

**School Building Committee**  
**Town Hall Room A, 25 Green Street**  
**February 10, 2016 – 6:00 p.m.**

Acronyms used within:

**MSBA:** Massachusetts School Building Authority

**MEP:** Mechanical, Electrical, & Plumbing

**PDP:** Preliminary Design Program

**ELT:** Educational Leadership Team

**EWG:** Educational Working Group

**1. Call to Order**

6:10 p.m.

Attendees: Jeff Anderson, Robin Crosbie, Jonathan Elder, Dr. William Hart, Barry Hopping, Richard Howard, Mitchell Lowe, Sheila McAdams, Nishan Mootafian, Kevin Murphy, Sarah Player, Steve Salomon, Chub Whitten

Also Attending: Kevin Nigro & Paul Queeney of PMA Consultants, Owner's Project Manager; Robert Bell and Daniel Colli of Perkins Eastman, Project Architect; and David Stephen of New Vista Design, Educational Consultant to Perkins Eastman.

Not Attending: Joanne Cuff, Bill Hodge

**2. Announcements**

It was announced that a public forum would follow this Building Committee Meeting at 7:00 p.m. The Committee discussed the importance of communication, community outreach, and encouraging citizens to attend Building Committee Meetings, School Committee Meetings, and public forums.

**3. Review Meeting Minutes**

The minutes for the 1/27/16 Building Committee Meeting were approved by the Committee.

**4. Discussion of Subcommittees and Working Groups**

The following subcommittees and working groups have been established:

- Site Working Group
- Site Analysis Group
- Communication Subcommittee
- Educational Leadership Team (ELT)
- Educational Working Group (EWG)

Other groups to be assembled in the future as part of the Preliminary Design Program (PDP) include:

- Finance Group
- Mechanical, Electrical, & Plumbing (MEP) Group
- Sustainability Group
- Universal Design Group

Nominees for many of the above groups were discussed and assignments will be made at a later date. A materials and finish group will be established later.

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**5. Discussion of Design Schedule and Design Process**

Daniel Colli of Perkins Eastman presented a revised design schedule that included dates for key design activities and meetings, including a joint School Committee and School Building Committee meeting on March 23, 2017 where grade configuration and school enrollment will be decided. Subsequently, design efforts will focus on a single grade configuration and enrollment with 4 building alternatives in accordance with MSBA requirements: code upgrade, renovation, addition/renovation, and new-build. Robert Bell of Perkins Eastman and David Stephen of New Vista Design, Educational Consultant to Perkins Eastman, discussed the educational visioning and programming efforts thus far and indicated that further review of these efforts would be discussed at a community forum to start at 7:00 p.m., immediately following the building committee meeting.

**6. Public Comments**

Erika Turner, a Doyon parent and Ipswich resident, volunteered to join the MEP working group when it is formed.

**7. New Business**

There was no new business discussed.

**8. Next Meeting**

The next meeting of the Building Committee was scheduled for 2/24/16 at 7:00 p.m. in room A of the Town Hall.

**8. Adjournment**

The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Paul Queeney  
PMA Consultants LLC  
Owner's Project Manager