

# MEETING MINUTES



Meeting Date / Time: October 31, 2019 , 10:00 am  
 Project Name: Pentucket Regional School District Building Project  
 Project Number: 17-0762  
 Subject: Working Group Meeting 60%CD-1  
 Attendees:

<b>Justin Bartholomew (JB)</b>	<b>PRSD Superintendent</b>
<b>Jonathan Seymour (JS)</b>	<b>Pentucket HS Principal</b>
<b>Ken Kelley (KK)</b>	<b>Pentucket MS Principal</b>
<b>Wayne P. Adams (WA)</b>	<b>Pentucket</b>
<b>Greg Labrecque (GL)</b>	<b>Business Manager</b>
<b>Greg Hadden (GH)</b>	<b>PRSD Facilities Director</b>
<b>Jon Lemieux (JL)</b>	<b>Vertex</b>
<b>Steve Theran (ST)</b>	<b>Vertex</b>
<b>Dena Trotta (DT)</b>	<b>PRSD, School Committee Vice-Chair</b>
<b>Lisa O'Connor (LO)</b>	<b>PRSD, School Committee Chair</b>
<b>Angus Jennings</b>	<b>Town Manager, West Newbury</b>
<b>Carol McLeod</b>	<b>Finance Directory, Merrimac</b>
<b>Denise Dembkoski</b>	<b>Finance Director, Groveland</b>
<b>Jonathan Rich (JR)</b>	<b>W.T.Rich Company, Inc (WTR), CEO</b>
<b>Kirk Balcom (KB)</b>	<b>WTR, Project Manager</b>
<b>Bert Comins</b>	<b>West Newbury Conservation Agent</b>
<b>Leah Zambernardi</b>	<b>West Newbury Town Planner</b>
<b>Brad Dore (BD)</b>	<b>Dore &amp; Whittier Architects Inc. (D+W)</b>
<b>Jason Boone (JBo)</b>	<b>D+W</b>
<b>Mark Marshall (MM)</b>	<b>D+W</b>
<b>Josh Hagan (JH)</b>	<b>D+W, Job Captain</b>
<b>Nick Beck (NB)</b>	<b>D+W</b>
<b>Giovanna Chaisson (GC)</b>	<b>D+W, Interiors</b>
<b>Margaret Daly (MD)</b>	<b>D+W, Interiors</b>
<b>Abdias Jimnian (AJ)</b>	<b>D+W</b>
<b>María Fernández-Donovan (MFD)*</b>	<b>D+W, Project Manager</b>
Formatting - ,	<b>Attending / NOT Attending</b>

## Agenda:

1. MSBA DD Submission to CDs
2. Permitting Update
3. Neighborhood Meeting
4. Site Plan
5. Temporary Boiler
6. Building Name
7. Planning for November 6th
8. Planning for November 13th Building Committee Meeting
9. Housekeeping items and Schedule

ITEM	ACTION BY	DESCRIPTION:
1.1	Record	<p><b>MSBA DD Submission transition to CD's</b></p> <p>The MSBA package was submitted to the MSBA on October 23, 2019, after October 22 Building Committee approval.</p> <ul style="list-style-type: none"> <li>• D+W is officially beginning the Construction Documents phase working towards the 60% CD pricing set and the Early Release Package #1 on January 14, 2020. The 60% CD MSBA submission deadline is February 25, 2020.</li> <li>• D+W asked Justin Bartholomew to sign the Design Development Completion &amp; Construction Documents Phase Authorization letter.</li> <li>• The Design Team expects to receive the DD Submission MSBA Review Comments within the next 3 weeks.</li> </ul>
1.2	Record	<p><b>Permitting Update:</b></p> <p><u>Conservation Committee:</u> D+W reported that the Conservation Commission site walkthroughs with West Newbury, on October 18, and Groveland, on October 26, took place uneventfully. The ConCom Notices of Intent are scheduled to be mailed on Friday, November 1, for the November 4<sup>th</sup> deadline.</p> <p><u>Planning Board:</u> D+W reported that the draft Site Plan Review Applications were submitted yesterday, October 30 via the FTP site. The signed document will be posted today after the Working Group meeting when Dr. Bartholomew will sign.</p>
1.3	Record	<p><b>Neighborhood Meeting:</b></p> <p>The group talked positively about the outcome of the Neighborhood Meeting that took place yesterday, October 30, at the Pentucket High School cafeteria.</p> <ul style="list-style-type: none"> <li>• 30-35 families attended and that was considered good attendance.</li> <li>• More people from Groveland were in attendance than expected.</li> <li>• Questions asked related to: <ul style="list-style-type: none"> <li>○ Blasting; noise, pre-blasting survey of wells and buildings</li> <li>○ Demolition noise for summer and fall</li> <li>○ Noise/work hours 6:30am-3:00pm – did not seem to be an issue</li> <li>○ Will information be shared with students and parents? Yes</li> <li>○ Schedule, soft start in March, Aprils real start of CA</li> <li>○ Water run-off protection to protect River; filtration system under parking.</li> </ul> </li> <li>• <i>Follow-up:</i> water well concern during blasting. Preconstruction survey for houses and wells</li> </ul>
	Vertex/WTR	

ITEM	ACTION BY	DESCRIPTION:
		<p>Overall, active conversation was beneficial so that concerns were addressed, and questions were answered; likely will result in less issues arising at the public hearing.</p> <p>Contact information was provided in case further questions arise.</p>
1.4	<p>WTR D+W</p> <p>WTR</p> <p>PRSD</p>	<p><b>Site Plan,</b>  <u>Athletic Fields:</u> The Working Group clarified their field requirements: Minimum of 40 yards of football practice field with goal post (existing to be relocated as needed).</p> <ul style="list-style-type: none"> <li>• D+W presented a sketch that Jonathan Seymore had shared earlier showing the 40 yards area as part of the existing football practice field, separated from the field closest to the entry that is intended to remain available for school use during construction.</li> <li>• D+W asked if it would be beneficial for the 40 yards of practice field to be adjacent to the practice field to remain for added use flexibility and avoid student/construction staff comingling. WG stated that it is acceptable and preferable, yet there would have a cost to relocate goal post and prepare the area.</li> <li>• Justin and Jonathan analyzed the fields options and decided it can work with a field and the 40 yards/goal post and transportation to other fields.</li> <li>• Justin has concerns about the drainage in the temporary fields. Grass will have a chance to grow spring through summer to August.</li> <li>• WTR and D+W will review the cost/benefits.</li> <li>• D+W will have Nitsch look into temporary parking areas to compact the parking areas.</li> </ul> <p><u>Construction Site Layout:</u> Steve Theran, Vertex, asked WTR to layout the CA site. This will be reviewed at the December 5<sup>th</sup> Working Group Meeting and presented to the Building Committee on December 10<sup>th</sup>.</p> <p><u>Land Swap update:</u> The land swap has been agreed upon but is still in progress.</p> <ul style="list-style-type: none"> <li>• The proposal includes putting up a fence and living wall to block view for the neighbor. Views and noise are sensitive items.</li> <li>• There are concerns about access, the Owner understands that access to the swap land site will be needed for maintenance vehicles.</li> <li>• The swap land is registered land and there is a process that has to be gone through.</li> </ul> <p>D+W/WTR needs to know if the area will be available for construction use during construction. If used for laydown area materials will likely be visible above the fence. Stockpiles have low impact on neighbors. Justin stated that the group will be kept up to date.</p> <p>Greg H. said that when acquired, CA will have 2/3 of area, 1/3 is for maintenance.</p>

ITEM	ACTION BY	DESCRIPTION:
1.5	D+W	<p><b>Temporary Boiler:</b></p> <p>Up to now, the temporary boiler location has been proposed next to the loading dock. D+W is proposing the temporary boiler to be relocated to the front of the High School building, between the pond and the building, where the existing heat exchangers are now. Waterlines will be run overhead thru the school hallways to connect to the domestic hot water.</p> <p>This is an acceptable location to the PRSD WG.</p>
1.6	BC	<p><b>Building Names:</b></p> <p>D+W asked what the name of the building will be. Up to now it has been referred to as the Pentucket Regional School District Building Project</p> <p>Suggestions included:</p> <ul style="list-style-type: none"> <li>• Pentucket Regional School</li> <li>• The Pentucket School</li> <li>• Pentucket Middle-High School</li> <li>• Pentucket Regional</li> <li>• Pentucket Regional Academy</li> </ul> <p>The group decided that this is information to be addressed with the Building Committee and School Committee.</p>
1.7	Record	<p><b>Planning for November 6<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>• Design Development Page Turner: 9:30am and 1:00pm sessions at D+W</li> <li>• VE List Meeting at 1:00pm at D+W (Categories 1 and 2 will be reviewed)</li> <li>• Pre-Application Conference Planning Board at Town Hall</li> </ul>
1.8	Record	<p><b>Planning for November 13<sup>th</sup></b></p> <p>The Building Committee Meeting has been rescheduled for 5:30pm on November 13 to avoid conflict with other meetings in town.</p> <p>The Agreed upon agenda is:</p> <ul style="list-style-type: none"> <li>• Neighborhood Meeting update</li> <li>• Permitting update</li> <li>• VE List Approval <ul style="list-style-type: none"> <li>○ Brad Dore clarified that the intent of the VE List approval is to approve the amount to be reduced with proposed items. Nevertheless, the design team reserves the option to propose alternative VE items during the following phases in order to improve the DD VE options while continue to meet the budget. The Working Group understood and agreed.</li> </ul> </li> <li>• Interiors Subcommittee selection <ul style="list-style-type: none"> <li>○ Initial members: Greg Hadden, Bob Danford, Jonathan Seymore and Justin Bartholomew.</li> <li>○ 3 added members ideally will represent all 3 towns.</li> </ul> </li> </ul>

ITEM	ACTION BY	DESCRIPTION:						
		<ul style="list-style-type: none"><li>○ It makes sense for the Interiors Subcommittee to morph into the FF&amp;E Subcommittee later in the process.</li><li>○ Proposed meeting dates: November 21, December 12, January 2 and every other week after as needed.</li><li>• Name of the proposed building</li></ul>						
1.9	Record	<p><b>House Keeping:</b></p> <p>Justin Bartholomew provided signatures for the following documents:</p> <ul style="list-style-type: none"><li>• Authorization for the Design Team to proceed from DD to CD</li><li>• Conservation Commission NOI documents to be submitted on Friday.</li><li>• Contract Amendment No 3 for ASR#5 - Traffic Study.</li><li>• Site Plan Review applications</li></ul> <p>Greg Hadden clarified that the address of the buildings on campus are as follows:</p> <table><tr><td>20 Main Street</td><td>Existing Middle School / Proposed Stadium</td></tr><tr><td>22 Main Street</td><td>District Offices</td></tr><tr><td>24 Main Street</td><td>Existing High School / Proposed Building</td></tr></table>	20 Main Street	Existing Middle School / Proposed Stadium	22 Main Street	District Offices	24 Main Street	Existing High School / Proposed Building
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1.10		<p><b>Schedule</b> – Next meetings</p> <p>November 6<sup>th</sup> Meetings at Dore and Whittier Offices</p> <p>9:30am – Page Turner - Site/Landscape</p> <p>1:00pm – Page Turner - MEP/Civil</p> <p>1:00pm - VE List Review</p> <p>November 13<sup>th</sup> Building Committee Meeting, 5:30pm, HS Cafeteria</p> <p>November 14 Working Group Meeting, 10:00am, D+W</p> <p>See attached for other dates on the schedule through 60% CD MSBA Submission.</p>						

The above notes reflect the summary of our meeting. Please contact me with any comments or corrections. After 10 days, we will accept these minutes as an accurate record of our discussion.

Sincerely,

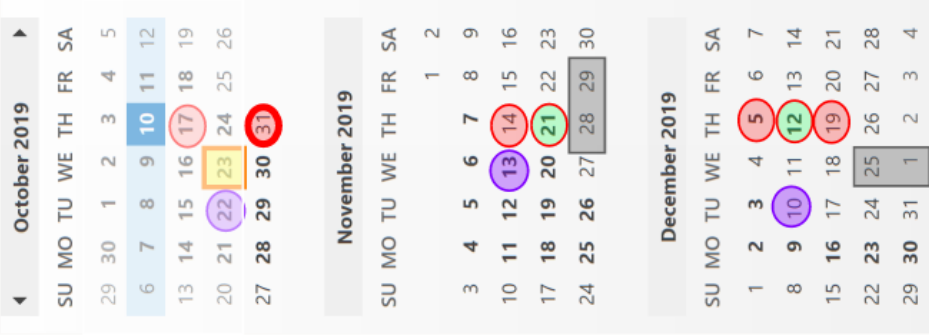
**DORE + WHITTIER**

Maria Fernandez-Donovan AIA, LEED AP BD+C, MCPPO  
Project Manager



Attachments: 60% CD Calendar


Copy: File  
Attendees  
Building Committee, MM, MD, BT, NB, GSC

# Schedule




## 60% CDs \*


-  Proposed Working Group Meetings
-  Proposed Interior Committee Meetings

 Holiday - Thanksgiving, Christmas, New Years Day

 MSBA CD60% Design Review

 BC Meetings

 Issue Pricing Set  
 Cost Estimates Available

 MSBA Deadline  
ERP and 60%CD - January-February

\* Calendar as of 10-31-2019 subject to change.

