

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: April 11th, 2018

ATTENDEES: (*Absent in Italics*)

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT)	<input type="checkbox"/> Sandra Cashen	<input type="checkbox"/> Robert Ciavarra	<input type="checkbox"/> <i>George Davis</i>
	<input type="checkbox"/> James Dykeman	<input type="checkbox"/> Carol Woodbury	<input type="checkbox"/> Norm Holcomb	<input type="checkbox"/> Ken Jenks
	<input type="checkbox"/> Dan Knapik	<input type="checkbox"/> Ann Knell	<input type="checkbox"/> <i>Nathan Ladley</i>	<input type="checkbox"/> <i>Chris Dwelley</i>
	<input type="checkbox"/> Jenifer Legge (JL)	<input type="checkbox"/> <i>Phillip Morris</i>	<input type="checkbox"/> <i>Michael Nardone</i>	<input type="checkbox"/> Sean Owen
	<input type="checkbox"/> Will Rubenstein	<input type="checkbox"/> Curt Sears	<input type="checkbox"/> <i>Teodora Torres</i>	<input type="checkbox"/> Cleon Turner
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
<u>PE:</u>	<input type="checkbox"/> Bob Bell	<input type="checkbox"/> Daniel Colli	<input type="checkbox"/> <i>Jana Silsby</i>	<input type="checkbox"/> <i>Kris Bradner</i>
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:07 PM.

Motion to approve minutes of the March 26th, 2018 meeting **M: JD S: CT** All approved (14-0)

General

Item	Responsible	Due	Notes
10/18.01	PMA	Meeting	Project Schedule Update 04/11/18: On target for next submission to MSBA. School Building Committee to vote on Preferred Solution on 4/25/2018 followed by School Building Committee Vote to approve Preferred Schematic Report on 4/25/18. 4/23/18 Tri-Board Meeting scheduled. Preferred Schematic Report (PSR) to be submitted on 5/9/18 to MSBA. PMA advised that the MSBA board meets every two months and that due to the forecasted escalation that missing a targeted board meeting would roughly equate two \$1M in escalation to the project in 2 months.
10/18.03	SBC	04/25/18	PR/Outreach Group Update: Update 3/08/2018: Phil Morris working with Ann Knell on finding someone to manage and update a potential Facebook page. Most want to assist whoever is managing, PM/AK working to find someone to manage and update the page. Update 4/11/18: PM not present at meeting, no discussion.
12/13.03	SBC	04/25/18	Preliminary Refinement of PSR Options: 4/11/18: Perkins Eastman presented an updated traffic circulation pattern at the S2 preferred site location. It was discussed that this flow is diagrammatical and can also be revised to meet the needs of the building as design progresses. Parking capacity shown at 250 cars with 33 spaces on the bus loop, the full loop is roughly 3380 feet, the car que is 2980 feet and the bus que double stacked handles 28 busses. A plan view option was shown to the committee which shows the fields included in the feasibility estimate. A massing study of site/option S2 was shown to the committee. The S2 interior layout of spaces was shown to the committee and discussion occurred to keep the media center on the first floor as it will be a community space. CW sent over the Central office/IT spaces required and PE showed potential areas when this could be included in the layout. It was shown on the second floor potentially or on the first floor with IT above and media center on 2 nd floor, this was not desired. Perkins Eastman presented the preliminary energy models and compared them to the current use at Wixon and Mattacheese. Larger savings shown on natural gas as compared to electricity. It was also discussed that PV arrays could help to offset this. DC to provide how much solar this would require.
3/08.01	SBC	4/25/18	SBC Selection of Preferred Solution: Update 4/11/2018: PMA advised that on 4/25/18 the project team will be looking for a final determination to be submitted as the School Building Committees preferred solution for the preferred schematic report. The team will also be looking for a vote to submit the package on 5/9/2018 with the School Building Committees preferred solution.

02/28.01	TOWNS	04/25/18	BoS/Regionalization Agreement: Update 4/11/18: PMA issued tri-fold handout to Tri-Board for review. Very few questions have been submitted to date. PMA/PE will review questions and make sure to provide answers at the 4/23/18 meeting. Joe G. of the Yarmouth Financial Committee asked why a 4-7 Yarmouth student only project had not been investigated; PMA/PE responded that the feasibility study approved two enrollments 455 for a single solution at Mattacheese and 940 for a combined solution for Mattacheese and Wixon. Norm H. advised that he is less optimistic about a solution to update the regionalization agreement. Cleon T. noted that there are many people to brief and update with the discussions and that he believes a solution will come. It was noted by Joe Tierney that there is a current regionalization agreement in place and that under that agreement it states that capital costs are split based upon enrollment as of the previous year. PMA also updated the committee on the questions previously asked about inclusion of D/Y administration (This would be a full district share if included), If M.E small could be included (This would be a full district share if included).
04/11.01	ALL	4/25/18	Cost Estimate Reconciliation & Form 3011 Test Fits: Cost estimate reconciliation meeting occurred on 4/9/2018 at PMA office. Two estimates initially 3% differential, the two estimates were reconciled to within 1% of each other. PMA presented the MSBA form 3011 test fits based up cost estimate reconciliation meeting. PMA advised of the increased scope above and beyond the standard MSBA project for this grade configuration. PMA advised that there are some cost factors driving a higher district share including the auditorium (Cost/Square Foot roughly \$474 x 1.25% soft costs = \$5.2M), special education spaces above space summary allowable, chilled radiant panels and chilled water plant, GC/GR's increased, rammed aggregate piers, triple glazed windows, and large quantity of playfields. A full scope project at this point would equate roughly to a \$69.9M district share when inputted into the form MSBA form 3011. These cost variables can be reviewed to adjust costs as the design develops through schematic design. PMA also reference the MSBA project cost slide for the committee to review the projected costs for upcoming MSBA projects through 2020. PMA/PE to show Central Admin/IT costs at next meeting. PMA was asked what would be the effects if the bonding interest rates were to increase, PMA advised if interest rate goes up it would be full district share.
10/18.04	ALL	N/A	Upcoming Building Committee Meetings: - 04/25/2018 5:00 PM D/Y Regional High School Library

New Business

	ALL		Public Comment/New Business:
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Meeting Adjourned: Motion to Adjourn **M: CS S: DK** All for 7:04 PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared by: **Walter Hartley, PMA Consultants**

Signed: Walter Hartley

Date: 04/23/18

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: March 8th, 2018

ATTENDEES: (*Absent in Italics*)

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT)	<input type="checkbox"/> Sandra Cashen	<input type="checkbox"/> Robert Ciavarra	<input type="checkbox"/> <i>George Davis</i>
	<input type="checkbox"/> James Dykeman	<input type="checkbox"/> Carol Woodbury	<input type="checkbox"/> Norm Holcomb	<input type="checkbox"/> Ken Jenks
	<input type="checkbox"/> Dan Knapik	<input type="checkbox"/> Ann Knell	<input type="checkbox"/> <i>Nathan Ladley</i>	<input type="checkbox"/> <i>Chris Dwelley</i>
	<input type="checkbox"/> Jenifer Legge (JL)	<input type="checkbox"/> Phillip Morris	<input type="checkbox"/> Michael Nardone	<input type="checkbox"/> Sean Owen
	<input type="checkbox"/> Will Rubenstein	<input type="checkbox"/> Curt Sears	<input type="checkbox"/> <i>Teodora Torres</i>	<input type="checkbox"/> Cleon Turner
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
<u>PE:</u>	<input type="checkbox"/> Bob Bell	<input type="checkbox"/> Daniel Colli	<input type="checkbox"/> <i>Jana Silsby</i>	<input type="checkbox"/> <i>Kris Bradner</i>
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:05 PM.

Motion to approve minutes of the February 28th, 2018 meeting **M: CS S: CW** with the amended attendance to include Robert Ciavarra. **JD** and **WR** abstained (14-0)

General

Item	Responsible	Due	Notes
10/18.01	PMA	Meeting	Project Schedule Update 03/08/18: On target for next submission to MSBA. Committee to vote on Preferred Schematic Solution on 3/8/2018. Conceptual Design goes to estimators around 3/26/18. 4/23/18 Tri-Board Meeting scheduled. School Building Committee Vote to approve Preferred Schematic Report on 4/25/18. Preferred Schematic Report (PSR) to be submitted on 5/9/18 to MSBA. PMA advised that the MSBA board meets every two months and that due to the forecasted escalation that missing a targeted board meeting would roughly equate two \$1M in escalation to the project in 2 months.
10/18.03	ALL	04/11/18	PR/Outreach Group Update: Update 3/08/2018: Phil Morris working with Ann Knell on finding someone to manage and update a potential Facebook page. Most want to assist whoever is managing, PM/AK working to find someone to manage and update the page.
12/13.03	SBC	04/11/18	Preliminary Refinement of PSR Options: 3/8/18: Perkins Eastman presented an updated “S2” option that moves the building out of the Northwest parcel. Dan Knapik updated the committee that the triangle parcel is deeded for recreation use. This means that a building project could not be placed there without significant legal work. The easier option would be to stay out of the triangle completely if possible. Perkins Eastman showed variations that included turf vs. grass field. The committee asked questions about the triangle parcel above the HS athletic fields. Perkins Eastman noted that they believed there was a reason that fields were not shown there and will review. The committee asked if a decision on a preferred solution was made tonight if field location would still be able to be reviewed. PMA/PE both replied yes it could be reviewed later. Perkins Eastman also presented massing studies of the options S2 and S4. Perkins Eastman presented the M1 and W2 options as well. Perkins Eastman presented the “Final Evaluation of Option’s” slide which encapsulates all of the School building Committee’s discussions to dates on all of the options. Update 3/8/18: CW working with IT department to provide information. 2/28/18: Central Office Programming: Central office to send program to PE to

			determine SF and can start carrying a potential cost for this after the 3/8/18 selection of an option. This cost would be shown at the 4/11/18 SBC meeting.
3/08.01	SBC	4/11/18	<p>SBC Selection of Preferred Schematic Solution: Curt Sears made a motion to select option S2 Revised (Solution keeps school out of the Northwest Triangle Property) based on the pro/con analysis discussed and created by the building committee and tracked on the “Final Evaluation of Options” slide in the presentation as the School Building Committees Preferred Schematic Solution.</p> <p>Discussion: Chair Joe Tierney asked the committee to consider the implications of waiting on this vote vs. proceeding. He noted the \$1M premium PMA described as the escalation cost for missing a targeted MSBA board date and waiting two months. Curt Sears noted that it is not the “cheapest option” but it is the most fiscally responsible solution that the committee can present. Cleon Turner noted that the School building Committee decision is not dependent on the Boards of Selectmen in either town and that the SBC makes the recommendation. Cleon believes that the committee should move forward with the motion. Norm Holcomb advised of the Yarmouth Board of Selectman’s concerns and specifically in relation to the M.E. Small school repairs that are going to be needed in the near future. He noted that the Board of Selectmen in Yarmouth need to see a benefit to the Yarmouth taxpayers for them to support the project. Robert Ciavarra noted that the task of the Mattacheese School Building Committee does not include M.E. Small. Carol Woodbury noted that it would not be appropriate to merge a K-3 and 6-7 grade configuration. PMA was asked to reach out to the MSBA for clarification on the original decision to study Wixon and Mattacheese. Robert Ciavarra also noted that by selecting the preferred solution to be the combined school solution the benefit to the students of the Dennis/Yarmouth communities is more far reaching than a single enrollment solution. Carol Woodbury noted that Perkins Eastman has identified many educational benefits defined in multiple presentations from the idea of less transitions benefitting student education and ability to learn to the idea of having better sense of community. Joe Tierney also noted that the maintenance of a single new building will be a huge benefit to the district’s facilities manager. He also noted the fact that the WWTP at the high school is currently not utilized to its needs and that a potential school at station avenue would benefit the WWTP and also not require two more septic systems to be added Wixon and Mattacheese in the future). Facilities Manager Sandra Cashen noted that the MEP focus groups plans and needs have been taken into account and that a school with the MEP systems that require the least amount of maintenance while providing the best quality are being carried. Dan Knapik asked Perkins Eastman to work to provide a rough idea of energy savings for the building from the preliminary model compared to the existing buildings.</p> <p>Chair Joe Tierney called for a rollcall vote: FOR (16): Sandra Cashen, Robert Ciavarra, Jim Dykeman, Norm Holcomb, Ken Jenks, Dan Knapik, Ann Knell, Jenifer Legge, Phil Morris, Mike Nardone, Sean Owen, Will Rubenstein, Curt Sears, Joe Tierney, Cleon Turner, Carol Woodbury. AGAINST (0): VOTE: (16-0) In Favor, Passed.</p>
02/28.01	TOWNS	04/11/18	<p>BoS/Regionalization Agreement: Update 3/8/18: In order to keep both Boards of Selectmen and both Finance Committees up to date on the project PMA will develop a project handout to include information on where the project started, where the project has been, and where the project is heading. The School Building Committee Chair will send correspondence to all four boards and ask them to provide questions/comments/and concerns that they have on the project to be answered at the 4/23/18 meeting. SBC chair to set date for questions to be sent back to the school building committee. 2/28/18: Norm Holcomb updated the committee on the BoS meeting that occurred on 2/27/2018. There is concern about</p>

			a single solution. Yarmouth BoS believes negotiations should be finalized prior to decision. There are also concerns about the status of the M.E. Small needs in the future. CW previously stated that M.E. Small would be the priority SOI now if the submissions were ongoing but the MSBA selected Mattacheese as the priority SOI and asked the district the review Mattacheese and Wixon together. Yarmouth Board of selectman sees very little cost advantage in the Station Avenue 4-7 solution. Curt Sears disagreed and noted that a Mattacheese 6-7 solution does not make fiscal sense. Joe Tierney noted that the process cannot be held up by regionalization negotiations and that the SBC needs to move forward as there is a regionalization agreement in place. JT also noted that there is a change to have the state reimburse a significant portion of the project and that by holding off, that reimbursement is at risk. JT also noted significant escalation is incurred if the schedule is not maintained.
10/18/04	ALL	N/A	Upcoming Building Committee Meetings: - 04/11/2018 5:00 PM D/Y Regional High School Library - 04/25/2018 5:00 PM D/Y Regional High School Library - 05/02/2018 5:00 PM D/Y Regional High School Library
02/15/01		RECORD	Handouts: A request was made to provide handouts for all materials being presented. PMA to review with district. KJ will send hardcopy for this presentation (2/15/18) to committee.

New Business

	ALL		Public Comment/New Business:
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Meeting Adjourned: Motion to Adjourn **M: CS S: JD** All for 7:10 PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared by: Walter Hartley, PMA Consultants

Signed: Walter Hartley

Date: 03/12/18

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: February 28th, 2018

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT)	<input type="checkbox"/> Sandra Cashen	<input type="checkbox"/> <i>Robert Ciavarra</i>	<input type="checkbox"/> <i>George Davis</i>
	<input type="checkbox"/> <i>James Dykeman</i>	<input type="checkbox"/> Carol Woodbury	<input type="checkbox"/> Norm Holcomb	<input type="checkbox"/> Ken Jenks
	<input type="checkbox"/> Dan Knapik	<input type="checkbox"/> Ann Knell	<input type="checkbox"/> <i>Nathan Ladley</i>	<input type="checkbox"/> <i>Chris Dwelley</i>
	<input type="checkbox"/> Jenifer Legge (JL)	<input type="checkbox"/> Phillip Morris	<input type="checkbox"/> <i>Michael Nardone</i>	<input type="checkbox"/> Sean Owen
	<input type="checkbox"/> <i>Will Rubenstein</i>	<input type="checkbox"/> Curt Sears	<input type="checkbox"/> Teodora Torres	<input type="checkbox"/> Cleon Turner
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
<u>PE:</u>	<input type="checkbox"/> Bob Bell	<input type="checkbox"/> Daniel Colli	<input type="checkbox"/> Jana Silsby	<input type="checkbox"/> Kris Bradner
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:08 PM.

Motion to approve minutes of the February 15th, 2018 meeting **M: CW S: CT** All for (14-0)

General

Item	Responsible	Due	Notes
10/18.01	PMA	Meeting	Project Schedule Update 02/28/18: On target for next submission to MSBA. Committee to vote on Preferred Schematic Solution on 3/7/2018. Design goes to estimators around 3/16/18. 4/23/18 Tri-Board Meeting to be scheduled. Preferred Schematic Report (PSR) to be submitted on 5/9/18 to MSBA.
12/15.01		Closed	PDP Review Comments and MSBA Update: Update 2/15/18: Project Team received MSBA PDP Review comments on 2/1/18. PMA/PE/District have sent the responses to the MSBA (2/15/18). Pursuant to MSBA comments a single enrollment at Mattacheese site to be studied and a combined enrollment to be studied at Wixon site in PSR phase. A follow up email to MSBA from PMA will be sent tomorrow morning 2/16/18. Update 2/28/18: Item closed.
10/18.03	ALL	03/07/18	PR/Outreach Group Update: Update 2/28/2018: Abutters Meeting #2 held today. Phone calls and Mailings were used for notification. Positive feedback was received. The biggest concern was traffic, there was a question about the access road supposedly promised by developer.
12/13.03	SBC	03/07/18	<p>Preliminary Refinement of PSR Options: Space Summary: BB updated the committee on the revised space summary. The SPED space needs increased but PE was able to reconcile the delta with the ELT and the overall SF stayed the same. The gymnasium station calc was revisited and confirmed 3 stations. The music SF also stayed the same.</p> <p>Overview of Updated Options: PE Presentation of options included S2 with grass fields, with a synthetic field, and the circulation. Option S4 with grass fields, with synthetic field, and the circulation with two alternatives. Option M1 with grass fields and circulation was described. Option W2 with grass fields and circulation was described. The interior spaces of all options were shown in the presentation and discussed. Perkins Eastman went over the 'Options Under Study' slide to define and review the pros and cons of all of the options and asked the committee to review and provide any additional pros and cons for the options. Perkins Eastman also presented mechanical energy use for the existing building and what would be targeted for a new building of this scope and size. They also updated the committee on the earlier focus group for the MEP systems in the building.</p> <p>Curt Sears asked if turf was reimbursable? PMA noted that it is categorically ineligible but we will be over the 8% site cap regardless of turf or grass.</p>

			<p>The ownership of the triangle lot was discussed – need to confirm no ownership constraints. Dan Knapik is going to send to town counsel for interpretation. Perkins Eastman to look at shifting and reconfiguring the S2 option to mitigate impact.</p> <p>Station Avenue Elementary “Potential Addition” to be rotated and the loop road to be reconfigured to avoid the conflicts as shown. NH noted that we do not want to put ourselves in position to need to demolish new construction.</p> <p>Parking: Assuming 250 spaces needed but subject to traffic study.</p> <p>CW: Preference for contiguous café and kitchen, does not want to walk across a hall. SBC does like the media center front and center as a showcase.</p> <p>EUI was discussed on the mechanical systems: Perkins currently targeting 31 EUI, Net zero is mid 20’s</p> <p>Dan Knapik recommended looking into the department of energy program for Net-0 schools</p> <p>Central Office Programming: Central office to send program to PE to determine SF and can start carrying a potential cost for this after the 3/7/18 selection of an option. This cost would be shown at the 4/11/18 SBC meeting.</p>
02/28/01	TOWNS	03/07/18	<p>BoS/Regionalization Agreement: Norm Holcomb updated the committee on the BoS meeting that occurred on 2/27/2018. There is concern about a single solution. Yarmouth BoS believes negotiations should be finalized prior to decision. There are also concerns about the status of the M.E. Small needs in the future. CW previously stated that M.E. Small would be the priority SOI now if the submissions were ongoing but the MSBA selected Mattacheese as the priority SOI and asked the district the review Mattacheese and Wixon together. Yarmouth Board of selectman sees very little cost advantage in the Station Avenue 4-7 solution. Curt Sears disagreed and noted that a Mattacheese 6-7 solution does not make fiscal sense. Joe Tierney noted that the process cannot be held up by regionalization negotiations and that the SBC needs to move forward as there is a regionalization agreement in place. JT also noted that there is a change to have the state reimburse a significant portion of the project and that by holding off, that reimbursement is at risk. JT also noted significant escalation is incurred if the schedule is not maintained.</p>
10/18/04	ALL	N/A	<p>Upcoming Building Committee Meetings:</p> <ul style="list-style-type: none"> - 03/07/2018 5:00 PM D/Y Regional High School Library - 04/11/2018 5:00 PM D/Y Regional High School Library - 04/25/2018 5:00 PM D/Y Regional High School Library - 05/02/2018 5:00 PM D/Y Regional High School Library
02/15/01		RECORD	<p>Handouts: A request was made to provide handouts for all materials being presented. PMA to review with district. KJ will send hardcopy for this presentation (2/15/18) to committee.</p>

New Business

	ALL		<p>Public Comment/New Business: A comment from the public was made on the importance of the schools to be for the community and to be able to be used by the community.</p>
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Meeting Adjourned: Motion to Adjourn **M: AK S: PM** All for 7:49 PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Walter Hartley, PMA Consultants

Signed: Walter Hartley

Date: 02/27/18

DRAFT

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: February 15th, 2018

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u>	<input type="checkbox"/> <i>Joe Tierney Chair (JT)</i>	<input type="checkbox"/> Sandra Cashen	<input type="checkbox"/> <i>Robert Ciavarra</i>	<input type="checkbox"/> <i>George Davis</i>
	<input type="checkbox"/> James Dykeman	<input type="checkbox"/> <i>Carol Woodbury</i>	<input type="checkbox"/> Norm Holcomb	<input type="checkbox"/> Ken Jenks
	<input type="checkbox"/> Dan Knapik	<input type="checkbox"/> Ann Knell	<input type="checkbox"/> Nathan Ladley	<input type="checkbox"/> <i>Chris Dwelley</i>
	<input type="checkbox"/> Jennifer Legge (JL)	<input type="checkbox"/> Phillip Morris	<input type="checkbox"/> Michael Nardone	<input type="checkbox"/> Sean Owen
	<input type="checkbox"/> Will Rubenstein	<input type="checkbox"/> Curt Sears	<input type="checkbox"/> <i>Teodora Torres</i>	<input type="checkbox"/> Cleon Turner
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
<u>PE:</u>	<input type="checkbox"/> <i>Bob Bell</i>	<input type="checkbox"/> Daniel Colli	<input type="checkbox"/> Jana Silsby	<input type="checkbox"/> Arthur Eddy
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Vice Chair Curt Sears at 5:14 PM.

Motion to approve minutes of the January 31st, 2018 meeting **M: JD S: MN** All for (14-0)

General

Item	Responsible	Due	Notes
10/18.01	PMA	N/A	Project Schedule Update 02/15/18: CC updated the committee on the key upcoming dates. On target for next submission to MSBA. PSR to be submitted on 5/9/18.
12/15.01	PE/PMA	02/28/18	PDP Review Comments and MSBA Update: Update 2/15/18: Project Team received MSBA PDP Review comments on 2/1/18. PMA/PE/District have sent the responses to the MSBA (2/15/18). Pursuant to MSBA comments a single enrollment at Mattacheese site to be studied and a combined enrollment to be studied at Wixon site in PSR phase. A follow up email to MSBA from PMA will be sent tomorrow morning 2/16/18.
10/18.03	ALL	02/28/18	<p>PR/Outreach Group Update: Update 2/28/18: PM/AK working to consolidate interested parents who would be willing to assist with the Facebook page setup and management.</p> <p>02/28/18 Abutters Meeting #2: KJ to send DK the list of who received the first mailing for notification of abutters meeting in order to DK to contact Yarmouth police to use reverse dial notification, KJ will also send out hard copy of notifications to same abutters about 2nd meeting. 01/31/18: Abutters Meeting #1 took place prior to building committee meeting. Limited number of attendees. KJ updated the committee on the issues brought up by the abutters in attendance. Preference from most abutters was to keep the school away from houses but also understood the impacts (I.E relocation of the solar array). 300' radius was used to distribute the notifications to abutters at the station avenue site.</p>
12/13.03	SBC	02/28/18	Preliminary Refinement of PSR Options: Dan Colli presented two different formations on the community front options. Community Front Option A locates the gymnasium and the auditorium on the same side while Community Front Option B locates the gymnasium on the opposite side of the auditorium. Community Front Option C brings all of the community spaces two the first floor, as discussed at the last building committee option. All options utilize the separate entries two maintain the two school identities. Options B and C locate the Music rooms at the front of the school. The issue of security at these rooms was discussed by the committee. The thought of a lot of glass at the front of the school in these music rooms was discussed at length, the Committee felt that some sort of security would need to be implemented if there is a lot of glass at the front entry of the school. Perkins Eastman noted that having glass and visibility at the front of

			<p>the building is helpful as a deterrent and also helps to maintain security. Perkins Eastman noted that bulletproof glass is very expensive. A discussion also occurred about the entryways and the security, Perkins noted that having the two entryways and two sets of eyes will be beneficial to the school. Sandy Cashen noted that the service entry should not be in the front of the school as it is currently at Mattacheese. JS described the cafeteria in the open area and that there is a lot more room than what the preliminary plans show. It is quite a large space with plenty of room for serving lines and foot traffic.</p> <p>Arthur Eddy showed the updated S2 community front plan with the entry revisions/updated parking/loop road/and fields. This option shows a multiuse field in the front of the Station Avenue Elementary school. This option also shows a potential for a sports turf field in the outfields of the large baseball field. Arthur described that the use needs of these fields may result in the need for sports turf because of the amount of use. Arthur also showed S4 Community front 9Behind the array. This option shows relocating the JV baseball field in the Northeast corner. This also shows the loop road/parking/wrapping the solar array. The committee had a lot of input on both of the options. The idea of shared parking and local parking for community events was discussed by members. The idea of shuttling older members of the community to events seemed to be a down side. Perkins described most of the parking as being local to the building. NH noted that if constructing behind station avenue school that the rooms needs to be left for the Station Avenue future addition, Perkins noted this is being accounted for.</p> <p>Jana Silsby showed the committee the massing diagrams of both S2 and S4. The shadowing studies were also shown to the committee. The committee discussed the potential shadowing of the building. DK brought up the noise from potential RTU noise, DC of Perkins said those studies will be completed by the engineers.</p> <p>DC updated the committee on the focus groups that occurred earlier in the day. Perkins/GGD/PMA met with Sandy Cashen and the MEP focus group on the HVAC systems for the building. For the PSR a mixture of air conditioning will be included in the estimate for all areas of the building.</p> <p>Perkins Eastman noted that to further evaluate options that a decision should possibly be made at the next meeting between the S2 and S4 sites (Behind solar array or Northwest Corner). Committee to review the locations pros and cons for decision. A walkthrough prior to the next building committee meeting to take place to review the area behind the solar array. Scheduled for 4:30 PM meeting in front of High School.</p> <p>VOTE: Cleon Turner made a motion to further study option M1 and W2 during the PSR phase. James Dykeman seconded the motion. All Approved (13-0)</p>
10/18/04	ALL	N/A	<p>Upcoming Building Committee Meetings:</p> <ul style="list-style-type: none"> - 02/28/2018 5:00 PM D/Y Regional High School Library - 03/07/2018 5:00 PM D/Y Regional High School Library - 04/11/2018 5:00 PM D/Y Regional High School Library - 04/25/2018 5:00 PM D/Y Regional High School Library - 05/02/2018 5:00 PM D/Y Regional High School Library
02/15/01		RECORD	<p>Handouts: A request was made to provide handouts for all materials being presented. PMA to review with district. KJ will send hardcopy for this presentation (2/15/18) to committee.</p>

New Business

12/13.02	ALL		Public Comment/New Business:
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Meeting Adjourned: Motion to Adjourn **M: JL S: CS** All for 7:33 PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: **Walter Hartley, PMA Consultants**

Signed: Walter Hartley

Date: 02/27/18

DRAFT

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: January 31, 2018

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT)	<input type="checkbox"/> Sandra Cashen	<input type="checkbox"/> Robert Ciavarra	<input type="checkbox"/> George Davis
	<input type="checkbox"/> James Dykeman	<input type="checkbox"/> Carol Woodbury	<input type="checkbox"/> Norm Holcomb	<input type="checkbox"/> Ken Jenks
	<input type="checkbox"/> Dan Knapik	<input type="checkbox"/> Ann Knell	<input type="checkbox"/> Nathan Ladley	<input type="checkbox"/> <i>Chris Dwelley</i>
	<input type="checkbox"/> Jennifer Legge (JL)	<input type="checkbox"/> Phillip Morris	<input type="checkbox"/> Michael Nardone	<input type="checkbox"/> Sean Owen
	<input type="checkbox"/> Will Rubenstein	<input type="checkbox"/> Curt Sears	<input type="checkbox"/> Teodora Torres	<input type="checkbox"/> Cleon Turner
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
<u>PE:</u>	<input type="checkbox"/> Bob Bell	<input type="checkbox"/> <i>Daniel Colli</i>	<input type="checkbox"/> <i>Jana Silsby</i>	<input type="checkbox"/> Arthur Eddy
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:04 PM.

Motion to approve minutes of the January 10th, 2018 meeting **M: CS S: MN** All for (18-0)

General

Item	Responsible	Due	Notes
10/18.01	PMA	N/A	Project Schedule Update 01/31/18: CC updated the committee on the key upcoming dates. WH advised that PMA met with MSBA on (1/10/18) but have not received MSBA PDP review comments to date. (3 Week Review Period 11/21/17-12/12/17). SEE MSBA PDP Review Comment section below. Project schedule has been updated and is on target for next submission.
12/15.01	PE/PMA	02/15/18	PDP Review Comments and MSBA Update: Update 1/31/18: PMA/PE and CW/KJ met with MSBA on 1/10/31. MSBA advised that it would like an updated narrative as to the conclusions section of the PDP on the remaining options. MSBA made clear that to prior to finishing their review they need to see the options narrowed down and provide the reasoning and discussion as to how the options were removed. PMA/PE will put this together following this meeting. PMA/PE advised that removing as many non-viable options from the list is the MSBA's preferred path and that the committee should seek to remove any and all options they consider not viable. CW also updated the committee that part of the reason comments had not been returned is because of the queue of projects that need to be returned prior. Project team waiting to receive MSBA PDP review comments
10/18.03	ALL	02/15/18	PR/Outreach Group Update: Update 1/31/18: Abutters meeting took place prior to building committee meeting. Limited number of attendees. KJ updated the committee on the issues brought up by the abutters in attendance. Preference from most abutters was to keep the school away from houses but also understood the impacts (I.E relocation of the solar array). 300' radius was used to distribute the notifications to abutters at the station avenue site. In addition, CC noted that a potential Facebook page could be utilized to dispense information. He noted that on a recent project that one post had been seen hundreds of times. JT and CW are going to review if students could potentially be utilized if interested to set up and manage.
12/13.03	SBC	02/15/18	Preliminary Refinement of PSR Options: BB of Perkins Eastman updated the committee on continued meetings of the educational leadership team. The design layout test fits that are called "community spine" and "community wings" do not align with the goals and visions of the school as described in the educational program.

			<p>A discussion on the traffic circulation and the traffic study was had. Arthur Eddy described the potential layouts of each option and the traffic flow/pattern associated with each. He noted that the “community front” and “community mid” seems to work best for traffic patterns and busses. Arthur Eddy laid out each option that was on the table and the traffic flow pattern that was envisioned to work for each potential layout. Much discussion was had about where the pinch points are and that even in the best design a pinch point exists. The goal is to minimized the impact of the pinch point for traffic flow. The options that allow the busses to separate from the general traffic have a better flow. This would be “community front”.</p> <p>A discussion began on the potential option S6 which includes relocating the solar array. CS believes that the amount of potential issues that can be accounted for and also the potential variables that could be included do not make sense to continue studying. Liz Argo, representative from CVEC, described some of the potential issues when relocating the solar or moving solar from Mattacheese. There are a significant number of purchasers that buy solar from each of the arrays that costs would also need to be included if those arrays go offline. Liz Argo advised the committee that the rough costs that are associated with the solar array relocation are potentially very high and also a very difficult task.</p> <p>BB advised that it would be helpful to focus in on one building layout because plans and traffic studies can be developed more in depth. JT advised that he was in favor of the “community front” layout, CS and NL agreed.</p> <p>Will Rubenstein made a motion to study the “community front” layout site plan further. Motion was seconded by Nathan Ladley. VOTE: (17-0) all in favor.</p> <p>Curt Sears revisited the issues of relocating the array currently at the high school site.</p> <p>Curt Sears made a motion to remove the solar array site location from consideration due the cost of relocation and potential schedule impacts to a project. Carol Woodbury seconded the motion. VOTE: (17-0) all in favor.</p>
10/18.04	ALL	N/A	<p>Upcoming Building Committee Meetings:</p> <ul style="list-style-type: none"> - 02/15/2018 5:00 PM D/Y Regional High School Library - 02/28/2018 5:00 PM D/Y Regional High School Library - 03/07/2018 5:00 PM D/Y Regional High School Library - 04/11/2018 5:00 PM D/Y Regional High School Library - 04/25/2018 5:00 PM D/Y Regional High School Library - 05/02/2018 5:00 PM D/Y Regional High School Library

New Business

12/13.02	ALL		Public Comment/New Business:
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Meeting Adjourned: Motion to Adjourn M: JD S: AK All for 7:44 PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Walter Hartley, PMA Consultants

Signed: Walter Hartley

Date: 02/13/18

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: January 10, 2018

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT)	<input type="checkbox"/> <i>Sandra Cashen</i>	<input type="checkbox"/> Robert Ciavarra	<input type="checkbox"/> George Davis
	<input type="checkbox"/> James Dykeman	<input type="checkbox"/> Carol Woodbury	<input type="checkbox"/> Norm Holcomb	<input type="checkbox"/> Ken Jenks
	<input type="checkbox"/> <i>Dan Knapik</i>	<input type="checkbox"/> Ann Knell	<input type="checkbox"/> Nathan Ladley	<input type="checkbox"/> Chris Dwelley
	<input type="checkbox"/> <i>Jennifer Legge (JL)</i>	<input type="checkbox"/> <i>Phillip Morris</i>	<input type="checkbox"/> <i>Michael Nardone</i>	<input type="checkbox"/> Sean Owen
	<input type="checkbox"/> <i>Will Rubenstein</i>	<input type="checkbox"/> Curt Sears	<input type="checkbox"/> Teodora Torres	<input type="checkbox"/> <i>Cleon Turner</i>
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
<u>PE:</u>	<input type="checkbox"/> Bob Bell	<input type="checkbox"/> <i>Daniel Colli</i>	<input type="checkbox"/> Jana Silsby	<input type="checkbox"/> Arthur Eddy
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:14 PM.

Motion to approve minutes of the December 13th, 2017 meeting **M: JD S: SO** All for (13-0)

General

Item	Responsible	Due	Notes
10/18.01	PMA	N/A	Project Schedule Update 01/10/18: WH updated the committee on the key upcoming dates. WH advised that PMA met with MSBA today (1/10/18) but have not received MSBA PDP review comments to date. (3 Week Review Period 11/21/17-12/12/17). SEE MSBA PDP Review Comment section below. Project schedule has been updated and is on target for next submission.
12/15.01	PE/PMA	01/31/18	PDP Review Comments and MSBA Update: Update 1/10/18: PMA/PE and CW/KJ met with MSBA earlier in the day. MSBA advised that it would like an updated narrative as to the conclusions section of the PDP on the remaining options. MSBA made clear that to prior to finishing their review they need to see the options narrowed down and provide the reasoning and discussion as to how the options were removed. PMA/PE will put this together following this meeting. PMA/PE advised that removing as many non-viable options from the list is the MSBA's preferred path and that the committee should seek to remove any and all options they consider not viable. CW also updated the committee that part of the reason comments had not been returned is because of the queue of projects that need to be returned prior.
10/18.03	ALL	01/31/18	PR/Outreach Group Update: Update 1/10/18: No update to PR/Outreach: Tentative Abutters meeting for the potential options on 1/31/18.
12/13.03	SBC	01/31/18	Preliminary Refinement of PSR Options: During and following the presentation by Perkins Eastman much discussion occurred. JT noted the cons associated with the Mattacheese and Wixon site options. Specifically citing the multiple public meetings in which parents and citizens voiced their concerns over locating a combined school so far from the center of the district. Parents and citizens were supportive of a combined school on the Station Avenue site. By building at the Mattacheese or Wixon site, one side of the population feels like it is being discredited and not included. JD concurred with JT on this issue. CS also concurred on this issue. Noted concerns at the Mattacheese site were the location, the septic repair or rebuild costs, and the roof solar relocation. Noted concerns about the Wixon site included the location, the small site footprint, the conflict with the regional agreement. NH noted that because of the ongoing talks between the two towns he was uncomfortable removed the Mattacheese/Wixon sites. CW made a motion to remove option M-2 and W-2 from consideration, JT seconded the motion. Vote was 8-0-2.

01/10.01	PE	Record	<p>Presentation:</p> <p>Review of District Outdoor Athletic Requirements – Arthur Eddy of Birchwood Design, along with PMA/PE met with user groups for the athletic fields/site requirements to discuss and come up with the required fields for athletics at the middle school. This proved to be a baseball field, a softball field, and 2 multi-use fields needed. New site planning diagrams have been updated to represent these needs. In addition, option S4 no longer conflicts with the garage building but does create the need to duplicate the JV baseball field for the high school. Costs for this will be adjusted.</p> <p>Presentation & Discussion of Site Options at Station Avenue – Perkins Eastman Presented on the updated options at station avenue and potential layouts of a building for 940 students.</p>
10/18.04	ALL	N/A	<p>Upcoming Building Committee Meetings:</p> <ul style="list-style-type: none"> - 01/31/2018 5:00 PM D/Y Regional High School Library - 02/15/2018 5:00 PM D/Y Regional High School Library - 02/28/2018 5:00 PM D/Y Regional High School Library - 03/07/2018 5:00 PM D/Y Regional High School Library - 04/11/2018 5:00 PM D/Y Regional High School Library - 04/25/2018 5:00 PM D/Y Regional High School Library - 05/02/2018 5:00 PM D/Y Regional High School Library

New Business

12/13.02	ALL		Public Comment/New Business:
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Meeting Adjourned: Motion to Adjourn **M: JD S: CS** All For 7:31 PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: **Walter Hartley, PMA Consultants**

Signed: Walter Hartley

Date: 01/30/18

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: December 13, 2017

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT) <input type="checkbox"/> James Dykeman <input type="checkbox"/> Dan Knapik (Late) <input type="checkbox"/> Jennifer Legge (JL) <input type="checkbox"/> Will Rubenstein (Late)	<input type="checkbox"/> Sandra Cashen <input type="checkbox"/> Carol Woodbury <input type="checkbox"/> Ann Knell <input type="checkbox"/> <i>Phillip Morris</i> <input type="checkbox"/> Curt Sears <input type="checkbox"/> <i>Chad Crittenden</i> <input type="checkbox"/> Bob Bell <input type="checkbox"/> <i>Daniel Colli</i>	<input type="checkbox"/> Robert Ciavarra <input type="checkbox"/> <i>Norm Holcomb</i> <input type="checkbox"/> Nathan Ladley (Late) <input type="checkbox"/> <i>Michael Nardone</i> <input type="checkbox"/> Teodora Torres <input type="checkbox"/> Walter Hartley <input type="checkbox"/> <i>Jana Silsby</i>	<input type="checkbox"/> <i>George Davis</i> <input type="checkbox"/> Ken Jenks <input type="checkbox"/> Sean Owen <input type="checkbox"/> Cleon Turner <input type="checkbox"/> <i>Tony Oliva</i> <input type="checkbox"/> <i>David Stephen</i>
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>			
<u>PE:</u>	<input type="checkbox"/> <i>Chad Crittenden</i>			
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:05 PM.

Not Present for Vote of Minutes (Nathan Ladley, Dan Knapik, Will Rubenstein)

Motion to approve minutes of the November 15th, 2017 meeting **M: JD S: CW** All For (11-0), CS Abstained

General

Item	Responsible	Due	Notes
10/18.01	ALL	N/A	Project Schedule Update 12/15/17: WH updated the committee on the key upcoming dates. WH advised that PMA has spoken with MSBA but have not received MSBA PDP review comments to date. (3 Weeks Review Period 11/21/17-12/12/17). MSBA advised PMA that comments would be back the week of the 18 th -22 nd . Project schedule has been updated and is on target for next submission.
12/15.01	PE	01/10/18	PDP Review Comments and MSBA Update: No comments received to date. CW updated the committee that the district had received a letter from MSBA notifying them that the Wixon school and the ME Small SOI's had been rejected at this time by the MSBA. CW advised the committee that the MSBA has offered the District the opportunity to take care of two schools at once.
10/18.03	ALL	01/10/18	PR/Outreach Group Update: PMA presented a draft copy of a monthly report that can be used for public outreach/updates, PMA to forward final copy for posting to Maureen. Perkins presented on a 1-page slide to update on potential public questions for the project. NL commented that the 1 page should have something on it about 30% assessed value. WR noted that the bars for single enrollment options should be able to be viewed as combined for visual effect. CS noted that demo #'s should be included in all options for review. BB noted that an upcoming Abutters meeting should be scheduled. CW will reach out to Kathy Williams to determine who should be notified of meeting.
12/13.03	SBC	01/10/18	Preliminary Refinement of PSR Options: JT reminded the committee that the district and towns have appointed the committee as the decision making body and to make the most beneficial decisions for the project in the best interest of the towns/district. JD questioned about both towns being committed, CT advised that the Dennis side believes the 4-7 configuration option is the most viable. CW noted that the MSBA process is being followed and that the committee has been following the process set by MSBA. JT noted that the educational plan was based on a grade configuration of grades 4-7. JT made a MOTION: to remove all 6-7 grade configuration options from consideration of preferred schematic solution with the understanding that the base repair option will need to be carried through PSR for cost comparison as required by MSBA module 3 guidelines. VOTE: All in favor (15-0) (JT, WR, CW, KJ, SO, AK, CT, DK, TT, CS, SC, NL, JD, RC, JL)

			<p>CW then led a discussion about the Add/Reno Options – Noting that the cost of these options is much higher than new construction.</p> <p>CW made a MOTION: to remove MR-2 & WR-2 from consideration of preferred schematic solution with the understanding that 1 renovation or add/reno will need to be carried through PSR for cost comparison as required by MSBA module 3 guidelines. VOTE: All in favor (15-0) (JT, WR, CW, KJ, SO, AK, CT, DK, TT, CS, SC, NL, JD, RC, JL).</p> <p>A discussion was had about the sites at Mattacheese and Wixon potentially not being preferred solutions. DK noted that options M-2 and W-2 should remain as possible solutions at this time. DK advised that MDOT is reviewing the traffic at exit 8 and discussions have begun, although early in the process.</p>
10/18.04	ALL	N/A	<p>Upcoming Building Committee Meetings:</p> <p>- 01/10/2018 5:00 PM D/Y Regional High School Library</p>

New Business

12/13.02	ALL		<p>Public Comment/New Business: A question from the public was asked about whether or not Auditorium figures were in the potential numbers at this time – Yes, all options right now carry auditorium.</p>
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Meeting Adjourned: Motion to Adjourn **M: CS S: JD** All For 6:35PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Walter Hartley, PMA Consultants

Signed: Walter Hartley

Date: 12/29/17

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: November 15, 2017

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT) <input type="checkbox"/> James Dykeman <input type="checkbox"/> Dan Knapik <input type="checkbox"/> Jennifer Legge (JL) <input type="checkbox"/> Will Rubenstein	<input type="checkbox"/> Sandra Cashen <input type="checkbox"/> Carol Woodbury <input type="checkbox"/> Ann Knell <input type="checkbox"/> Phillip Morris <input type="checkbox"/> <i>Curt Sears</i> <input type="checkbox"/> Chad Crittenden <input type="checkbox"/> <i>Daniel Colli</i>	<input type="checkbox"/> Robert Ciavarra <input type="checkbox"/> Norm Holcomb <input type="checkbox"/> Nathan Ladley <input type="checkbox"/> Michael Nardone <input type="checkbox"/> Teodora Torres <input type="checkbox"/> Walter Hartley <input type="checkbox"/> <i>Jana Silsby</i>	<input type="checkbox"/> George Davis <input type="checkbox"/> Ken Jenks <input type="checkbox"/> Sean Owen <input type="checkbox"/> Cleon Turner <input type="checkbox"/> <i>Tony Oliva</i> <input type="checkbox"/> <i>David Stephen</i>
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
<u>PE:</u>	<input type="checkbox"/> Bob Bell	<input type="checkbox"/> <i>Daniel Colli</i>	<input type="checkbox"/> <i>Jana Silsby</i>	<input type="checkbox"/> <i>David Stephen</i>
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:10 PM.

Not Present for Vote of Minutes (Phillip Morris, Dan Knapik, Jennifer Legge)

Motion to approve minutes of the November 8th, 2017 meeting **M: JD S: AK** All For (15-0)

General

Item	Responsible	Due	Notes
10/18.01	ALL	12/13/17	<p>Project Schedule Update: WH updated the committee on the key upcoming dates. Following a potential successful vote today, PMA/PE will submit the PDP to the MSBA on 11/21/17. MSBA review period of three weeks will follow the submission. CC noted that when MSBA review comments are received, the District/PMA/PE will have two weeks to provide responses. CC noted that the review comments will be multiple pages and that is a typical response.</p>
10/18.02	PE	11/15/17	<p>Review of Planning Layouts & Estimates: Update 11/15/17: Perkins Eastman began by reviewing with the committee the PDP and the core components. Bob Bell advised the committee that the space summary is just about complete and that a couple of areas had increased on the 6-7 school and that they had decreased on 4-7 school. Joe Tierney asked for a clarification about what MSBA will reimburse upon and if Mattacheese is over on a certain category will it be on the district? BB answered that no that is not the case and that many areas will be over and other areas will be under the MSBA guidelines. It is all described in the educational program on how much space is needed. Joe Tierney also asked the committee to be aware that if they feel they are able to make a decision to cull down some options tonight that it may be a good idea. In addition, JT noted that a vote tonight will be necessary to approve the PDP.</p> <p>Joe Tierney asked about the educational plan that has been prepared for a potential combined 4-7 school. Is there an issue with using this if the project goes forward as a 6-7 school? Perkins Eastman advised that it is typically not an issue and that the program was written by the district with its best intentions on how the educational plan should be delivered. Carol Woodbury advised the same.</p> <p>Norm Holcomb ask about the educational program and its importance to the design of the building and why MSBA does not reimburse if the educational plan is not met? PMA answered that because of adjacencies, DESE requirements, the overall functionality of a school does not work if the educational program is not met. MSBA does not want to invest in a building that is not striving to meet the highest standards for education. Bob Bell also noted that teaching has changed so much over the past years that the flexibility of a school to be able to adapt to new teaching models is imperative for a building and that the existing schools are not</p>

			<p>able to be arranged or re constructed in such a way that will meet this. This is because of the low ceiling heights and ADA issues. PMA noted that many ADA/MAAB code issues that would need to be completed are very high costs.</p> <p>PMA presented on the comparative costs of the previous KBA report on the Wixon school. PMA previously presented on the costs of the KBA report on the Mattacheese school, showing various reasons as to why the report was not a full estimate but a needs assessment. PMA noted that the escalation that is being used now is historical data and also that many of the required code upgrades that would be required are not accounted for in the KBA report.</p> <p>Carol Woodbury noted that options M-2 and W-2 are not centrally located and that if a new building 4-7 is the option that there may be a strong push for centralization. JT questioned if Station Ave could handle added traffic? Bob Bell noted that traffic study will need to be fully completed as we move forward. Dan Knapik noted that Yarmouth has begun speaking with MDOT district 5 about a study at exit 8 to improve current condition, it is in the very early stages.</p>
10/18.03	ALL	11/15/17	PR/Outreach Group Update: Community forum has been scheduled immediately following the 11/15/17 meeting.
10/18.04	ALL	11/15/17	<p>Upcoming Building Committee Meetings:</p> <p>12/13/2017 5:00 PM D/Y Regional High School Library</p> <p>Upcoming Community Forums:</p> <p>11/15/2017 7:00 PM D/Y Regional High School Library</p>
11/15.01	SBC	11/15/17	<p>Preliminary Design Program Vote: Phil Morris made a motion to approve the PDP in its entirety. Dan Knapik seconded the motion. Joe Tierney called for discussion, Norm Holcomb questioned if the project goes down the road of a 4-7 then the Mattacheese site will most likely be opposed and it may be a good idea to remove those options now. Norm offered an amendment to the committee to remove options W2, M2, WR2, and MR2. Bob Bell advised that we need to carry a renovation option forward and by doing this we would only have a grades 6-7 renovation option on the table. The Committee decided to move forward with the original proposed motion and second. VOTE: All in Favor (17-0) Nathan Ladley had left meeting for other commitments.</p>

New Business

11/15.02	ALL		<p>Public Comment/New Business: A question was asked about who is paying for the feasibility study? CW answered that right now, Yarmouth has approved the \$750K study and that if a project of a combined school is the selection that a discussion would need to occur then about funding/reimbursement. All committee agreed that the regionalization subcommittee is working on this issue as it is not a building committee decision.</p>
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Meeting Adjourned: Motion to Adjourn **M: JD S:CT** All For 6:55PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Walter Hartley, PMA Consultants

Signed: Walter Hartley

Date: 11/20/17

Mattacheese Middle School Building Committee

PROJECT: Mattacheese Middle School
LOCATION: D/Y Regional High School Library

MEETING DATE: November 8, 2017

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT) <input type="checkbox"/> James Dykeman <input type="checkbox"/> Dan Knapik <input type="checkbox"/> Jennifer Legge (JL) <input type="checkbox"/> Will Rubenstein <input type="checkbox"/> Carol Woodbury	<input type="checkbox"/> Sandra Cashen <input type="checkbox"/> <i>Chris Dwelly</i> <input type="checkbox"/> Ann Knell <input type="checkbox"/> <i>Phillip Morris</i> <input type="checkbox"/> Curt Sears (CS)	<input type="checkbox"/> Robert Ciavarra <input type="checkbox"/> Norm Holcomb(<i>late</i>) <input type="checkbox"/> Nathan Ladley <input type="checkbox"/> Michael Nardone <input type="checkbox"/> <i>Teodora Torres</i>	<input type="checkbox"/> George Davis <input type="checkbox"/> Ken Jenks <input type="checkbox"/> Sean Owen <input type="checkbox"/> Cleon Turner
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
<u>PE:</u>	<input type="checkbox"/> Bob Bell(<i>late</i>)	<input type="checkbox"/> <i>Daniel Colli</i>	<input type="checkbox"/> <i>Jana Silsby</i>	<input type="checkbox"/> <i>David Stephen</i>
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:04 PM.

Motion to approve minutes of the Oct 18, 2017 meeting **M: CT S: JD** All For (17-0)

General

Item	Responsible	Due	Notes
10/18.01	ALL	11/15/17	<p>Project Schedule Update: WH updated the committee on the key upcoming dates. The educational plan from the district was reviewed and voted unanimously accepted by the school committee. PMA advised that at the next building committee meeting we will need to have a vote to approve the submission of the PDP.</p> <p>Select Preferred Option & Vote to Submit Preliminary Design Program (PDP): 11/15/17</p>

10/18/02	PE	11/15/17	<p>Review of Planning Layouts & Estimates: Update 11/08/17: PMA began the presentation by reviewing the KBA assessment report of Mattacheese. PMA noted that the report by KBA was not a full construction estimate of repair but a needs assessment with values per item. The discrepancy between the Perkins repair estimate and the KBA report is that KBA's report does not clearly identify that once a potential repair of the building hits 30% of the buildings assessed value, building code triggers required upgrades and corrections for MAAB/ADA and building code. It also has many discrepancies between what would be required as well as some very low or not carried costs that would be required. The cost of these repairs is captured in the Perkins estimate. PMA also noted that KBA/GGD are not professional estimators and that Perkins estimator (PM&C) is widely respected in the construction industry. PMA presented an escalation graph of what KBA's report from 2012/2013 would look like in 2020. PMA is confident that when the KBA estimate is escalated properly, and missing information is included that was not in the KBA report or more realistic values are inserted, that the KBA report will actually show a higher repair cost than the Perkins estimate.</p> <p>PMA noted that the handout on Monday night had an incorrect value on the first page referring to the repair option. The first option represented a fully renovated new building as compared to a code repair/base upgrade option. This code repair/base upgrade is the option the MSBA requires in the PDP and will be clearly defined as such. PMA also noted that the MSBA has only put on base repair option through in the last 5 years for projects of similar scope and size. The cost per square foot of that project was \$166/SF. Because every building differs, there could be discrepancies. PMA is carrying a lower number at \$145/SF due to the nature of the known building in Mattacheese. JT: Spent time working on his own escalation numbers and sees roughly the same trend PMA cited.</p> <p>Building Committee general discussion spoke about the difference between the report and the professional estimate. SC: Added that the report was done for the towns to see what repairs could be done and what had the most priority, not for a complete building estimate repair. CS: Noted that the functionality of the building is not enhanced by simply repairing what is wrong.</p> <p>Perkins presented information on how education and educational delivery has changed and how schools are needing to be more flexible in order to provide the teaching models used now. Perkins also showed the S2 option behind station avenue as requested. Perkins presented information from the educational program, the space summary, potential layouts of a building that are very preliminary.</p> <p>10/18/17: Perkins Eastman presented possible site options and configurations on 4 potential sites, including Mattacheese, Station Avenue, West Great Western Rd, and Wixon. Base repair options on both Mattacheese and Wixon were presented, Full Renovation options were presented on both Mattacheese and Wixon (it was noted that A full repair or renovation of Wixon school alone would not be an MSBA approved project), an addition/renovation on Mattacheese and Wixon sites, and New Build options on Station Ave, Mattacheese, Wixon, and GWG.</p> <p>Option 'S4' is close to the WWTP & other new buildings (\$750,000 garage). It was also noted that the M.E. Small/Station Avenue addition may be necessary in the not so distant future and need to be considered – Costs carried, closed</p> <p>SC: Reaching out to Weston & Sampson to provide information on WWTP Capacity. – PE spoke with Weston & Sampson and there is capacity at the WWTP and it may even benefit the facility, Closed.</p> <p>Option "G2" JT: Access road by water tower could be easier and would have highway access nearby. The committee questioned if the water main had capacity. The committee also noted that traffic mitigation and a new signal at</p>
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			<p>German Hill would be necessary. The Committee also noted that the historical society would need to be involved on any site that is North of Rt.6 (Old Kings Highway). NH: Based on traffic concerns, utility concerns, major land clearing, historical district, made a motion to removed WGW from site options in order to focus on more viable options, seconded by CS: Vote: 18-0, unanimous approval. - Closed</p> <p>Committee noted they would like to see the 940 enrollment option on the NW corner of Station Avenue to make sure that it fits (Same option as “S1” but larger) – Provided in table</p> <p>SC: Noted that water district used to have an access road behind the administration building. WH of PMA to send image to DK and he will send to DPW/Water to make sure it is not in use. – PMA sent to DK for more information</p> <p>JS: Perkins needs to know if moving the solar arrays is even possible because it would eliminate potential options if not. CW: It is possible to relocate but need to cover for lost revenue as described in the agreements, CW to send solar agreements to PMA. – Solar agreements sent and costs captured in draft costs</p> <p>CW: Asked if it was possible to have all of these options in a table form for easier reading. – Table provided</p>
10/18.03	ALL	11/15/17	PR/Outreach Group Update: Community forum has been scheduled immediately following the 11/15/17 meeting.
10/18.04	ALL	11/15/17	<p>Upcoming Building Committee Meetings:</p> <p>11/15/2017 5:00 PM D/Y Regional High School Library</p> <p>Upcoming Community Forums:</p> <p>11/15/2017 7:00 PM D/Y Regional High School Library</p>

New Business

10/18.05	ALL		Public Comment/New Business:
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Meeting Adjourned: Motion to Adjourn **M:CS S:CT** All For 7:20PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: **Walter Hartley, PMA Consultants**

Signed: Walter Hartley

Date: 11/14/17

<p align="center">Mattacheese Middle School Building Committee</p>

PROJECT: Mattachinee Middle School MEETING DATE: October 18, 2017
LOCATION: D/Y Regional High School Library

MEETING DATE: October 18, 2017

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u>	<input type="checkbox"/> Joe Tierney Chair (JT)	<input type="checkbox"/> Sandra Cashen	<input type="checkbox"/> Robert Ciavarra	<input type="checkbox"/> George Davis
	<input type="checkbox"/> James Dykeman	<input type="checkbox"/> <i>Chris Dwelly</i>	<input type="checkbox"/> Norm Holcomb	<input type="checkbox"/> Ken Jenks
	<input type="checkbox"/> Dan Knapik	<input type="checkbox"/> Ann Knell	<input type="checkbox"/> Nathan Ladley	
	<input type="checkbox"/> Jennifer Legge (JL)	<input type="checkbox"/> Phillip Morris	<input type="checkbox"/> Michael Nardone	<input type="checkbox"/> Sean Owen
	<input type="checkbox"/> Will Rubenstein	<input type="checkbox"/> Curt Sears (CS)	<input type="checkbox"/> <i>Teodora Torres</i>	<input type="checkbox"/> Cleon Turner
	<input type="checkbox"/> Carol Woodbury			
<u>PMA:</u>	<input type="checkbox"/> <i>Chris Carroll</i>	<input type="checkbox"/> Chad Crittenden	<input type="checkbox"/> Walter Hartley	<input type="checkbox"/> <i>Tony Oliva</i>
	<input type="checkbox"/> Jon Pope			
<u>PE:</u>	<input type="checkbox"/> Bob Bell	<input type="checkbox"/> Daniel Colli	<input type="checkbox"/> Jana Silsby	<input type="checkbox"/> <i>David Stephen</i>
<u>Others:</u>	<input type="checkbox"/> SEE ATTACHED SIGN-IN SHEET			

Meeting called to order by Chair Joe Tierney at 5:03 PM.

Motion to approve minutes of the Oct 05, 2017 meeting **M: NH S:PM** All For (18-0)

General

Item	Responsible	Due	Notes
10/18.01	ALL	11/01/17	<p>Project Schedule Update: WH updated the committee on the key upcoming dates. The educational plan from the district is going to be ready for the November 2nd packet, this will allow the school committee to vote on the educational program at their November 6th meeting.</p> <p>School Committee Review and Approve Educational Plan; 11/6/17 - Minutes from School Committee Vote needed for PDP submission</p> <p>Review Refined Plan Options: 11/08/17 Select Preferred Option & Vote to Submit Preliminary Design Program (PDP): 11/15/17</p>

		<p>Review of Planning Layouts & Estimates: Perkins Eastman presented possible site options and configurations on 4 potential sites, including Mattacheese, Station Avenue, West Great Western Rd, and Wixon. Base repair options on both Mattacheese and Wixon were presented, Full Renovation options were presented on both Mattacheese and Wixon (it was noted that A full repair or renovation of Wixon school alone would not be an MSBA approved project), an addition/renovation on Mattacheese and Wixon sites, and New Build options on Station Ave, Mattacheese, Wixon, and WGW.</p> <p>Option 'S4' is close to the WWTP & other new buildings (\$750,000 garage). It was also noted that the M.E. Small/Station Avenue addition may be necessary in the not so distant future and need to be considered.</p> <p>SC: Reaching out to Weston & Sampson to provide information on WWTP Capacity.</p> <p>Option "G2" JT: Access road by water tower could be easier and would have highway access nearby. The committee questioned if the water main had capacity. The committee also noted that traffic mitigation and a new signal at German Hill would be necessary. The Committee also noted that the historical society would need to be involved on any site that is North of Rt.6 (Old Kings Highway). NH: Based on traffic concerns, utility concerns, major land clearing, historical district, made a motion to removed WGW from site options in order to focus on more viable options, seconded by CS: Vote: 18-0, unanimous approval.</p> <p>Committee noted they would like to see the 940 enrollment option on the NW corner of Station Avenue to make sure that it fits (Same option as "S1" but larger)</p> <p>SC: Noted that water district used to have an access road behind the administration building. WH of PMA to send image to DK and he will send to DPW/Water to make sure it is not in use.</p> <p>JS: Perkins needs to know if moving the solar arrays is even possible because it would eliminate potential options if not. CW: It is possible to relocate but need to cover for lost revenue as described in the agreements, CW to send solar agreements to PMA.</p> <p>CW: Asked if it was possible to have all of these options in a table form for easier reading.</p>
		PR/Outreach Group Update: Community forum has been scheduled immediately following this meeting.
		<p>Upcoming Building Committee Meetings:</p> <p>11/8/2017 5:00 PM D/Y Regional High School Library 11/15/2017 5:00 PM D/Y Regional High School Library</p> <p>Upcoming Community Forums:</p> <p>11/15/2017 7:00 PM D/Y Regional High School Library</p>

New Business

		<p>Public Comment/New Business: Public asked how often the 750 seat auditorium is used. Formatted Table at capacity. It was also noted that District lost revenue from events to other communities due to disrepair.</p> <p>DK: Noted that the regionalization subcommittee has been meeting on Mondays but no talk about costs yet. DK asked if the team could come to a Joint BoS/Joint FinCom, Regionalization subcommittee, School Committee meeting to present cost data to this point. DK to schedule and invite PMA/PE.</p>
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Meeting Adjourned: Motion to Adjourn **M:CS S:JL** All For 6:45PM

The author of these minutes assumes, to the best of his or her knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Walter Hartley, PMA Consultants

Signed: Walter Hartley

Date: 10/26/17

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Thursday, October 5th, 2017

Members Present: Joseph Tierney, Chair; Sandra Cashen, Robert Ciavarra, James Dykeman, Norm Holcomb, Ken Jenks, Ann Knell, Nathan Ladley, Jenifer Legge, Phillip Morris, Michael Nardone, Sean Owen, Will Rubenstein, Curt Sears, Carol Woodbury

Members Absent: George Davis, Chris Dwelly, Dan Knapik, Teodora Torres, Cleon Turner

PMA Consultants: Chad Crittenden, Walter Hartley

Perkins Eastman: Robert Bell, Daniel Colli, Jana Silsby, David Stephen

Chairman Joe Tierney called the meeting to order at 5:04 p.m.

Approval of Minutes

September 20th, 2017 Minutes

On a motion by James Dykeman seconded by Norm Holcomb, and carried unanimously it was VOTED: To accept the minutes of the September 20th, 2017, of the MMS Building Committee meeting as presented.

Master Schedule Update: **Update (10/05/2017):** WH of PMA updated and reminded the committee of key upcoming dates including 10/18/17 for reviewing PDP options and 11/15/17 for selecting the preferred option as well as voting to submit the PDP. The Submission is due to go to the MSBA on 11/21/17.

Site Assessment Options (Perkins Eastman): **Update (10/05/2017):** Bob Bell updated the committee that right now the viable options for sites are Mattacheese, Wixon, Station Avenue, and West Great Western Rd. It was noted that West Great Western has no sidewalks, has many hills, and could potentially be a traffic issue. Norm Holcomb added that there was possible conservation commission land in that parcel, that there could be well field issues, that the housing commission bought land up there, and that he had traffic concerns at WGW. It was also noted that the historical society may get involved on certain sites. Bob Bell noted that the WGW site can continue to be looked into, Joe Tierney recommended it stay in the options for now. Bob Bell asked Carol if there was space in district for central offices and Carol informed him that they are at capacity.

Educational Leadership Team/Educational Program by District: **Update (10/05/17):** Perkins Eastman is working on creating and adjusting the combined schedule for the combined options. This is being done by showing a staggered start. The MSBA space summary is being populated by Perkins Eastman for all potential options which also helps to drive the amount of square footage required and allowed under MSBA guidelines. Perkins Eastman noted the potential challenges that the district will need to overcome by creation of the education plan. Using the co-teaching and push-in teaching methods for required space. The district is still working on the education plan as it is the biggest required document for the PDP submission.

Chad Crittenden noted that PMA is working on forecasting high level POTENTIAL District Share vs. Project cost. The options that are being developed with comparative costs for consideration will be presented.

Public Relations/Outreach Group: Update (10/05/17): Carol Woodbury noted that she has a few people on the list but they have yet to meet. Ken Jenks noted that the elections on October 24th and a big vote for the Cape Tech project was upcoming and that possibly hurting the Cape Tech would not be a good thing for this project. Joe Tierney noted that it would be good to spark up interest and discussions for the project.

A discussion occurred about the Auditorium. Carol asked the building committee if this is something that would be desired by them for the project. It was noted that this decision should be at a higher level based on costs. Jana let the committee know that these questions would be good for a survey for the PR group.

Perkins Eastman took notes from the committee in order to come up with a short elevator speech for the committee members to use while out speaking to friends/families/towns people.

Sustainability Workshops: Update (10/05/17): Jana Silsby informed the committee on the format for the first sustainability workshop which took place and the turnout was good. Perkins is working on pulling all this information together on what was important to the attendees. Indoor air quality was #1, Energy was #2, and Wellness was #3. The group also had a presentation on net-zero building.

Attachments: None

Next Meeting: 10/18/17 5 PM At D/Y High School Library

Adjournment:

On a motion by Anne Knell, seconded by Jennifer Legge and carried unanimously, it was:

VOTED: To adjourn the meeting at 6:49 p.m.

Minutes Submitted by Walter Hartley, PMA

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Wednesday, September 20th, 2017

Members Present: Joseph Tierney, Chair; Sandra Cashen, Robert Ciavarra, James Dykeman, Ken Jenks, Ann Knell, Nathan Ladley, Jenifer Legge, Phillip Morris, Sean Owen, Curt Sears, Cleon Turner, Carol Woodbury

Members Absent: George Davis, Norm Holcomb, Dan Knapik, Michael Nardone, Will Rubenstein, Teodora Torres

PMA Consultants: Tony Oliva, Walter Hartley

Perkins Eastman: Robert Bell, Daniel Colli, Jana Silsby, David Stephen

Chairman Joe Tierney called the meeting to order at 5:08 p.m.

Approval of Minutes

August 23rd, 2017 Minutes

On a motion by Curt Sears seconded by Nathan Ladley, and carried unanimously with abstentions from James Dykeman and Robert Ciavarra it was VOTED: To accept the minutes of the August 23, 2017, of the MMS Building Committee meeting as presented.

Master Schedule Update: Update (09/20/2017): PMA sent out clarifying email regarding target dates for submission to the MSBA. No changes have been made to the schedule since that update. Key upcoming dates for the school building committee will be listed here:

Existing Conditions (Perkins Eastman): Update (09/20/17): Perkins Eastman updated the committee that the base repair costs will be ready for the PDP submission. The two estimates are completely separate but only the Mattacheese base repair study will be used during the PDP, this is because the base repair study only includes Mattacheese. The District will have the costs for both base code repairs. Curt Sears noted that the public should be aware of the costs for base code repairs and that these numbers only escalate over time.

(08/23/17): Dan Colli updated the committee on the reports of the existing facilities. These include both Mattacheese and Wixon schools. Dan noted that the reports on the existing facilities and the upcoming estimate are solely based on costs to bring each building up to code and in no way help to deliver the educational program. He noted that to bring these buildings up to code without including an educational program is almost prohibitive and this study is required by the MSBA. Dan also noted that one report is outstanding and that is the hazmat report. Once this report is complete, PE will be able to provide their base repair estimates in full. Dan finally noted how difficult of a process and cost prohibitive a base repair and most likely the MSBA would not participate in a code repair project only.

PMA informed the committee that as of right now no sites or options have been taken off the table. The MSBA has requirements on what will and needs to be studied and in order to move through their

funding process, the project will study those options. PMA also noted that in a full build, the cost of rebuilding and auditorium to the same size and scale will most likely be fully on the district, but with a renovation, some of the costs may be shared.

(07/12/17): Dan Colli updated the committee on the progress of the existing conditions studies that are ongoing at both the Wixon and the Mattacheese Schools, both studies required by MSBA. This study is for the "Base Repair" option. They have met with Sandy Cashen, Facilities Director and with Sean Owen, Principal at Wixon. The full picture of both schools needs to be presented to the MSBA during this study.

Educational Leadership Team (Perkins Eastman): Update (09/20/17): Bob Bell updated the committee on the ELT group meeting. He noted that he is currently working on scheduling of a combined project in order to develop the space summary for the MSBA guidelines. Cleon Turner asked about the number of classrooms and how many the MSBA allows. Bob stated that he is seeing some more space required than what MSBA allows but the educational program will be determining whether the spaces are required. Bob noted that the MSBA process is justifying why the spaces are needed. A discussion on the Auditorium costs also took place. MSBA does not participate in costs for an auditorium at this grade level, only in a cafetorium, but they do not tell the district they cannot build it.

(08/23/17): Bob Bell from Perkins Eastman Introduced David Stephen to the Committee. David explained the visioning process. There will be roughly 20-46 people and possibly some students will be involved. There will be two days of roughly 6 hours in September. Day 1 will be a broad view and Day 2 will focus on specifics. It was also noted that the two school faculties will be meeting twice in addition to the visioning sessions. All of the information in all presentations and sessions will be available and made public.

Communication/Outreach Group: Update (09/20/17): First community forum scheduled for tonight but not expecting a large turnout. CW reaching out to community members to be engaged in the process. PMA to work with district on providing small presentation for rotary club that can be used to get the word out. Jana Silsby noted that posting on twitter/facebook/newspaper for the DY school building project will be important and should be referenced with the same project name in both towns. Joe Tierney brought up the Yarmouth Seaside festival and that he will look into getting information for this. It may be difficult to get a booth at this point.

(08/23/17): Carol noted that she has been receiving names for the PR/outreach group. CW will provide names by 9/20/17.

(7/12/17): Maureen has had a couple of people interested in being involved in the PR group, Carol has as well. This is still being worked on and put together. The idea of putting together a send home letter for the students on the first day was discussed. PE team discussed surveys with information only not trying to draw a conclusion from what is being asked. Bob and Jana also discussed the importance of having the community outreach to keep the project visible. They requested that the committee start thinking about key community stakeholders that would be helpful in getting the word out. Joe Tierney suggested that if the committee think of anyone to forward an email to himself, Carol Woodbury and they can move it along to Perkins Eastman. Perkins Eastman believes having the website will be very helpful in keeping documentation available, Maureen uploads documents to the website, PMA/PE will forward meeting documents to be uploaded. Jana discussed the in house

capabilities of Perkins Eastman, that includes surveys, whether online or send homes. Carol Woodbury and Dan Knapik discussed the town phone service for getting the word out as well.

Sustainability Workshops: Update (9/20/17): Jana Silsby informed the committee on the format for the first sustainability workshop scheduled for 10/5/17 and asked that the district get the correct people in the room for sustainability visioning. Educators/Admin/Facilities/ Parents/SBC Members/ and District \$ People should be involved. This is occurring 2PM-5PM prior to next building committee meeting.

Existing/Potential Sites: Update (09/20/17): Bob Bell walked through the list of potential sites that had been developed by Perkins Eastman. At this point in time PE feels they are seeing 3 to 4 potential sites that meet the needs of the community for a school. Mattacheese, Wixon, Station Avenue, and potentially West Great West Ave. Curt Sears noted the potential access issue at WGW. Perkins Eastman is putting together criteria for determination as to whether the sites have the means to meet the requirements for a school project. Perkins has developed a matrix and that has been mailed to the committee to see where potential sites are and why they do not meet the requirements. Perkins asked if there were any more considerations for why a site should be or should not be considered. Curt and Joe noted that Wixon is in a historical district and also that the fields at Wixon are a potential impact.

(08/23/17): Perkins Eastman team presented a slide show on potential sites they were able to find as well as the existing sites noted in the RFP (Central, Wixon, Mattacheese). PMA/PE will review with MSBA about district ownership of land vs. town ownership of land. After reviewing many of the sites it was determined that as of right now potential sites include the three existing sites (Central, Wixon, Mattcheese) Perkins will email the list out and will look for feedback from the committee if other potential sites can be studied. This will be an ongoing study to find as many potential sites as possible. Some will fall off quickly due to certain characteristics but it is best to find all possible areas and know why they are not viable to make sure that the committee and project have the answer when asked by the public.

Other: Joe Tierney brought up the regionalization agreement that is being worked out by the sub-committee of the Dennis and Yarmouth Boards of Selectmen. Cleon updated that the subcommittee has worked out most issues and is now focusing on articles 4 and 10 which are the most difficult. The committee has been meeting every Monday. PMA noted that if dates are missed, the schedule is adjusted by when the MSBA meets, and missing dates by one week can affect the schedule by two months potentially.

Decision was made to cancel the 9/27/17 building committee meeting and change to 10/5/17 as there would be little to update the committee on in one week.

Attachments: None

Next Meeting: 10/05/17 5 PM At D/Y High School Library

Adjournment:

On a motion by James Dykeman, seconded by Cleon Turner and carried unanimously, it was:

VOTED: To adjourn the meeting at 6:46 p.m.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Wednesday, August 23rd, 2017

Members Present: Joseph Tierney, Chair; Phillip Morris, Curt Sears, Teodora Torres, Ken Jenks, Nathan Ladley, George Davis, Norm Holcomb, Sean Owen Principal WIS, Carol Woodbury, Superintendent; Maureen Burnham, Adm. Asst. to the Superintendent, Sandra Cashen, Facilities Manager.

Members Absent: Brian Carey, James Dykeman, Jenifer Legge, Dan Knapik, Michael Nardone, Will Rubenstein, Erik Tolley, Ann Knell, Principal MMS, Cleon Turner, Robert Ciavarra

PMA Consultants: Tony Oliva and Walter Hartley

Perkins Eastman: Robert Bell, Daniel Colli, David Stephen

Chairman Joe Tierney called the meeting to order at 5:10 p.m.

Approval of Minutes

July 12, 2017 Minutes

On a motion by Curt Sears seconded by Phil Morris, and carried unanimously it was VOTED: To accept the minutes of the July 12, 2017, of the MMS Building Committee meeting as presented.

Master Schedule Update & Discussion: PMA provided an updated plan/decision matrix that will continue to be updated as it has been with Perkins Eastman input. PMA also provided an 11x17 master project schedule that had been coordinated with Perkins Eastman to accurately reflect upcoming work and milestones. PMA also included an MSBA calendar, which the schedule reflects. PMA will send out formal email to clarify dates that the project is targeting for submissions and deadlines.

Joe Tierney noted that the joint committee will need to make a recommendation and the towns will need to have a resolution prior to preferred schematic report/solution. Norm Holcomb noted that no decisions or recommendations have been made yet but the committee is aware of the importance of the decision for the project.

Existing Conditions (Perkins Eastman): (07/12/17) Dan Colli updated the committee on the progress of the existing conditions studies that are ongoing at both the Wixon and the Mattacheese Schools, both studies required by MSBA. This study is for the "Base Repair" option. They have met with Sandy Cashen Facilities Director and with Sean Owen Principal at Wixon. The full picture of both schools needs to be presented to the MSBA during this study. Update (08/23/17) Dan Colli updated the committee on the reports of the existing facilities. These include both Mattacheese and Wixon schools. Dan noted that the reports on existing facilities and upcoming estimate are solely based on costs to bring each of the buildings up to code and in no way help to deliver the educational program. He noted that to bring these buildings up to code without including an educational program is almost prohibitive and this study is required by MSBA. Dan also noted that one report is outstanding and that is the Hazmat report. Once this report is complete, PE will be able to provide their base repair estimates in

full. Dan finally noted how difficult of a process and cost prohibitive a base repair and that most likely the MSBA would not participate in a code repair only project.

PMA informed the committee that as of right now no sites or options have been taken off the table. The MSBA has requirements on what will and needs to be studied and in order to move through their funding process, the project will study those options. PMA also noted that in a full build, the cost of rebuilding an auditorium to the same size and scale will most likely be fully on the district, but with a renovation, some of the costs may be shared.

Educational Leadership Team (Perkins Eastman): Update: (08/23/17) Bob Bell from Perkins Eastman Introduced David Stephen to the Committee. David explained the visioning process. There will be roughly 20-46 people and possibly some students will be involved. There will be two days of roughly 6 hours in September. Day 1 will be a broad view and Day 2 will focus on specifics. It was also noted that the two school faculties will be meeting twice in addition to the visioning sessions. All of the information in all presentations and sessions will be available and made public.

Communication/Outreach Group: Bob and Jana also discussed the importance of having the community outreach to keep the project visible. They requested that the committee start thinking about key community stakeholders that would be helpful in getting the word out. Joe Tierney suggested that if the committee think of anyone to forward an email to himself, Carol Woodbury and they can move it along to Perkins Eastman. Perkins Eastman believes having the website will be very helpful in keeping documentation available, Maureen uploads documents to the website, PMA/PE will forward meeting documents to be uploaded. Jana discussed the in house capabilities of Perkins Eastman, that includes surveys, whether online or send homes. Carol Woodbury and Dan Knapik discussed the town phone service for getting the word out as well. **7/12/17:** Maureen has had a couple of people interested in being involved in the PR group, Carol has as well. This is still being worked on and put together. The idea of putting together a send home letter for the students on the first day was discussed. PE team discussed surveys with information only not trying to draw a conclusion from what is being asked. **Update 08/23/17:** Carol noted that she has been receiving names for the PR/outreach group. CW will provide names by 9/20/17.

Sustainability Workshops: Bob Bell noted that Perkins Eastman is working on setting up sustainability Workshops. Most likely this will be a group of 12-15 people. Curt Sears noted that Sandra Cashen needs to be involved with this process in order for the building to be able to function once construction is complete. PE noted that Sandra will be highly involved and many important parties will also be involved. PE to update further once more information is available

Existing/Potential Sites: Perkins Eastman team presented a slide show on potential sites they were able to find as well as the existing sites noted in the RFP (Central, Wixon, Mattcheese). PMA/PE will review with MSBA about district ownership of land vs. town ownership of land. After reviewing many of the sites it was determined that as of right now potential sites include the three existing sites (Central, Wixon, Mattcheese) Perkins will email the list out and will look for feedback from the committee if other potential sites can be studied. This will be an ongoing study to find as many potential sites as possible. Some will fall off quickly due to certain characteristics but it is best to find all possible areas and know why they are not viable to make sure that the committee and project has the answer when asked by the public.

Attachments: PMA Decision/Plan Matrix, MSBA Calendar

Next Meeting: 9/20/17 At D/Y High School Library

Adjournment

On a motion by Phil Morris, seconded by Norm Holcomb and carried unanimously, it was:

VOTED: To adjourn the meeting at 6:48 p.m.

DRAFT

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Wednesday, July 12th, 2017

Members Present: Joseph Tierney, Chair; Phillip Morris, Curt Sears, Teodora Torres, Jenifer Legge, James Dykeman, Robert Ciavarra, Will Rubenstein, Nathan Ladley, Dan Knapik, Cleon Turner, Norm Holcomb, Andrea St. Germain, Sean Owen Principal WIS, Carol Woodbury, Superintendent; Ann Knell, Principal MMS; Maureen Burnham, Adm. Asst. to the Superintendent, Sandra Cashen, Facilities Manager.

Members Absent: Brian Carey, Michael Nardone, Will Rubenstein, Erik Tolley, George Davis,

PMA Consultants: Tony Oliva and Walter Hartley

Perkins Eastman: Robert Bell, Jana Silsby, Daniel Colli

Chairman Joe Tierney called the meeting to order at 5:37 p.m.

Approval of Minutes

June 15, 2017 Minutes

On a motion by James Dykeman seconded by Curt Sears, and carried unanimously it was VOTED: To accept the minutes of the June 15th, 2017, of the MMS Building Committee meeting as presented.

Joint BoS Meeting (6/27/17) Update (Dan Knapik/Carol Woodbury): Dan and Carol reported on the Joint Board of Selectmen's meeting and that the tone and outcome of the meeting was positive. Cleon Turner noted the following: Very happy with the meeting, Dennis Selectmen voted the previous night to ask Yarmouth to have school committee personnel represented on the sub-committee that was formed. Joe Tierney noted that it will be very important to have the input of the school committee. Dan Knapik noted that he submitted the calendar of key dates of importance for both boards of selectmen and the sub-committee.

Master Schedule Update & Discussion: PMA provided an updated plan/decision matrix that will continue as it has been with Perkins Eastman input. PMA also provided an 11x17 master project schedule that had been coordinated with Perkins Eastman to accurately reflect upcoming work and milestones.

Existing Conditions (Perkins Eastman): Dan Colli updated the committee on the progress of the existing conditions studies that are ongoing at both the Wixon and the Mattacheese Schools, both studies required by MSBA. This study is for the "Base Repair" option. They have met with Sandy Cashen Facilities Director and with Sean Owen Principal at Wixon. The full picture of both schools needs to be presented to the MSBA during this study.

Responsibility Matrix (Perkins Eastman): Dan Colli presented the responsibility matrix for the project outlining through schematic design. Purpose of this document is to make sure that all parties know their involvement and requirements for the upcoming phase.

Educational Leadership Team (Perkins Eastman): Carol Woodbury updated on the Educational Leadership Team that met prior to the building committee meeting. 50/60 people will be part of the educational working group (EWG). There will also be faculty forums for faculty input as well as sustainability workshops. Perkins Eastman is trying to be as prepared as possible for when school is back in session and many meetings will need to be scheduled in order to advance the feasibility study. Bringing people on board and helping to prioritize will help with communication. Carol and Maureen have already started assembling people for the EWG. Phil Morris noted that this is much more organized than previous school project. Tony Oliva noted that a group over 50/60 people becomes ineffective. Carol Woodbury asked that if anybody has someone in mind that feels they'd like to commit to the EWG to forward their name to Maureen or herself. Bob Bell reviewed the tentative schedule for workshops and noted that dates will be finalized at a later time, a rough draft will be provided on August 10th at the next ELT meeting.

Communication/Outreach Group: Bob and Jana also discussed the importance of having the community outreach to keep the project visible. They requested that the committee start thinking about key community stakeholders that would be helpful in getting the word out. Joe Tierney suggested that if the committee think of anyone to forward an email to himself, Carol Woodbury and they can move it along to Perkins Eastman. Perkins Eastman believes having the website will be very helpful in keeping documentation available, Maureen uploads documents to the website, PMA/PE will forward meeting documents to be uploaded. Jana discussed the in house capabilities of Perkins Eastman, that includes surveys, whether online or send homes. Carol Woodbury and Dan Knapik discussed the town phone service for getting the word out as well. **7/12/17:** Maureen has had a couple of people interested in being involved in the PR group, Carol has as well. This is still being worked on and put together. The idea of putting together a send home letter for the students on the first day was discussed. PE team discussed surveys with information only not trying to draw a conclusion from what is being asked.

Attachments: PMA Decision/Plan Matrix

Next Meeting: 8/23/17 At D/Y High School Library

Adjournment

On a motion by James Dykeman, seconded by Jennifer Legge and carried unanimously, it was:
VOTED: To adjourn the meeting at 6:52 p.m.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Wednesday, June 15th, 2017

Members Present: Joseph Tierney, Chair; Phillip Morris, Curt Sears, Teodora Torres, Jenifer Legge, James Dykeman, Robert Ciavarra, Will Rubenstein, Nathan Ladley, Dan Knapik, Cleon Turner, Norm Holcomb, Michael Nardone, Cleon Turner, Sean Owen, Carol Woodbury, Superintendent; Larry Azer, Director of Finance and Operations; Ann Knell, Principal MMS; Maureen Burnham, Adm. Asst. to the Superintendent, Sandra Cashen, Facilities Manager.

Members Absent: Brian Carey, Ed Senteio, Erik Tolley, , Rich Bienvenue, George Davis,

PMA Consultants: Chris Carroll, Tony Oliva, and Walter Hartley

Perkins Eastman: Robert Bell and Jana Silsby

Chairman Joe Tierney called the meeting to order at 5:02 p.m.

Approval of Minutes

May 3rd, 2017 Minutes

On a motion by Dan Knapik seconded by Phil Morris , and carried unanimously with 1 abstention, it was VOTED: To accept the minutes of the May 3rd, 2017, of the MMS Building Committee meeting as presented.

DSP Meeting #2 Results (PMA & DSP Members) -

Carol Woodbury updated the committee on the results of the DSP interviews. She also noted the professionalism and overwhelming results that were for the selected designer Perkins Eastman. Phil Morris restated the professionalism and also the strict process that was followed in selecting the designer. Dan Knapik noted the critical elements in the presentation by Perkins Eastman; specifically, the functionality of the potential building and the similar examples of projects that Perkins Eastman brings to the table. Dan explained to the committee how far above Perkins Eastman was in their credentials and their presentation for the reasons that they were selected unanimously.

Master Schedule Update & Discussion: PMA provided an updated plan/decision matrix that will continue as it has been with Perkins Eastman input. PMA also provided an 11x17 master project schedule that had been coordinated with Perkins Eastman to accurately reflect upcoming work and milestones. Will Rubenstein requested that the schedule handout be put on the dropbox or on the project website so that it can be accessed electronically, PMA will send to Maureen for uploading to website with meeting minutes.

Perkins Eastman Presentation (Perkins Eastman): Bob Bell and Jana Silsby were introduced to the building committee. Bob and Jana proceeded with the Perkins Eastman presentation material. Bob made clear that buy in from the teachers will be very important and that they would like to schedule meetings as soon as teachers are available. Bob also stated that "getting the word out now" is highly important, even if it is just the limited information that we have. The project needs to be "visible" to

the eyes of the public. Bob and Jana handed out Perkins Eastman's tentative schedule for visioning process and requesting some information/assistance from the committee on the inner workings of Yarmouth and Dennis. Perkins Eastman tentative schedule was handed out and reviewed. It highlighted the upcoming summer work and also early fall work. Bob and Jana would like to meet next week on the day of the MSBA kickoff meeting to tour Yarmouth and get a feel for traffic/history/significant locations. Perkins Eastman presentation also included a brief overview of the Perkins Team, their wealth of knowledge and resources in school design, and their enthusiasm for projects such as the Mattacheese Middle School. Big target date for submission to MSBA is 11/21/17 for Preliminary Design Program (PDP).

Educational Leadership Team (Perkins Eastman): Bob and Jana developed an initial list of who they believe would be important to be on the Educational Leadership Team (ELT). The ELT usually consists of key staff and core decision makers for the educational program and also individuals involved in scheduling. Perkins Eastman provided a suggested group of Carol Woodbury, Ann Knell, Sean Owen, Bob Bell, Jana Silsby, David Stephen, Walter Hartley. Perkins Eastman asked for any input/names that the committee would recommend. Carol Woodbury had previously recommended that Laila Maxwell Director of STEM and Sherry Santini Director of Humanities be on the ELT. Tentative Schedule attached and subject to availability and scheduling conflicts.

Communication/Outreach Group: Bob and Jana also discussed the importance of having the community outreach to keep the project visible. They requested that the committee start thinking about key community stakeholders that would be helpful in getting the word out. Joe Tierney suggested that if the committee think of anyone to forward an email to himself, Carol Woodbury and they can move it along to Perkins Eastman. Perkins Eastman believes having the website will be very helpful in keeping documentation available, Maureen uploads documents to the website, PMA/PE will forward meeting documents to be uploaded. Jana discussed the in house capabilities of Perkins Eastman, that includes surveys, whether online or send homes. Carol Woodbury and Dan Knapik discussed the town phone service for getting the word out as well.

Invoices: Phil Morris made a motion to approve PMA invoice #1, Dan Knapik seconded the motion, discussion occurred. Robert Ciavarra requested information on expended vs. forecasted. PMA said they can provide this information and will provide. PMA tracks this information and will do this with Perkins Eastman budget as well. All voted yes with an abstention from Robert Ciavarra. Phil Morris made a motion to approve PMA invoice #2, Dan Knapik seconded the motion, all voted yes with an abstention from Robert Ciavarra.

Other: Carol Woodbury let everyone know that the school committee voted Cleon Turner and Sean Owen to the building committee. Joe Tierney was voted as the new chair of the School Committee as well.

Attachments: PMA Decision/Plan Matrix and Perkins Eastman Educational Visioning/ Program Summary V1

Next Meeting: 7/12/17 At D/Y High School Library

Adjournment

On a motion by Phil Morris, seconded by Dan Knapik and carried unanimously, it was:

VOTED: To adjourn the meeting at 6:45 p.m.

DRAFT

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Wednesday, May 3rd, 2017

Members Present: Phillip Morris, Curt Sears, Teodora Torres, Jenifer Legge, James Dykeman, Robert Ciavarra, Will Rubenstein, Nathan Ladley, Dan Knapik, Cleon Turner, Norm Holcomb, Carol Woodbury, Superintendent; Larry Azer, Director of Finance and Operations; Ann Knell, Principal MMS; Maureen Burnham, Adm. Asst. to the Superintendent

Members Absent: Joseph Tierney, Chair; Patty Gardiner, Brian Carey, Ed Senteio, John Terrio, Erik Tolley, Michael Nardone, Rich Bienvenue, George Davis, Sandra Cashen, Facilities Manager.

PMA Consultants: Chad Crittenden and Walter Hartley

Co-Chairman Curt Sears called the meeting to order at 5:04 p.m.

Approval of Minutes

April 12, 2017 Minutes

On a motion by Norm Holcomb seconded by Dan Knapik, and carried unanimously with 1 abstention, it was VOTED: To accept the minutes of the April 12th, 2017, MMS Building Committee meeting as presented.

DSP Meeting #1 Review (PMA & DSP Members) -

Mr. Crittenden and Mr. Hartley informed the committee that the 3 members of the Designer Selection Panel from the town met with PMA to review and prepare prior to the 5/2/17 DSP meeting. They then provided information about the first meeting at the Designer Selection Panel at MSBA on 5/2/17. The DSP discussed all four qualifications packages and reviewed them in depth. Of the submissions received, it seemed very clear that three firms were qualified and that one firm, at this point, had a qualifications package that stood out. The DSP went through opinions and rankings of the firms. There was then a motion to interview the top three ranked firms. Dan Knapik wanted to relay to the committee that there was a broad panel of construction experts on the panel, a fair pro/con discussion about all four qualification submissions, and there was no question that the three firms selected to be interviewed stood above the other. Carol Woodbury wanted to relay to the town that it was clear and evident that the DSP is looking out for the best interest of the district, the state, and the taxpayer. Norm Holcomb had a question about when reference checks would be completed. Mr. Hartley responded that reference checks had been made on all four submissions and all four received good references. Dan Knapik then stated that it is highly important that the firm selected have the proper experience with this type of potential project.

Designer Interviews at DSP #2 on 5/16/17 (PMA): Mr. Hartley and Mr. Crittenden stated that they will be creating an agenda for discussion topics for the firms that will be interviewing will need to

answer. PMA will review with the DSP members (Carol, Phil, and Dan) and will also submit them to the MSBA prior to interviewing.

Master Schedule Update & Discussion: PMA provided an updated plan/decision matrix that will continue to be updated as the designer is on boarded and schedules are fully developed.

D/Y Communication/Outreach: Will Rubenstein requested information on how the two towns have been working on dialogue and communication and also discussed the summer timeframes that will be difficult to hit based on potential summer commitments and availability of committee members. Will relayed that it is very important to hit these dates and that there needs to be a plan between the two towns and the dialogue needs to be pushed forward. Dan Knapik informed the committee that there had been productive dialogue on his end between Dennis and Yarmouth and that there are workshops scheduled in June to move things along even further. Cleon Turner iterated the same sentiments as Will and Dan and also offered to help facilitate between the two towns.

Adjournment

On a motion by Curt Sears, seconded by James Dykeman and carried unanimously, it was:

VOTED: To adjourn the meeting at 5:55 p.m.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Wednesday, April 12, 2017

Members Present: Joseph Tierney, Chair; Phillip Morris, Curt Sears, Teodora Torres, Jenifer Legge, James Dykeman, George Davis, Robert Ciavarra, Will Rubenstein, Carol Woodbury, Superintendent; Larry Azer, Director of Finance and Operations; Ann Knell, Principal MMS; Sandra Cashen, Facilities Manager; Maureen Burnham, Adm. Asst. to the Superintendent

Members Absent: Patty Gardiner, Brian Carey, Dan Knapik, Nathan Ladley, Ed Senteio, John Terrio, Erik Tolley, Michael Nardone, Rich Bienvenue

PMA Consultants: Chris Carroll and Walter Hartley

Chairman Joseph Tierney called the meeting to order at 6:04 p.m.

Approval of Minutes

March 15, 2017 Minutes

On a motion by Phillip Morris, seconded by Larry Azer, and carried unanimously with 2 abstentions, it was VOTED: To accept the minutes of the March 15, 2017 as adjusted, of the MMS Building Committee meeting as presented.

Designer Selection Subcommittee - The following individuals volunteered to serve on the designer selection subcommittee: Larry Azer, Sandra Cashen, Robert Ciavarra, Ann Knell, Jenifer Legge, Phillip Morris, and Carol Woodbury. These individuals reviewed the packages with PMA.

Designer Qualifications Package Review & Presentation (PMA)

Mr. Carroll and Mr. Hartley reviewed the four submissions that were submitted for the Mattacheese Middle School Project. The four firms who submitted were Edward Rowse Architects, KBA Architects, Perkins Eastman, and RDA. PMA offered their knowledge of each firm for the committee's review. PMA also noted previous work experience with Perkins Eastman, RDA, & KBA. PMA also showed the committee the designer sub consultant matrix that will be submitted to the MSBA that shows all of the various sub-consultants that would be engaged by the selected designer. PMA also noted that it would be reaching out to listed references as required by the MSBA for the designer reference checklist sheet. PMA will make the four submissions available to the committee via dropbox email. After reviewing with the committee it was determined that most likely having all four firms interview would be beneficial.

DSP Town Members and Dates (PMA)

DSP #1: 5/2/17; DSP #2: 5/16/17

Mr. Carroll and Mr. Hartley discussed the request from the MSBA to be ready for an earlier date for the DSP as the scheduled meeting was full. MSBA requested the Mattacheese project be ready for a 5/2/17 DSP application review meeting and 5/16/17 DSP interview meeting. PMA will be

submitting the designer package hard copies, as well as the sub consultant matrix to the MSBA by 4/7/17 in order to meet MSBA deadlines. They will follow up that submission by completing all required reference checks on designers for the 1st meeting as well.

PMA requested that the building committee decide who will be attending the DSP meeting as representatives of the town. Mr. Carroll provided the list of required members. Joe, Carol, and Larry stated they would get the names and contact information to PMA by tomorrow via email in order for it to get to the MSBA. PMA will forward the DSP guidelines for the (3) members to review and sign.

Information Item

Information regarding next steps will be provided in an updated slide at the next meeting to reflect the accurate changes in dates as requested (the DSP meeting dates have been adjusted).

Phil requested that both towns be kept informed with what is going on during this process and that the more information available the better.

Joe Stated that he has reached out to both Town Administrators and that he is trying to get as much information as he can to them.

Adjournment

On a motion by Phillip Morris, seconded by Joseph Tierney and carried unanimously, it was:

VOTED: To adjourn the meeting at 6:48 p.m.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Wednesday, March 15, 2017

Members Present: Joseph Tierney, Chair; Phillip Morris, Nathan Ladley, Curt Sears, Teodora Torres, Michael Nardone, Jenifer Legge, Robert Ciavarra, and Dan Knapik

Members Absent: George Davis, James Dykeman, Patty Gardiner, Erik Tolley

PMA Consultants: Chad Crittenden and Walter Hartley

Staff Present: Carol Woodbury, Superintendent; Larry Azer, Director of Finance and Operations; Ann Knell, Principal MMS; Sandra Cashen, Facilities Manager; Maureen Burnham, Adm. Asst. to the Superintendent

Chairman Joseph Tierney called the meeting to order at 5:02 p.m.

Approval of Minutes

February 15, 2017 Minutes

On a motion by Phillip Morris, seconded by Jenifer Legge, and carried unanimously, it was:

VOTED: To accept the minutes of the February 15, 2017 MMS Building Committee meeting as presented.

MSBA OPM Approval Letter

A copy of the MSBA OPM approval letter dated March 7, 2017 was included in the packet.

Designer RFS Process Overview (PMA)

A copy of the draft Request for Designer Services (RFS) was distributed at the meeting. Proposals in response to the Request for Designer Services are due on April 7, 2017.

Designer Selection Subcommittee – The following individuals volunteered to serve on the designer selection subcommittee: Larry Azer, Sandra Cashen, Robert Ciavarra, Ann Knell, Jenifer Legge, Phillip Morris, and Carol Woodbury

Construction Market Conditions (PMA)

Explanation of Escalation, etc.

Mr. Crittenden and Mr. Hartley reviewed MSBA data which indicates the average school project cost has increased from \$280 sq.ft. at the end of the 2012 to an average of \$458 sq.ft. for middle school projects which have completed schematic design from 2015-2017. Currently, MSBA caps square footage costs at \$312.

MSBA Reimbursement Rate (PMA)

Explanation of Ineligible vs. Eligible costs, etc.

Mr. Crittenden and Mr. Hartley briefly discussed ineligible vs. eligible costs and reviewed a sample of MSBA ineligible costs including: vinyl asbestos floor tile abatement, moving costs, storage containers, athletic equipment, site costs in excess of 8 percent of direct building cost, and gymnasiums over 6,000

sq.ft. PMA noted the importance of understanding the correlation between the base reimbursement rate and costs which are eligible for reimbursement. A common misconception is that MSBA projects are fully reimbursed based upon reimbursement percentage rates, when in fact only eligible costs are reimbursed at that rate and districts are responsible for funding 100% of any and all items which are ineligible for reimbursement. It is important for the SBC to help the community understand MSBA regulations regarding eligibility for reimbursement as this is the determining factor in understanding a district's share of total project cost.

Information Item

Information regarding Construction Management at-Risk (CM at-Risk) MGL c. 149A, §§ 1-13 was included in the packet. Mr. Tierney asked PMA to provide a quick overview of the available construction delivery methods, specifically the process required if the CM delivery method is selected. PMA explained the application to proceed with CM@Risk process managed by the Office of the Inspector General. CM delivery method is usually best suited for complex phased occupied renovation or fast-track projects whereas a simple new build project may be a better Design Bid Build (DBB) candidate. There is a cost premium generally associated with the CM delivery method, the amount of the premium is highly debated in the industry and varies based upon particular project needs. PMA will provide a more in depth presentation on this topic once the Preferred Schematic design option has been identified.

Adjournment

On a motion by Ann Knell, seconded by Joseph Tierney and carried unanimously, it was:

VOTED: To adjourn the meeting at 5:57 p.m.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Meeting

Wednesday, February 15, 2017

Members Present: Joseph Tierney, Chair; Robert Ciavarra, James Dykeman, Jr., Phillip Morris, Nathan Ladley, Erik Tolley, Curt Sears, Teodora Torres, George Davis, and Michael Nardone

Members Absent: Jenifer Legge

Staff Present: Carol Woodbury, Superintendent; Larry Azer, Director of Finance and Operations; Ann Knell, Principal MMS; Sandra Cashen, Facilities Manager; Maureen Burnham, Adm. Asst. to the Superintendent

Chairman Joseph Tierney called the meeting to order at 5:03 p.m.

Approval of Minutes

January 11, 2017 Minutes

On a motion by Phillip Morris, seconded by James Dykeman, and carried unanimously, it was:

VOTED: To accept the minutes of the January 11, 2017 OPM Selection Subcommittee meeting as presented.

January 17, 2017 Minutes

On a motion by Phillip Morris, seconded by James Dykeman, and carried unanimously, it was:

VOTED: To accept the minutes of the January 17, 2017 OPM Selection Subcommittee meeting as presented.

Brief Review of January 26, 2017 interview meeting

Results of Owner's Project Management (OPM) Selection and Next Steps

Mr. Azer reported that the OPM Selection Subcommittee met on January 26th to interview four firms. This followed the January 17th meeting which determined a short list of candidates through review of the criteria ratings from the ten responses to the Request for Services (RFS). The short list consisted of the following: NV5, Vertex, PMA Consultants, and Hill International. The firm, PMA Consultants located in Braintree, MA, has been selected as the OPM.

Members of PMA Consultants were introduced. Mr. Chris Carroll, MCPPO, Project Executive; Mr. Chad Crittenden, MCPPO, Project Director; and Mr. Walter Hartley, MCPPO, Project Representative; presented some history of PMA Consultants' services and experience. The firm has managed thirty-four school projects serving as an OPM with thirty of them working alongside the MA School Building Authority.

The presentation included five project objectives for the Mattacheese building project. They are: regionalization--with the majority of the voters in the member towns approving the project, continual occupation of the building while the project is underway, addressing building faults whether building a new structure or renovating existing structures, the CM-At-Risk (CMAR) delivery method is under consideration, and five school options. The school options include either grades 6-7 or 4-7

housed in the same building, a new building, or in adjacent/connected buildings on a shared campus. The location options include the current one or an alternate: the Wixon site or the Central Office site. The pros and cons for each of these options were discussed.

Recommendations made by the PMA Consultants' team and items they will assist with included:

- Selecting three committee members to represent the group at the MSBA's Designer Selection Panel meeting in May,
- Preparing the Request for Services (RFS) with strong qualifiers when soliciting an architect, and
- Beginning public outreach now to educate the member towns with the assistance of the town officials, and provide means through the website, advertising at town meetings, information nights, etc.

The MSBA OPM Selection Panel will meet on March 6, 2017.

Adjournment

On a motion by Phillip Morris, seconded by Ann Knell, and carried unanimously, it was:

VOTED: To adjourn the meeting at 6:09 p.m.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

**Minutes of the Mattacheese Middle School Building Committee
Owner's Project Manager Selection Subcommittee
Tuesday, January 17, 2017**

Members Present: Phillip Morris, George Davis, Jenifer Legge, Michael Nardone

Members Absent: Joseph Tierney, Chair

Staff Present: Larry Azer, Director of Finance and Operations; Ann Knell, Principal MMS;
Sandra Cashen, Facilities Manager; Ken Jenks, Principal DYRHS

Meeting convened at 5:00 p.m.

Update for Request for Services (RFS) for an Owner's Project Manager (OPM)

Ten responses to the RFS were received and distributed to the selection subcommittee members on Friday, January 13, 2017:

- Architectural Consulting Group
- Atlantic Construction & Management
- Colliers
- Constructing Monitoring Services
- Ted Gentry Associates
- Hill International
- NV5
- PMA Consultants
- P3
- Vertex

The group reviewed each firm's response over the preceding weekend and shared their individual evaluation criteria ratings. Discussion ensued on each of the ten responses and the group agreed to interview four firms: NV5, Vertex, PMA Consultants, and Hill International. Mr. Azer will contact each firm to arrange for interviews to be held on Thursday, January 26, 2017 beginning at 3:00 PM.

Meeting adjourned at 6:25 PM

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee

Wednesday, January 11, 2017

Members of the Mattacheese Middle School Building Committee met on Wednesday, January 11, 2017 at the Dennis-Yarmouth Administrative Building in South Yarmouth.

Members Present: Joseph Tierney, Chair; Robert Ciavarra, James Dykeman, Jr., Patty Gardiner, Phillip Morris, Nathan Ladley, Curt Sears, Teodora Torres, and Jenifer Legge

Members Absent: Michael Nardone and George Davis

Staff Present: Carol Woodbury, Superintendent; Larry Azer, Director of Finance and Operations; Ann Knell, Principal; and Sandra Cashen, Facilities Manager

At 5 p.m., the MMS Building Committee meeting was called to order by Chairman Joseph Tierney.

Approval of Minutes

The minutes from the last meeting, December 12, 2016, were accepted.

On a motion by Curt Sears, seconded by James Dykeman, and carried unanimously, it was voted:

To accept the minutes of December 12, 2016 as presented.

Superintendent's Report

Mrs. Woodbury reported that she had discussed the posting of the meeting as an Executive Session with legal counsel. It was decided not to post as an Executive Session as the meeting's purpose did not fit with Executive Session criteria.

Director of Finance & Operations

Mr. Azer confirmed that the OPM Selection Subcommittee would meet at 5 p.m. on January 17th to determine a "short list" of candidates. He reported that bids were due on Friday, January 13th, at noon and Larry would have the packets and rating sheets delivered to members that afternoon. Members of the subcommittee were asked to review the packets prior to the 17th.

MMS Building Committee Chair

Mr. Tierney reported that members toured three new facilities in Sutton, Auburn, and Shrewsbury.

Sutton:

- Auditorium has 500 seats (MMS has 750)
- Shades on hallway windows
- Acoustics
- Conditioned air (S. Cashen reported that conditioned air isn't effective based on conversations with facilities managers)
- Wood panels were horrible to maintain, etc.
- TV studio
- Lockers – shorter/wider
- Accessible community areas
- Display cases recessed
- Floors/walls – school colors
- Tile walls

- Floors – Monolouuem – no wax
- Add'l. notes from R. Ciavarra – some of the flooring was an indoor track floor, liked dual purpose; not happy with materials used for interior siding re: the durability and costs and delays; only school with time capsule, impressive auditorium

Auburn:

- STEM lab – tables; teachers' desks, file cabinets – all on wheels
- Tables adjustable by a pin that can be pulled
- What is currently at MMS can be used in a new facility
- Bathrooms in school accessible from fields
- Outdoor furniture
- FM systems – Red Cat
- No doors on bathrooms/lights automatic but in one school, couldn't override auto shut off
- Outdoor classroom
- Digital clocks with message banner in classrooms
- Bullnose – on corners to protect tiles
- School store in main area
- Every gym had a rock climbing wall
- Curtains in gym, benches in front hall
- R. Ciavarra – Room was described as “Safe Room” with what appeared to be typical solid core door and no deadbolts, just regular duty door knob; savings by raising lockers on 2x4 not poured concrete; network printers not individual ones

Shrewsbury:

- R. Ciavarra – better vestibule set-up for security; monolouuem, flooring was no wax, environmentally friendly and durable; good use of halls/open-areas for meeting areas (neighborhood concept);
- In general, RC didn't notice any real creativity re: safety or using the school itself as a tool for education.

Nate Ladley's notes attached.

At 6:15 p.m., on a motion by James Dykeman, seconded by Curt Sears, and carried unanimously, it was voted: To adjourn the meeting.

The next MMS Building Committee meeting will be held on January 17, 2017.

Nathan W. and Sharon Ladley
14 Hosking Lane
South Yarmouth, MA 02664
508-398-1985
Cell 508-633-8004

Central printers:

- Less different cartridges to stock
- Heard some say – Less non-essential printing done

Tile Hallways:

- Easier to clean
- Easier to repair

Hallways:

- Explore different Hallway widths.
- Have multi-use (Auburn)
- Have lockers like Auburn

Construction:

- Low maintenance floors throughout the building.
- Low maintenance exterior.
- Marble window sills.
- Function over architectural statement.
- Neat and clean facilities areas.
- Ample storage for supplies.
- Elevator large enough to accomodate pallets, if needed.
- Do we need “courtyards” or just for show?
- Small stage in the gym and ability to hold entire student body when required.

Security:

- Way to secure school from public areas
- Confirm to security at start. Not have to modify like Sherwood.
- Every room has “Locked Security”. Key to enter required.

General:

- Adjustable tables.
- Table.chair racking system (Sherwood).

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Monday, December 12, 2016

Members of the Mattacheese Middle School Building Committee met on Monday, December 12, 2016 at the Dennis-Yarmouth Administrative Building in South Yarmouth.

Members Present: Joseph Tierney, Chair; Robert Ciavarra, James Dykeman, Jr., Phillip Morris, Patty Gardiner, Nathan Ladley, Erik Tolley, John Terrio, Curt Sears, Teodora Torres, George Davis, and Jenifer Legge

Members Absent: Michael Nardone

Staff Present: Carol Woodbury, Superintendent; Larry Azer, Director of Finance and Operations; Ann Knell, Principal; Sandra Cashen, Facilities Manager; Maureen Burnham, Adm. Asst. to the Superintendent

Mr. Tierney convened the MMS Building Committee meeting at 5:04 p.m. and noted that at the November 21st meeting, a selection subcommittee was formed to develop and advertise a Request For Services (RFS) for an Owner's Project Manager (OPM).

Approval of Minutes

The minutes from the last meeting, November 21, 2016, were accepted.

On a motion by Curt Sears, seconded by James Dykeman, and carried 10-0-2 with Nathan Ladley and Erik Tolley abstaining, it was voted: To accept the minutes of November 21, 2016 as presented.

Superintendent's Updates

Mrs. Woodbury reminded members that the MMS Building Committee website contained all the latest documentation from the MSBA. She also noted that the Feasibility Study Agreement and Exhibits were included in the meeting packet.

Tour of new facility

A tentative date of Wednesday, January 4th between 7:30 and 3 p.m. is being planned for a tour of a new middle school(s) facility. More information will follow.

Update for Request for Services (RFS) for an Owner's Project Manager (OPM)

Mr. Azer reviewed the contents of the Request for Services (RFS) for Owner's Project Management (OPM) with the Committee. He noted page 8 of the document which contained a tentative selection process schedule. Future meetings for the OPM Selection Subcommittee will be Tuesday, January 17, 2017, the target date for having the short list of respondents for OPM; and Thursday, January 26, 2017, the interview date for this list of respondents.

Minimum requirements and the Evaluation Criteria for determining an OPM were contained on pages 4 & 5 of the document. Once a finalist is selected, fee negotiations can begin with the first-ranked choice. If a contract cannot be negotiated with the first ranked finalist, fee negotiations can begin with the second.

Discussion included clarification of the Designer's fee estimated at \$445,000 as part of the Feasibility Study, informing and gaining community support of the project, consideration of M. E. Small Elementary School's standing in this process, and clarification of the wording in Exhibit B, Scope of the Feasibility Study.

At 5:47 p.m., on a motion by Curt Sears, seconded by Ann Knell, and carried unanimously, it was voted: To adjourn the meeting.

The next MMS Building Committee meeting will be held on January 11, 2017.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Monday, November 21, 2016

Members of the Mattacheese Middle School Building Committee met on Monday, November 21, 2016 at the Station Avenue Elementary School library in South Yarmouth.

Members Present: Joseph Tierney, Chair; Robert Ciavarra, James Dykeman, Jr., Phillip Morris, Michael Nardone, Curt Sears, Teodora Torres, George Davis, and Jenifer Legge

Staff Present: Carol Woodbury, Superintendent; Larry Azer, Director of Finance and Operations; Ann Knell, Principal; Sandra Cashen, Facilities Manager; Maureen Burnham, Administrative Assistant to the Superintendent

Mr. Tierney convened the MMS Building Committee meeting at 5:05 p.m. He thanked Mrs. Woodbury, Mr. Azer, and members of the School Committee for their assistance in expediting the MA School Building Authority process for the Mattacheese Middle School building project.

Approval of Minutes

The minutes from the last meeting, July 11, 2016, were voted on.

On a motion by Curt Sears, seconded by James Dykeman, and carried 8-0-1 with George Davis abstaining, it was voted: To accept the minutes of July 11, 2016 as presented.

Introductions were made and nominations were requested for the position of Vice-Chair of the MMS Building Committee. Mr. Curt Sears agreed to serve in the position.

On a motion by Robert Ciavarra, seconded by Sandra Cashen, and carried unanimously, it was voted: To elect Mr. Curt Sears to the position of Vice-Chair.

Superintendent's Updates

Mrs. Woodbury reported that all the requirements for the Eligibility Phase had been met leading into the next phase--the MSBA's invitation to the Dennis-Yarmouth Regional School District to partner with them in conducting a Feasibility Study. Previously the School Committee had authorized Mrs. Woodbury to sign the Feasibility Study Agreement.

Tour of new facility/meeting schedule

A meeting schedule was provided to the committee, and the committee chose a weekday to conduct a tour of a new middle school facility(ies). More information will follow.

Mr. Azer reviewed the contents of the November 21st packet with the Committee which included draft copies of the Request for Services (RFS) for the OPM, next steps for submission, and a contract for project management services included in the packet for the committee's information.

Owner's Project Manager (OPM) Selection Subcommittee

The following members volunteered to serve on the Selection Subcommittee, a committee whose purpose is to develop and advertise a request for services (RFS) for an Owner's Project Manager (OPM):

George Davis, Phil Morris, Jenifer Legge, and Mike Nardone. Mrs. Woodbury, Larry Azer, Sandra Cashen, and Ann Knell will also be a part of the Owner's Project Manager Selection Subcommittee as staff members.

On a motion by Curt Sears, seconded by Robert Ciavarra, and carried unanimously, it was voted: To empower the OPM Selection Subcommittee to develop and advertise a request for services (RFS) for an Owner's Project Manager (OPM).

Once the OPM Selection Subcommittee had been formed, the other remaining members adjourned the meeting at 5:45 p.m.

On a motion by James Dykeman, seconded by Sandra Cashen, and carried unanimously, it was voted that those members not serving on the OPM Selection Subcommittee would adjourn the meeting.

The OPM Selection Subcommittee discussed the process and timelines for the upcoming requirements.

On a motion by Michael Nardone, seconded by George Davis, and carried unanimously, it was voted: To approve the request for services for an Owner's Project Manager (OPM).

At 6:05 p.m., on a motion by Jenifer Legge, seconded by Ann Knell, and carried unanimously, it was voted: To adjourn the meeting for the remaining members.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

Minutes of the Mattacheese Middle School Building Committee Monday, July 11, 2016

Members of the Mattacheese Middle School Building Committee met for the first time on Monday, July 11, 2016 at the Mattacheese Middle School (MMS) located in West Yarmouth, MA.

Members Present: Robert Ciavarra, James Dykeman, Jr., Patricia Gardiner, Nathan Ladley, Phillip Morris, Michael Nardone, Curt Sears, Joseph Tierney, Chair, Erik Tolley, and Teodora Torres

Staff Present: Carol Woodbury, Superintendent; Ann Knell, Principal; Sandra Cashen, Facilities Manager; Maureen Burnham, Administrative Assistant to the Superintendent

Mr. Tierney convened the MMS Building Committee meeting at 6:05 p.m. Introductions were made.

Mrs. Woodbury, Superintendent, explained that although the term Feasibility Phase is included in the MMS Building Committee reference, the invitation to the Mattacheese Middle School Statement of Interest (SOI) is technically for the MA School Building Authority (MSBA) *Eligibility Period*.

This "270-day Eligibility Period formalizes and streamlines the beginning of the MSBA's grant approval process and benefits the District by providing a definitive schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting."

Once the *Eligibility Period* is completed successfully, the District will be eligible for the MSBA invitation to the *Feasibility Study*. It was noted that the citizens of the Town of Yarmouth authorized \$750,000 at the annual town meeting necessary to proceed with the MSBA Feasibility Phase. This is one of the requirements of the Eligibility Period.

A tour of the Mattacheese facility was then conducted. Ms. Sandra Cashen, DYRSD Facilities Manager, pointed out many of the issues and concerns in the Mattacheese Middle School. The following areas were viewed or noted:

- Front door's inefficiency
- Windows throughout the building
- Gap/space on either side of the 2nd floor's corridors
- Building's "movement" that has occurred over the years - up to 3"
- Original boilers - dual fuel (gas and oil); gas has been used for past 11 years; oil has remained in tanks for that period; Ms. Cashen recommended the dual fuel system be continued
- Electric room which includes the telephone system, boiler tanks monitor
- Original elevator - currently out of compliance
- E-wing floors - subfloor disintegrating
- Kitchen facilities (use to house food supply for entire district where all food preparations were performed)
- Cafeteria, laundry room, bathrooms, lockers
- Science lab
- Security measures in classroom

The tour concluded at approximately 7:40 p.m. Another meeting date would be determined and most likely include a tour of a new school building(s).