friday Oct. 18,
12:00p | Pentucket Site Walk-through with
West Newbury ConCom |
| Saturday, Oct. 26
(To be confirmed) | Pentucket Site Walk-through with Groveland ConCom |
| By October 31 | Notice of Intent - NOI |



Permitting Update

- Tues, Oct. 15 West Newbury Planning Board Meeting:
Review criteria for the Site Plan per the Dover Amendment
- WED, Oct 30, Neighborhood Meeting at 7:30p**
- Wed, Oct 30 Submit Complete Site Plan Review Application** and Plans to
Groveland and West Newbury Planning Boards.
 Variances:
 1) Height at 35' (based on R1 zoning)- for school building
 2) Land and Stormwater Disturbance Management
 3) Stadium Parking.
- Wed, Nov 6 Pre-Application Conference with West Newbury Planning Board
to schedule Planning Board Public Hearing
- Tues, Dec 3 West Newbury Planning Board Site Plan Review Public Hearing