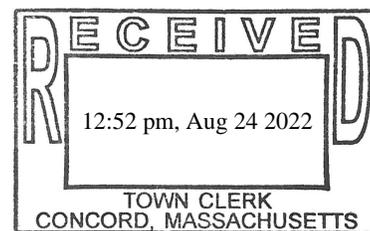


**Concord Middle School Building Committee  
Meeting Minutes  
February 17<sup>th</sup>, 2022**



Name	Present	Name	Present	Name	Present
<b>CONCORD MIDDLE SCHOOL BUILDING COMMITTEE:</b>					
Alexa Anderson*	P	Jon Harris	P	Chris Popov*	P
Court Booth*	P	Russ Hughes	NP	Charlie Parker*	P
Heather Bout*	P	Laurie Hunter*	P	Matt Root*	P
Frank Cannon*	P	Matt Johnson*	P	Jared Stanton	P
Justin Cameron	P	Amanda Kohn	P	Steven Stasheski*	P
Peter Fischelis*	P	Kerry Lafleur	P		
Dawn Guarriello*	P	Pat Nelson*	P		
<b>Hill International</b>					
Peter Martini	P	Ian Parks	P	Susan McCann	P
John Cutler	P				
<b>SMMA / Ewing Cole</b>					
Lorraine Finnegan	P	Matt Rice	P	Keith Fallon	P
Bill Smarzewski	P	Phil Poinelli	P	Nicole Bronola	P

P=Present, NP= Not Present

\*=Voting Member

**Call to Order**

Co-Chair Dawn Guarriello called the meeting to order at 7:32 A.M. via Zoom Virtual Conference call. A recording of the meeting will be made available at the Concord Public School's project page and Town of Concord's website.

A link to the recording is also below:

[https://us02web.zoom.us/rec/share/7kXWBrouzqAanAO-y3Lu6tQgBPEhgQ5\\_W2oPhryRjHKxPPct9lwabh03SC\\_xzvn.sDF-RsKrwmtlfpM](https://us02web.zoom.us/rec/share/7kXWBrouzqAanAO-y3Lu6tQgBPEhgQ5_W2oPhryRjHKxPPct9lwabh03SC_xzvn.sDF-RsKrwmtlfpM)

Committee members discussed the change in voting members<sup>1</sup> per direction from the Interim Town Manager. Town officials and school officials apart from Laurie Hunter will no longer vote within the committee.

Ian Parks introduced new members of the OPM project team and presented their general roles and responsibilities moving forward.

Lorraine Finnegan noted there could be upcoming additions to the design team.

<sup>1</sup> Updated voting members noted in the table above (\*)

### **Approval of Minutes**

Committee members had no comments regarding the 12/2 School Building Committee meeting minutes. Committee members advised on amendments for the 12/9 School Building Committee meeting minutes. Hill International noted the amendments. Heather Bout motioned to approve the meeting minutes as amended. Matt Johnson seconded the motion. The motion carried unanimously.

### **Correspondence & Communications**

Heather Bout and Alexa Anderson reported on correspondence and communications. There was overwhelming support and congratulations on the successful Special Town Meeting and vote that occurred in late January/early February 2022. The Concord community gave an abundance of positive feedback with respect to the School Building Committee's process, transparency, and organized outreach; noting it as being the most inclusive Town process they had witnessed. Alexa Anderson recommended for future Town projects that public outreach meetings/events take place with greater frequency as they approach Public Hearing and Special Town Meeting dates, similar to what was done for the Middle School project.

### **Schedule Update**

Hill International presented the current project schedule, which has not changed since November 2021. Ian Parks noted that during the Design Development phase the project team will focus on refining the schedule for the construction and punch-list/move-in phases. Peter Martini noted that Hill will bring in a General Contractor to assist with refining the construction schedule when the Design Development plans are completed.

### **Design Development Milestones**

Lorraine Finnegan presented the target milestone schedule for Design Development. SMMA anticipates presenting the Design Development package to the cost estimators within 16 weeks, followed by 3 weeks for estimating. SMMA anticipates two weeks to review estimates with the School Building Committee (SBC), including any potential Value Management.

Heather Bout asked Lorraine Finnegan when it would be prudent to begin public outreach during Design Development. It was agreed they would coordinate public outreach at a later date.

Ian Parks commented that the project team would continue to use two cost estimators and present a reconciled cost estimate, similar to the Schematic Design estimate process.

Lorraine Finnegan presented a proposed SBC meeting schedule, which included monthly SBC meetings and monthly Design Subcommittee (DSC) meetings. Subcommittee meetings will take place in the weeks leading up to each month's SBC meeting. She also noted that there will be meetings with the Sustainability Subcommittee (SSC) when appropriate in the flow of the design schedule and scope. She further noted that the meetings would be coordinated through Hill International going forward.

### **Value Management Log Open Items**

Ian Parks presented the open VM log items which included soil management, improving the HVAC system ventilation, acoustical mechanical screen for the rooftop, and identifying whether the project requires a fire pump for fire protection.

### **Design Development Kick-off Tasks**

Lorraine Finnegan presented critical items to further Design Development. These items include scheduling meetings with Laurie Hunter and Justin Cameron to review educational programming items, conducting a traffic study, conducting geotechnical and geo-environmental explorations tentatively scheduled for March 21-24 (with sod repair in the spring), and coordinating a hydrant flow test with the Concord Public Works Department.

Dawn Guarriello asked if SMMA would be conducting an acoustic test related to rooftop equipment noise levels. Lorraine Finnegan responded that an ambient noise test had been conducted and the next step was to coordinate with the mechanical systems.

Ian Parks reported that Hill is putting together an RFP for commissioning services for both MEP systems and the building envelope to integrate the Commissioning Agent in the design review process. He also noted that Hill would be putting together an RFP for a structural peer review.

### **Next Steps**

The Design Subcommittee is tentatively scheduled to meet on Thursday, March 17<sup>th</sup>.

The School Building Committee has an upcoming meeting schedule for Thursday, March 24<sup>th</sup>.

### **Committee Member Comment**

New committee member Steven Stasheski introduced himself to the project team and School Building Committee.

Court Booth asked Kerry Lafleur about the status of Hill International and SMMA contract renewals. Kerry Lafleur deferred to Jon Harris who announced the contracts were under review and information would be provided as soon as that process was complete.

### **Public Comment**

Town resident Dean Banfield requested an update regarding the photovoltaic scope coordination. Amanda Kohn responded clarifying the status of the photovoltaic scope and upcoming coordination and steps.

### **Adjournment**

Dawn Guarriello called for the meeting to end at 8:26am. Matt Johnson motioned to adjourn; Chris Heather Bout seconded the motion. Motion to adjourn carried unanimously.