**PRSD Building Committee**

**Meeting date & place: 6:30 pm, October 22, 2019 High School Cafeteria**

**Building Committee Members Present:** Jonathan Seymour, Kim Jackson, Wayne Adams, Greg Towson, Greg Hadden, Bill O’Neil, Bill Daley, Carol Mcleod, Stephanie Seeley, Dena Trotta, Emily Dwyer, Angus Jennings, Justin Bartholomew

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

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

**Construction Manager**: Jon Rich, Kirk Balcom, W.T. Rich

**Minutes**

Minutes from the 9.10.19 building committee meeting were approved by the building committee members present (Angus Jennings abstained).

In a related note D&W, Vertex and the district met with the MSBA Tuesday morning for a Design Status Meeting. In the meeting we were able to give an update on some minor design changes which have occurred since Schematic Design. We were also able to give an update on the Design Development report and cost estimation process. The MSBA project managers then reviewed next steps in Module 6, 7 and 8. The MSBA stated that they were pleased with our progress and felt that our budget estimation, cost reconciliation and VE process all seemed to be on target. They commented that several recent projects were experiencing a greater challenge trying to reconcile and VE costs that were much larger than what we were experiencing.

**New Business**

1. **Cost Estimation Process –** Brad Dore explained the process used to estimate project costs, which is part of the Design Development milestone and submission to the MSBA. Over the past month Dore & Whittier’s estimater, PM&C along with WT Rich’s estimate team both worked on separate cost estimates. The two estimates had predictable variations which lead to the reconciliation process.
2. **Reconciliation Results –** On October 15 and 16 the two cost estimates were reconciled. This process entails the 2 estimate teams, along with the designer and OPM meeting to look at the specific items where they differed. At the end of the process they reconciled the estimate to be $121,734,752. This was about 3.2 million over the budget of $118,540,836 established during the schematic design estimate process.
3. **VE Items, Path to meet the budget -** D&W, Vertex, Greg Hadden, Greg Labrecque, Jonathan Seymour and Justin Bartholomew met to review a list of possible VE (value engineering) options to close the 3.2 million gap between the DD and SD estimates. After spending a day and reviewing about 100 items, we are confident that we have a path to reduce project scope and keep the project at 118 million. A final determination of which items will be changed to close the gap will be a decision made by the Building Committee. In preparation for this decision to be made all committee members are invited to attend a meeting on November 6th beginning at 1pm (this process will likely take hours to complete) to review these items in detail in preparation for discussion and decision in November. We also discussed the date of the November meeting. The second Tuesday in November follows the Veterans Day holiday, as a result each town will be pushing their selectman’s meeting to Tuesday, November 12th. The committee agreed to hold the November building committee meeting on 11.13.19 and to begin at 5:30pm instead of 6:30pm due to an anticipated longer than normal agenda related to the VE discussion/decision.
4. **Permitting Update –** We have begun the permitting process with West Newbury and Groveland for planning, zoning and conservation. Meetings and site walks are in process, we will continue to update the committee on this process at the next meeting.
5. **Neighborhood meeting –** We have invited all neighbors within 500’ of school property to attend an informational meeting with the designer, OPM and school officials. This meeting will be held on October 30th at 7:30pm and is intended to answer anticipated questions and establish a communication process when questions arise.
6. **Preconstruction survey of neighbors –** A process used in many similar projects is to hire a company to conduct a preconstruction survey of neighboring homes. This process establishes existing conditions and serves as a baseline should any damage occur related to construction. The committee felt this was a good idea and WT Rich will begin the process.
7. **Traffic Study –** Based on the mixed reviews of the traffic and site flow proposed at the September meeting, along with an anticipated request for a traffic study that could come from the planning board process, we are requesting approval for a traffic study. The proposal would cost a maximum of $11,000 which includes time for presentations at several meetings which were detailed on the proposal handed out at the meeting. These meetings may or may not be necessary and could reduce the cost to about $6,000. The committee approved moving forward with the traffic study.
8. **Review of Design Drawings –** The design development report being sent to the MSBA on October 23rd contains a set of drawings which represent 50% completion of the work to be done. Any committee member interested is invited to a meeting with the designer, OPM and district to review these drawings in detail. The meeting will be at Dore and Whittier’s office in Newburyport on November 6th from 9am-12pm.
9. **Design Development Submission to MSBA –** The committee unanimously approved and authorized the Owners Project Manager, Vertex, to submit the Design Development Report to the MSBA.

**Adjournment –** The meeting adjourned at 7:40pm.