

School Building Committee Meeting and Community Forum  
Ipswich High School Ensemble Room, 134 High Street  
February 12, 2018 – 7:00 p.m.

Acronyms used within:

**OPM:** Owner's Project Manager

**SBC:** School Building Committee

**SC:** School Committee

**MSBA:** Massachusetts School Building Authority

**PDP:** Preliminary Design Program

**SD:** Schematic Design

**VE:** Value Engineering

**Note:**

The School Committee (SC) met concurrently with the School Building Committee (SBC); however, these minutes only address the SBC meeting.

**1. Call to Order**

7:06 p.m.

Attendees: Jeff Anderson, Dr. Brian Blake, Joanne Cuff, Sheila Halloran, Richard Howard, Sheila McAdams, Mitchell Lowe, Kevin Murphy, Sarah Player, and Chub Whitten.

Also Attending: Daniel Colli, and Dawn Guarriello of Perkins Eastman, Architect. Kevin Nigro and Paul Queeney of PMA Consultants, Owner's Project Manager.

Not Attending: Bill Hodge, Barry Hopping, and Nishan Mootafian.

**2. Citizens' Queries**

During the meeting two citizens inquired about the future steps required to approve the project. The first citizen asked when the Warrant Article for the May 2018 Town Meeting would need to be completed. March 14<sup>th</sup> was indicated as the latest date for developing the language of the article with the final completion of all elements of the Article being required 14 days before the Town Meeting. Another citizen asked about the next steps for the MSBA after the submittal of the Schematic Design to the MSBA on 2/21/18. It was explained that the SD submittal would be reviewed by MSBA staff, a Project Scope and Budget Conference would be convened, and a Project Scope and Budget Agreement would be drafted for approval by the MSBA Board on 4/10/18. The agreement will detail the total project cost, the Town's share in the cost, and the amount of the MSBA's participation.

**3. Discussion of cost estimates, review & reconciliation of cost estimates, and value engineering to bring costs to within budget.**

The architect and OPM told the Committee that two preliminary construction cost estimates were prepared and are currently under review. The architect's estimate, prepared by PM&C, will be the estimate of record. The OPM's estimate, prepared by A. M. Fogarty, will be the check estimate. The two estimates are being reconciled. Both estimates indicate costs above what was anticipated in the prior stage of design, the Preliminary Design Program (PDP). Once the estimates are reconciled and complete, they will be delivered to the Building Committee for review and discussion at the next Building Committee meeting.

A value engineering (VE) log is being developed, the log will list potential scope/design adjustments and the corresponding costs savings. As items are selected from the list, the gap between the estimated and budgeted cost closes. In the value engineering process, a sufficient number of items are selected sufficient to bring the total project cost to a level that is acceptable to the Committee. Only items that will have no impact on the education plan will be selected from the VE list. This refinement and reconciliation of estimates and value engineering to reduce the project costs are routine actions in the design of a building project.

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**4. Replacement of Town Manager and Change in Building Committee Membership**

It was noted the James Engel has been named temporary Town Manager, replacing Robin Crosbie who has retired. Mr. Engle will be a member of the Building Committee, taking the position on the Committee that is reserved for the Town Manager.

**5. Review and Approval of SBC Meeting Minutes**

The School Building Committee (SBC) unanimously approved the minutes from the 1/24/18 SBC Meeting.

**6. Next Meeting**

The next meeting of the SBC will be held on February 20, 2018 at 7:00 p.m. at a location to be determined. The 2/20/18 meeting will include a review of project cost estimates, a review of scope and cost adjustments necessary lower the estimated project cost, and provide authorization for the architect and OPM to deliver the Schematic Design (SD) materials to the MSBA on 2/21/18.

**7. Adjournment**

The meeting adjourned at 7:49 p.m.

Respectfully submitted,

Paul Queeney  
PMA Consultants LLC  
Owner's Project Manager