**Concord Middle School Building Committee**
**Meeting Minutes**
**February 6, 2020**

**PRESENT:** Dawn Guarriello, Court Booth, Chris Popov, Matthew Root, Laurie Hunter, Jared Stanton, Heather Bout, Kate Hanley, Susan Bates, Russ Hughes, Justin Cameron Stephen Crane, Pat Nelson, Frank Cannon, Charlie Parker, Jon Harris, Kristen Olsen

**ABSENT:** Tim Hult

**PRESENT FROM HILL INTERNATIONAL:** Andy Vo, Senior Project Manager; Julie Leduc, Assistant Project Manager, Mike Caroll

**PRESENT FROM SMMA:** N/A

**Call to Order**
Dawn Guarriello called the meeting to order at 7:34 A.M. in Conference Room 4, Ripley Building.

**Approval on Minutes**
Dawn Guarriello requested approval of the Sustainability Meeting Minutes on January 8, 2019. Approval from subcommittee was motioned by Frank Cannon and seconded by Kate Hanley. Approval from full committee was motioned by Frank Cannon and seconded by Matt Root. Dawn Guarriello also requested approval of the Communication Meeting Minutes on January 22, 2019. Approval from subcommittee was motioned by Pat Nelson and seconded by Heather Bout. Approval from full committee was motioned by Susan Nelson and seconded by Chris Popov.

**Project Schedule Update**
Mike Carroll presented 3 schedule options to the committee. Each schedule was simplified to show only key dates.

<u>Special Town Meeting Options:</u>
Option 1: Special Town Meeting on July 14, 2020 and Town Vote on September 1, 2020.
Option 2: Special Town Meeting on September 16, 2020 and Town Vote on September 30, 2020
Option 3: Special Town Meeting on October 5, 2020 and Town Vote on November 3, 2020 (same day as Presidential Election)

Mike Carroll presented the team a pros and cons list for all three options. The list consisted of an earlier/later Town Vote date and construction, budget, and move-in risks. Team also talked about their plan if they do not meet the move-in date of September 2023 and what the monetary and educational logistics would be.

The Building Committee confirmed that the ballot language needs to be finalized 35 days before Special Election and if it is held on the Presidential election, it needs to be sent to the Secretary of State by August 4th 2020, with no dollar value needed. Absentee ballots will be available 45 days before Special Election. Note about Ballot language before Secretary of State receiving it, the Select Board needs to vote on it prior. – Stephen Crane noted that this can be done at the warrant meeting in July. Mike Carroll noted we will have dollar value for the project on or about August 18th, which is the completion of Schematic Design.

Approved

The Building Committee asked the question on whether the design team will continue to work after Schematic Design is concluded. Mike Carroll explained to the Building Committee that with option 2, the team will continue to progress with Design Development. This enables continual design progress and momentum toward a coordinated and completed design. There is less risk that Design Development progress will be disrupted compared to option 3.

After reviewing and discussing the pros and cons for all three schedule options, the Building Committee voted to present to the Select Board the option 2 with a September 30, 2020 Town Vote. Heather Bout made a motion to approve this option and Chris Popov seconded the motion. 13 people voted for and 2 against.

Key Dates for the project:
End of feasibility - March 26 2020
End of Schematic Design - August 18 2020
Construction Phase 1 - October 21 2020
Construction Substantial Completion - May 23 2023
Tentative Move-In - Summer 2023

**Communications**
Pat Nelson asked Hill for assistance with communication in social media and other social media platforms. Carroll stated Hill is able to assist, but points out that Hill generally assists with content rather than running a platform for the Committee. Andy Vo and Julie Leduc to be the point persons for social media coordination.

**Enrollment**
The enrollment that will be used for this project will be 700, the current projection is just under 700. Laurie Hunter explained that there is flexibility, so if there is an influx of students, the 700 could absorb additional students. MSBA guidelines size classrooms for 24 students with a 15% adjustment.

**Upcoming Meetings**

- School Building Committee Meeting February 13, 2020 at 7:30am
- Design Subcommittee February 13, 2020 at 9:00am
- Community Forum on February 27 at 7pm - TBD
- School Building Committee March 19, 2020 at 7:30am
- League of Women Voters meeting in West Concord Union Church February 7, 2020 9:30am

**Correspondence**
Karleen Reed letter to Design subcommittee recommended a small TV studio to be considered in the school design. Currently not offered at CMS but will be looked into further.

**Public comments**
SEPAC sent correspondence position paper.

Approved

**Adjournment**

Stephen Crane made the motion to adjourn, Susan Bates seconded the motion. The motion carried unanimously.

For additional details and information on this meeting, please refer to the link below.
https://www.youtube.com/watch?v=LwLD06G4rds&list=PL1TTzrWEKOOkQSCY4ADcNvk7hoJ9_lrH8&index=3&t=0s

Approved

# Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson
Tim Hult, Co-Chairperson

**Thursday, February 06, 2020 7:30 am**

**Meeting at Ripley School – Main Conference Room**

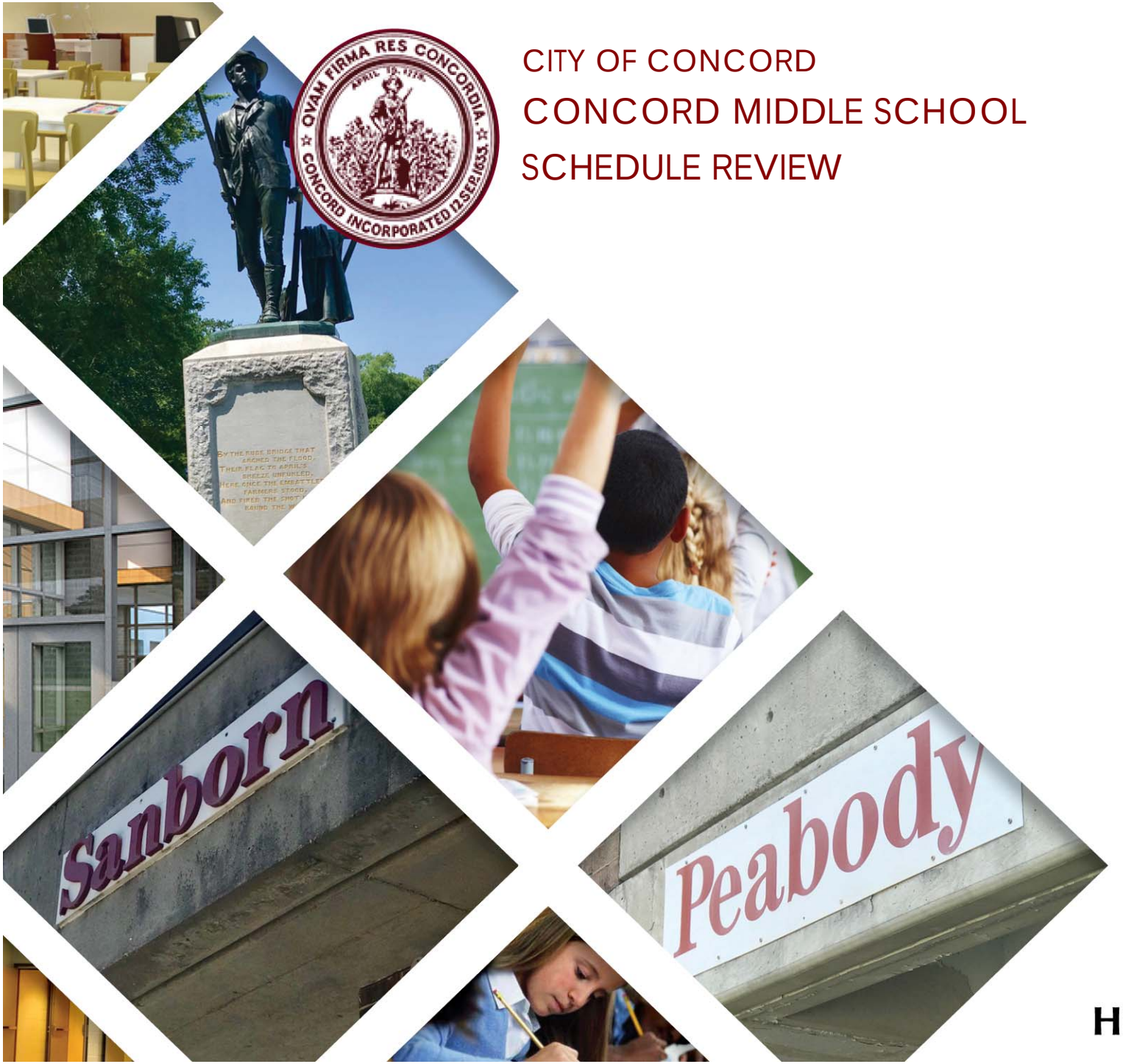
**AGENDA**

1. Call to Order
2. Approval of Minutes:
    - 1/8/20 Sustainability Subcommittee Minutes
    - 1/22/20 Communication Subcommittee Minutes
3. Update on Project Schedule (HILL)
4. Enrollment of 700 Students for New Concord Middle School
5. Upcoming Public Meetings
    - Sustainability Subcommittee Meeting February 6, 2020 at 9am
    - CMS Building Committee Meeting February 13, 2020 at 7:30am
    - Community Forum on February 27, 2020 at 7pm
    - CMS Building Committee Meeting March 19, 2020 at 7:30am
6. Correspondence
7. Public Comments
8. New Business
9. Adjourn

*The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.*

**Concord School Building Committee**

| | |
|---|---|
| Stephen Crane, Town Manager | Court Booth, School Committee Representative |
| Jared Stanton, Director of Finance and Operations CPS | Heather Bout, School Committee Representative |
| Susan Bates, Select Board | Frank Cannon, Community Volunteer |
| Laurie Hunter, Superintendent of Schools | Chris Popov, Community Volunteer |
| Justin Cameron, CMS Principal | Charlie Parker, Community Volunteer |
| Jon Harris, Budgeting and Purchasing Director | Matt Root, Community Volunteer |
| Russ Hughes, Facilities Director | Tim Hult, Co-Chair |
| Pat Nelson, Vice Chair | Dawn Guarriello, Co-Chair |
| Kate Hanley, Sustainability Director | |




CITY OF CONCORD

# CONCORD MIDDLE SCHOOL SCHEDULE REVIEW

Hill International

# Concord Middle School Project Draft Schedule

**Town of Concord**
**Middle School**
**Project Schedule**

Hill International

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **Concord Middle School** | **517 days** | **Wed 8/14/19** | **Thu 9/2/21** |
| 2 | **OPM Selection** | **15 days** | **Wed 8/14/19** | **Wed 9/4/19** |
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| 102 | 100% Construction Documents | 22 days | Wed 7/28/21 | Thu 8/26/21 |
| 103 | CMSBC Approval of 100% CD Package | 5 days | Fri 8/27/21 | Thu 9/2/21 |
| 104 | **GC and Subs Contractor Prequalifications** | **84 days** | **Mon 3/1/21** | **Mon 6/28/21** |
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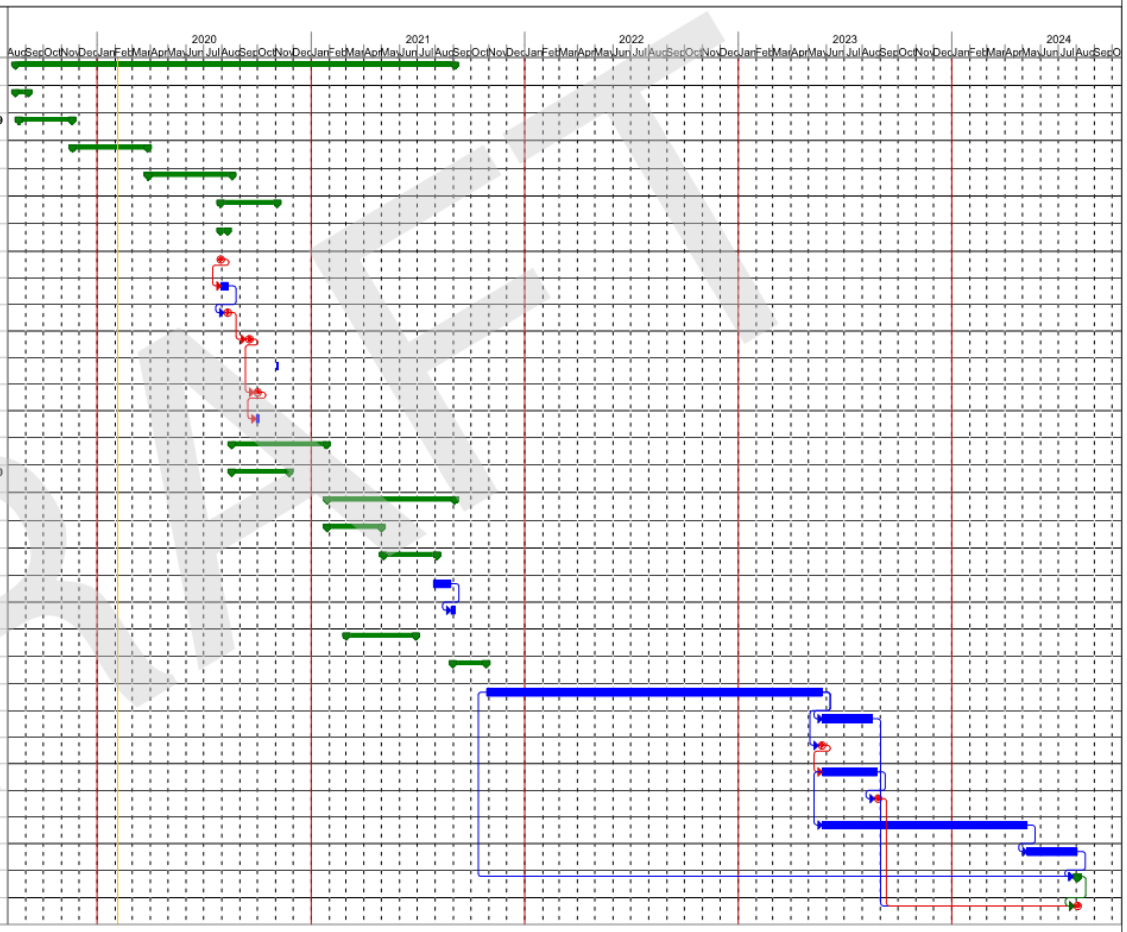


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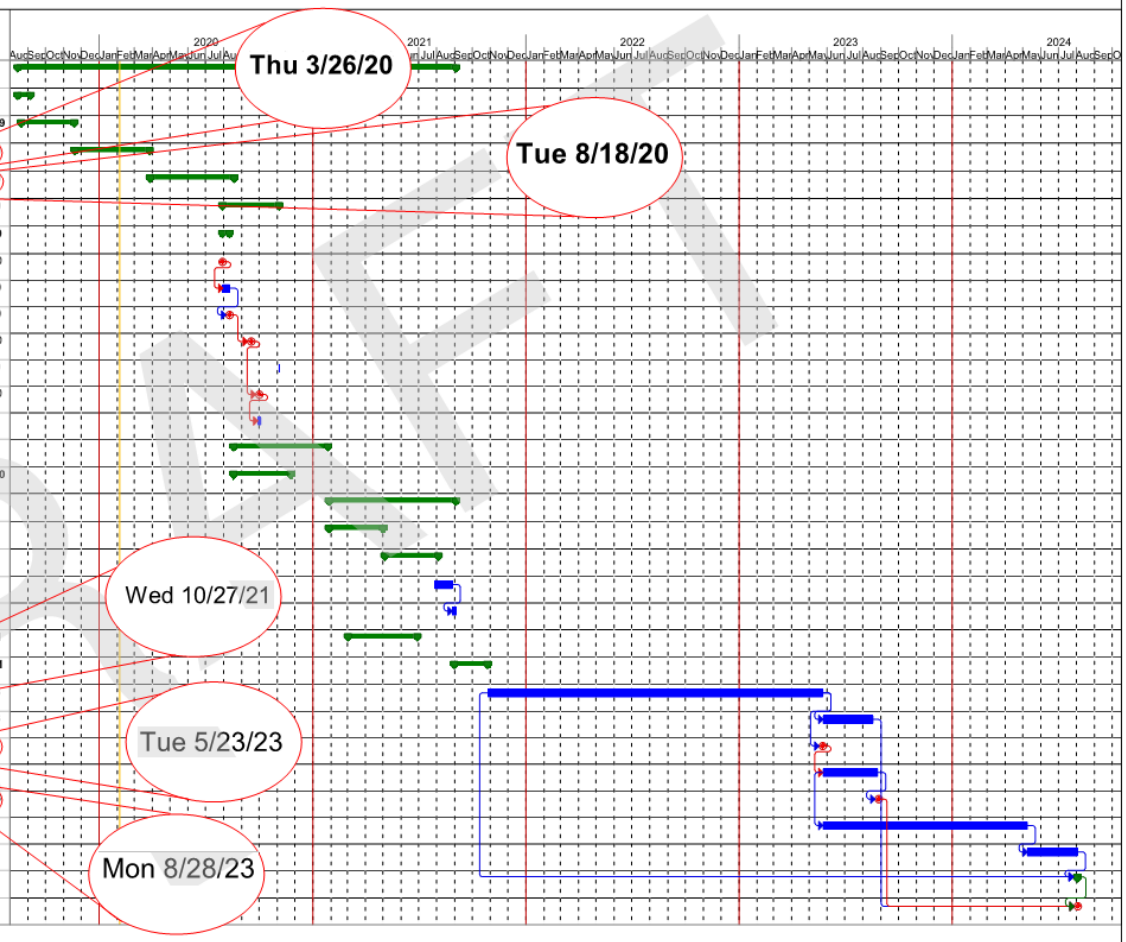


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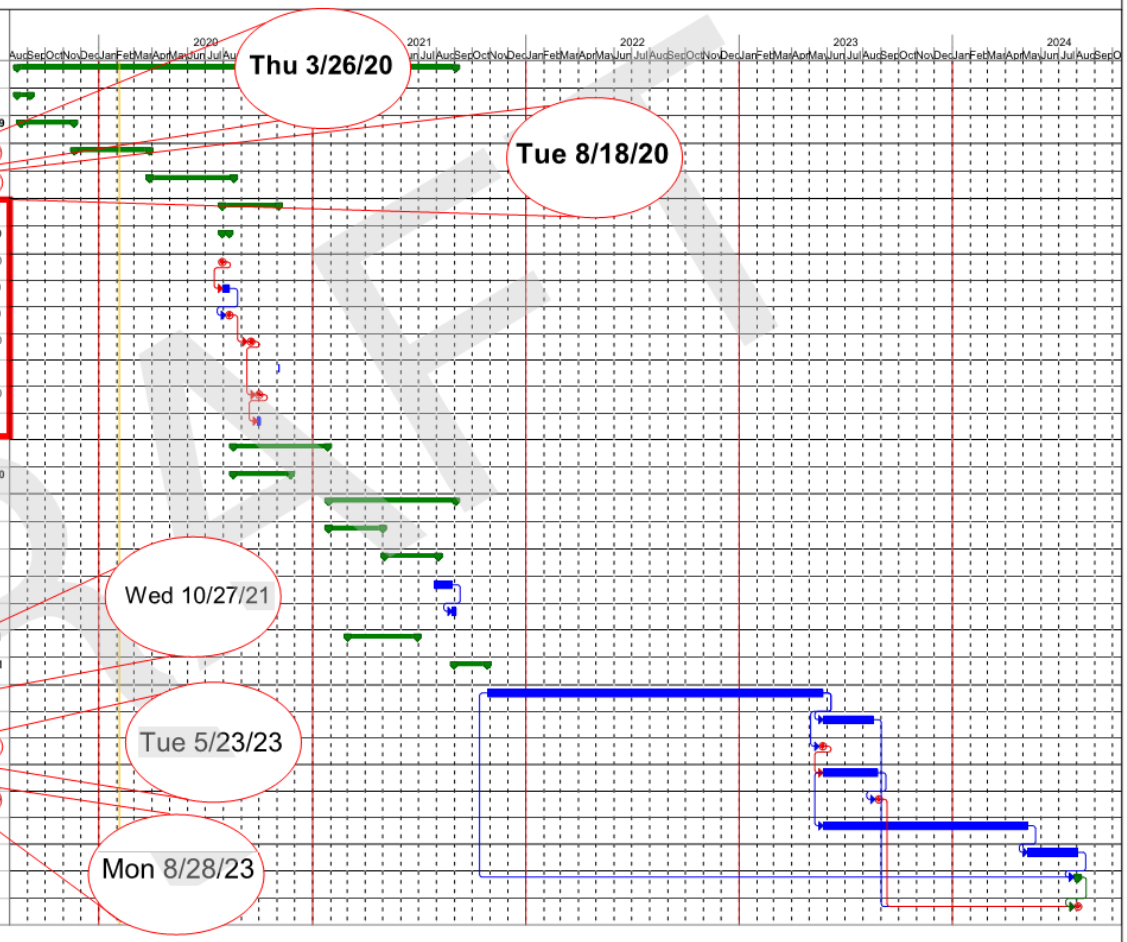


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# Pros and Cons for Vote Options

| Schedule | Pros | Cons |
|---|---|---|
| **Town Vote – September 1, 2020**<br>(Town Meeting July 14, 2020)<br><br>NOT PREFERRED | 1. Longer construction duration.<br>2. More time to complete punchlist.<br>3. More time to move into the new facility.<br>4. Reduces Risk Impact of unforeseen issues. | 1. Summer Town Meeting is not preferred because most people are away.<br>2. Schematic Design and cost estimate would have to be accelerated. (Potential added cost/Risk)<br>3. Vote day could conflict with first week of school.<br>4. Additional cost to tax payer for special Town Vote. (however these costs are included in the approved project budget)<br>5. Additional trip to the poll. |
| **Town Vote – September 30, 2020**<br>(Town Meeting September 16, 2020) | 1. Time for Schematic Design aligns with the Design Team Schedule.<br>2. Schedule aligns with a construction start before winter 2021/2022.<br>3. Schedule aligns with a spring 2023 turn over, which helps with budget, punchlist and moving in.<br>4. Town Meeting after students are back in school (September 16, 2020)<br>5. Avoid having the same voting day as the presidential election.<br>6. Maintain design momentum. Less risk for continuing DD design.<br>7. Risk for continuing into DD design (1 month). Can be mitigated within the current budget. | 1. Additional cost to tax payer for special Town Vote. (however these costs are included in the approved project budget)<br>2. Additional trip to the poll.<br>3. Possibility for lower voter turn out.<br>4. Risk if you do not continue into DD design, it could delay construction start, end, and effect move in dates. |
| **Town Vote – November 3, 2020**<br>(Town Meeting October 5, 2020) | 1. Avoid additional cost for additional Town Vote.<br>2. Avoid additional trip to the poll.<br>3. Best possibility for largest voter turn out. | 1. Momentum lost in design.<br>2. Take focus away from the School Project.<br>3. Additional at risk for DD design (2.5 months). This will impact construction start, end and move in dates.<br>4. Adjustment to construction dates could effect overall project budget.<br>5. Will increase the Town's Risk profile, by reducing the time available to address unforeseen. |