

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL COMMITTEE

REGULAR MEETING

MINUTES

SEPTEMBER 22, 2011

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman
M. Patterson, Department of Agriculture, Vice Chairman
D. Porteous, Beverly
R. Fravel, Danvers
M. Teixeira, Gloucester
D. Ketcham, Hamilton
P. Anderson, Lynnfield
E. Weitzler, Middleton
T. St. Pierre, Salem
W. Jackson, Swampscott

MEMBERS ABSENT: L. Bonfanti, Peabody, Secretary
L. Siewko-Story, Department of Agriculture
D. Cahill, Department of Agriculture
M. Crowe, Boxford
M. Sweeney, Marblehead
J. Sabella, Manchester
M. Cullinan, Nahant
G. Small, Rockport
C. Robinson, Topsfield
W. Nichols, Wenham

OTHERS PRESENT: R. Bourgeois, Superintendent-Director, EATHS
D. O'Connell, Superintendent-Director, NSRVSD
C. Worth, Treasurer
K. Nigro, PMA
J. Driscoll, Gilbane Building Company
C. Levesque, Recording Secretary
Others

1. Call to Order

The meeting was called to order at 7:00 p.m.

2. Tentative Regular Meeting Minutes for Approval

A motion was made by Ms. Teixeira and seconded by Dr. Anderson and VOTED to approve the June 23, 2011 and August 25, 2011 Tentative Regular Meeting Minutes as presented. Mr. Ketcham, Hamilton representative abstained.

3. Treasurer's Report

Ms. Worth reviewed the July 2010 through June 2011 Profit and Loss Report and the Balance Sheet as of August 31, 2011. Ms. Worth stated that the August 2011 ProPay submission of \$383,000 for reimbursable items has not been received. There was no discussion or questions by members of the Committee.

4. Owner's Project Manager Report

Mr. Nigro introduced Mr. James Driscoll, Project Executive with Gilbane Building Company, the project's construction manager.

Mr. Driscoll stated that 12-14 Gilbane employees have been very involved meeting with Design Partnership and PMA Consultants on CMR pre-construction services. They are looking forward to working with the administration and community on this project. Mr. Driscoll stated that the commitment from the community will make this a successful project. He is confident that this project will be completed on time and under budget. Mr. Driscoll thanked the Committee for their time.

Mr. Harvey asked Mr. Driscoll if a banner could be on site that read "Future Home of...." Mr. Driscoll thought this was a great idea and will look into it.

Mr. Nigro distributed and reviewed an updated sheet of some common abbreviations utilized in the design process.

Mr. Nigro reported on the status of the project to date:

- Project Team (PMA, DPC, Gilbane, and School Admin.) meetings with user groups concerning floor plan reviews and equipment needs. Superintendents review MSBA and Chapter 74 space summary requirements in advance of review with each user group (by academy).
- Team participating in design value management exercises needed to keep project on estimate and budget.
- OPM has weekly meetings with MSBA to provide updates on square footage, space summary requirements and compliance, budget and overall progress. The program has been reduced to comply with the original MSBA approved square footage of 337,000.
- Traffic study should be completed the end of this week.
- Site survey is 95% completed and next step is to certify, verify and stamp as accurate
- Equipment focus meetings are expected to conclude next week. Plans will be updated accordingly to fit required equipment.
- Submitted wetlands permit applications to the state and Town of Danvers. Location of new academy building to avoid temporary shoring during construction require the altering and possible for replication of wetlands.

Next week Design Partnership's cost estimate and Gilbane's independent cost estimate will be reviewed by the project team. Both estimates need to reconcile with each other to bridge any gaps in scope, unit pricing and square foot pricing differences. After the cost estimate is reconciled, the value engineering/value management (VE/VM) process will begin. This is needed to return the project to within design and project contingency amounts before we move to the next design phase.

Mr. Nigro stated Mr. O'Connell and Mr. Bourgeois are doing their due diligence to reduce any redundant or un-needed educational square footage. Mr. Bourgeois added that any square footage adjustments are done to enhance the educational program.

Mr. O'Connell asked who determines the square footage for non-educational space i.e. boiler room. Mr. Nigro answered that the project team, led by PMA will make sure that all non-educational spaces are sized to accommodate equipment and storage requirements. All redundant and non-critical space added outside of educational programming is also a target of VM effort. Mr. O'Connell wants non-educational space reductions first. Mr. Nigro to provide a document showing space requirements (MSBA and Chapter 74) versus current project scope and design.

A meeting is scheduled for October 11th with the Town of Danvers Technical Review Committee, Mr. O'Connell, Mr. Bourgeois, representatives from PMA, DPC and Gilbane. This meeting will review permitting, inspections and water withdrawal cost and rates.

Mr. Nigro stated that it will be necessary to schedule a meeting with the Building Committee after Oct. 11th. He will send an email with potential dates to meet.

Mr. O'Connell asked if checks were required for permits and a school committee was not scheduled how that would be handled. Mr. Nigro stated that PMA would make the payment and the district would reimburse PMA.

Mr. Nigro and Ms. Worth, District Treasurer, will meet to review MSBA's ProPay system as an increase in items for reimbursement will be forthcoming. Future invoices will be labeled with ProPay Cost Category codes for ease of input into MSBA's system.

5. 501(c)3 Update – Mr. Dean Porteous

Mr. Porteous reported that at the September 13th meeting officers were elected to two year terms:

President – Mr. Porteous

Treasurer – Ms. Kulakowski

Secretary – Mr. Brad Hunt

At the next meeting it is expected that the position of Vice President will be filled by Ron Vercellone.

Mr. Porteous reported that the First Annual Golf Tournament held on July 18th at the Ferncroft Country Club raised over \$15,000.

Mr. O'Connell informed the Committee that he made a two year commitment for Ferncroft to host the golf tournament. Next year the date is Monday, July 16, 2012.

6. Superintendents' Report – Mr. O'Connell and Mr. Bourgeois

Discussion regarding Agricultural and Vocational Equipment continue and are expected to complete within the next week.

Mr. O'Connell expressed concern with non-educational cuts to square footage and that there will be some difficult decisions to make in the coming months.

Mr. Bourgeois cited an example of how decreasing square footage could enhance the program to teach theory and education simultaneously, which students and teachers find is a better way to teach.

Mr. Bourgeois commended North Shore Tech faculty, students and administration on their recent successful MCAS scores.

Mr. O'Connell said it is exciting that Essex Aggie and North Shore Tech are meeting with such success. It has taken a lot of collaboration between both schools.

Mr. Bourgeois stated that he studied the MCAS scores of the State's regional vocational school districts and found that Essex Aggie and North Shore Tech are functioning and performing in the top thirty.

Dr. Patterson stated that it is commendable that both schools have achieved higher MCAS levels than the comprehensive high schools. Both schools have much to be proud of and will enjoy greater success when the schools merge.

7. Sub-Committee Reports

There was not meeting or report by **District Policy**.
There was no meeting or report by **Finance & Property Policy**.
There was no meeting or report by **Personnel Policy**

8. Other

There was no Other Business at this time.

9. Adjourn

It was moved by Mr. St. Pierre and seconded by Mr. Cahill and VOTED unanimously to adjourn.

The Chairman declared the meeting adjourned at 8:01 p.m.

Respectfully submitted,

Secretary

Meeting Hand-Outs

- PMA Construction Services – Common Abbreviations