



BUILDING COMMITTEE MEETING MINUTES

Clark Middle School, Chelsea, MA

DATE OF MEETING: 10 September 2013

Gary McCue, Executive Director for Administration and Finance	X	gmccue@chelseama.gov
Joe Foti, Director of Public Works	X	jfoti@chelseama.gov
Jay Ash, City Manager		jash@chelseama.gov
John DePriest, Director of Planning & Community Development		jdepriest@chelseama.gov
Ed Dunn, City Auditor	X	edunn@chelseama.gov
Mary Bourque, Superintendent of Schools	X	bourquem@chelseaschools.com
Mary Leverone, School Principal	X	leveronem@chelseaschools.com
Peter Kambour, Director of Facilities Management	X	kambourp@chelseaschools.com
Jeanny Velez, School Committee		velez_jeanny@gmail.com
Morris Selgal, School Committee Retired		N/A
Clifford Cunningham, City Councilor, School Committee Delegate		councilorccunningham@yahoo.com
Marilyn Garcia, Chelsea Restoration Corporation		mgarcia@chelsearestoration.org
Sara Beqq, Student Representative		sarab527@yahoo.com
Anthony Simboli, Commercial Developer	X	ajs@simboli.com
Margaret Wood, Project Director, Pinck & Co. Inc.	X	mwood@pinck-co.com
Andraya Lombardi, Project Manager, Pinck & Co. Inc.	X	alombardi@pinck-co.com
Melissa Martinez, Assistant Project Manager, Pinck & Co. Inc.	X	mmartinez@pinck-co.com
George Metzger, Principal, HMFH	X	gmetzger@hmfh.com
Lori Cowles, Project Manager, HMFH	X	lcowles@hmfh.com
Arthur Duffy, Project Architect, HMFH	X	aduffy@hmfh.com

x = attending; distribution to all

- HMFH Architects, inc. provided an introduction and overview of the MSBA Preliminary Design Program (PDP) Submittal. They discussed briefly the educational program created by Mary Bourque and Mary Leverone as well as the final calculations of the Space Summary. HMFH confirmed the proposed design SF meets the requirements of the MSBA.
- HMFH provided an overview of the existing conditions survey completed by their consultants. This report identified the areas of major concern such as; Structure, HVAC System, Life Safety and Accessibility as they relate to the Full Renovation and Renovation and Addition options for the school. HMFH identified several additional surveys that need to be completed in order to reduce project risk as we enter into the next phase with the MSBA.

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- Building Envelope Review: Condition of Masonry
 - Phase II Environmental Assessment: Phase I identified a gas station existed adjacent to the site which will require further investigation.
3. HMFH reviewed design options developed to date and how each alternative fulfills the requirements of the District's Tiered Institutional Program. They discussed briefly the sequence of phasing that would be required for each project option, identifying the anticipated construction duration to be 3-4 years. Each phase is anticipated to be 12-18 months.
- Full Renovation – 3/4 Phase Approach
 - Renovation/Addition – 3/4 Phase (Most Complex Approach)
 - New Construction – 2 Phase Approach
4. HMFH will continue to review and develop design alternatives in preparation of the next Building Committee meeting. Based on their studies thus far it is clear that no option will be ideal for the operation of the school but the final use of the school will need to be considered in determining the best option for Clark Ave Middle School. The preliminary construction estimates will be developed based on the information provided today. Estimates to be complete by 9/24 but will not be finalized for review for the next meeting.
5. HMFH and PCI briefly discussed the relationship of the project costs and size to the MSBA caps and reimbursement rate. City of Chelsea's reimbursement rate of 79.58% is close to approaching the MSBA percentage cap. Actual reimbursement rates will be less, based on the MSBA's review.
6. Building Committee provided the following comments on the items presented by HMFH:
- Consider providing a community amenity such as park to increase community support
 - City may explore taller building to accommodate smaller building footprint
 - City may consider design options that utilize a portion of the Crescent Ave parking lot
7. Building Committee requested digital copies of the PDP submitted to the MSBA for their review in advance of next meeting's vote. Pinck & Co, Inc. to provide a copy to the Building Committee via Dropbox.
8. Next meeting. The Building Committee will meet on 9/24 to discuss any questions regarding the PDP and vote for its approval for the MSBA. The Committee will also discuss the option for a Chapter 149A Construction Manager at Risk for the Clark Ave School project.
9. Community Outreach meeting to be scheduled for 9/25 at 4 pm to present information to Clark Ave Teachers, Students, Parents and Community members to update them on the status of the project.

Meeting Minutes Prepared by: Melissa Martinez, Pinck & Co, Inc. Minutes will be considered record after five (5) days of issue unless otherwise notified.