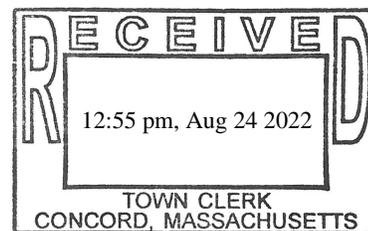


**Concord Middle School Building Committee**  
**Meeting Minutes**  
**June 2<sup>nd</sup>, 2022**



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	Steven Stasheski*	P
Justin Cameron	P	Amanda Kohn	P	Gail Dowd	P
Peter Fischelis*	P	Kerry Lafleur	NP		
Dawn Guarriello*	P	Pat Nelson*	NP		
<b>Hill International</b>					
Peter Martini	P	Ian Parks	P	Susan McCann	P
John Cutler	P				
<b>SMMA / Ewing Cole</b>					
Lorraine Finnegan	NP	Matt Rice	NP	Keith Fallon	P
Will Smarzewski	P	Phil Poinelli	NP	Saul Jabbawy	P
Chase Gibson	P	Michael Dowhan	NP	Jen Soucy	P

P=Present, NP= Not Present

\*=Voting Member

**CALL TO ORDER**

Co-Chair Dawn Guarriello called the meeting to order at 7:30 A.M. via Zoom Virtual Conference call. Here is a link to the recording: [Concord Middle School Building Committee Meeting - Zoom](#). This recording will be made available at the Concord Public School’s project page and Town of Concord’s website.

**APPROVAL OF MINUTES**

C Booth recommended edits to the April 14<sup>th</sup> and May 19<sup>th</sup> Design Subcommittee meeting minutes. There were no recommended edits from the March 17<sup>th</sup> Design Subcommittee meeting minutes. Chris Popov motioned to accept all three Design Subcommittee meeting minutes as amended. Peter Fischelis seconded the motion. The motion carried unanimously. There were no recommended edits to the April 28<sup>th</sup> Concord Middle School Building Committee meeting minutes. Matt Root motioned to approve the April 28<sup>th</sup> Concord Middle School Building Committee meeting minutes. Heather Bout seconded the motion. The motion carried unanimously.

**OPM UPDATES**

**Commissioning Agent Update**

I Parks reported on the process Hill and the Commissioning agent selection panel utilized to select a Commissioning Agent for the Concord Middle School project through proposal reviews, interviews, and final evaluations. Proposal from six firms were received and three firms were interviewed including FST-HEA, Colliers, and AKF Group +SGH. Hill made a recommendation to award to AKF Group + SGH on May 13, 2022, which was accepted by the Town Manager thereafter. A contract between the Town and AKF will be executed in the coming weeks.

**Project Schedule Update**

I Parks reviewed the updated project schedule. The schedule originally carried (20) months of construction which was validated by a recent schedule comparison from a local contractor. Hill noted that they contacted the Mass Attorney General’s office to confirm that there are no conflicts of interest in engaging a local

## Concord Middle School Building Committee

### Meeting Minutes

June 2<sup>nd</sup>, 2022

contractor with respect to a potential future bid; the Attorney General's Office agreed that there is no conflict of interest. Hill further reported that revised logic for the punch list and move-in phase (reducing the move-in to two weeks before and during February Break 2025, and allowing for occupancy of the building concurrent with punch list activities as done on other school projects) resulted in moving the school opening date up to February 24, 2025. M Johnson questioned the need to vote on this schedule change. Hill advised that the committee could do so to formalize this change. However, a vote was not held since this was a schedule improvement and not a proposed schedule delay.

#### **Project Organizational Chart Update**

I Parks presented the project organizational chart and requested committee review and feedback with regards to updated subcommittee members.

#### **Project Budget Update**

I Parks presented the current project cash flow through May 31, 2022 as well as projections through the end of the project. Project expenditures to date are \$2,431,103 including monthly progress payments made to Hill and SMMA.

### **ARCHITECT UPDATES**

#### **Design Development progress (Floor Plan)**

*Keith Fallon and William Smarzewski presented:*

- Recap of project goals, site plan and footprint, and educational programming goals.
- Recap of ground floor plan including three classroom teams, media center, administrative offices, music room, and gymnasium.
- Recap of Upper-level floor including language department classrooms and art rooms.

#### **Design Development (Exterior Material Palette)**

*Saul Jabbany presented:*

- Slides visualizing the exterior material palette coordination for brick, CMU, and phenolic wood.
- Slides visualizing how the building will flow with the landscape slope, which rolls under the main lobby entrance as design intended to incorporate landscape in the design of the building.
- New slides showing the grade relative to the cafeteria terrace and media center in the development of the retaining walls to make the area more aesthetically appealing.
- Outdoor learning areas will be integrated into paths around the East side of the building.
- There will be cable elements installed to encourage growth of natural plants to soften the area.

#### **Design Development (Interior Design)**

*William Smarzewski and Saul Jabbany presented:*

- Interior color palette inspired by themes of nature.
  - The use of color to identify academic clusters or building levels
  - Incorporation of color palette with interior materials
- Incorporation of Concord River theme throughout the corridor spaces with design features and color palette reinforcing this theme.
- Use of pylons to create more personalized Eddy spaces

## Concord Middle School Building Committee

### Meeting Minutes

June 2<sup>nd</sup>, 2022

- Display cases incorporated into the media center wall
- Wood benches along the corridor to create additional seating along the corridors and wood screens to create more Eddy spaces but also to relate back to the theme of nature.
- Walls in auditorium designed to enhance acoustics and provide color to the space as well as sculpted ceilings to further enhance sound.
- Trusses in gymnasium featuring color palette as well as walls and seating

### GENERAL COMMENTS

*Members of the CMSBC responded to SMMA's presentation:*

- H Bout commented on the Concord River theme and lighting in the auditorium
  - W Smarzewski noted that there aren't lighter colors in the auditorium to reduce bounce lighting from the stage.
- M Johnson asked if the cost estimate will give an understanding of the interior design concepts such as wood screening and the Concord River theme.
  - K Fallon responded that Schematic Design defined the parameters for interior materials and their associated quantities was addressed in the Schematic Design estimate.
    - By contrast, the Design Development package reflects the accepted VE items for interior materials, which will further define the application of the interior materials to inform the upcoming Design Development estimate.

### COMMUNICATION/NEW BUSINESS

- H Bout reported there were two emails from the public for the committee
  - One requesting the building to fully wired in lieu of wireless
  - One requesting a contact person/liaison for the CMSBC
- D Guarriello reported on correspondence from K Lafleur
  - On 5/24 the Town received bids for the 2022 obligation bond which included \$12 million for the Concord Middle School project
    - 11 bids received
    - Morgan Stanley won the bid
    - This was a strong response and a good outcome for the CMS Project
- M Johnson reported the Finance Committee has nominated Suresh Bhatia as the new observer to the CMSBC on behalf of the Finance Committee.

### PUBLIC COMMENT

Town resident Karlen Reed noted a concern with regards to visualizing the camera location in the auditorium on the renderings in the presentation.

**Concord Middle School Building Committee**  
**Meeting Minutes**  
**June 2<sup>nd</sup>, 2022**

**NEXT STEPS**

The next Concord Middle School Building Committee will be held on June 30th to review the Design Development Estimates and Value Management Log. The next Sustainability meeting date is still being coordinated.

**ADJOURNMENT**

Co-Chair Dawn Guarriello adjourned the meeting at **8:57 AM**.

APPROVED