

**Town of Scituate  
School Building Committee  
Hatherly Elementary School Project  
Wednesday, August 23, 2023  
5:30 – 6:40 p.m.**

TOWN OF SCITUATE  
TOWN CLERK  
2023 SEP 29 AM 9:01  
RECEIVED

**MINUTES**

**Committee Members Present:** Nicole Brandolini (chair), William Burkhead, James Boudreau, Chris Carchia, Jared Cianciolo, Maura Curran, Nancy Holt, Kevin Kelly, Janice Lindblom, Tom Raab, Kristine Sheahan, Julie Ward, and Scott Williams

**Committee Members Absent:** Jonathan Burwood, Gregg Davey, Jeff Halbig, Gerard Kelly, Matt Marino, Bruce Marshman, Andrew Scanzillo, and Stephen Shea

**Others Present:** Jon Lemieux and Allyson Mahar, Vertex; Don Walter and Tom Hengelsberg, Dore & Whittier; Chris Cataldo, Facilities

**1. Call to Order and Roll Call**

Nicole Brandolini called the meeting to order at 5:30PM.

**2. Public Comment**

None.

**3. Meeting Minutes**

Nancy Holt made a motion to approve the meeting minutes from the August 9<sup>th</sup>, 2023 School Building Committee meeting. Janice Lindblom seconded. All were in favor. Vote – Unanimous 13-0.

**4. Review of Upcoming Dates and Goals for Schematic Design Phase**

Dore & Whittier gave a presentation to the Committee. The Design Team reviewed the project timeline. Possible dates for the MSBA FAS Meeting are 9/13/23, 9/20/23, or 9/27/23. The MSBA Board Meeting is 10/25/23. Special town meeting is tentatively scheduled May 8<sup>th</sup>, 2024. The Debt Exclusion vote is scheduled May 18<sup>th</sup>, 2024. The updated timeline will be posted on the Scit.org School Building Committee page. A link to the Scit.org page will be added to the Town website.

The SBC meetings in Schematic Design Phase are scheduled: 9/27/23, 10/18/23, 11/15/23, 12/13/23, 1/31/24, & 2/15/24.

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Dore & Whitter reviewed the PSR and Schematic Design Meeting schedule. The Design Team is wrapping up the PSR report this week and it will be submitted to the MSBA on 8/31/23. The Design Team is working on the presentation that will be given at the MSBA FAS Meeting and a copy of the presentation will be included in the PSR Submission as requested by the MSBA.

User Group Meetings will begin in Schematic Design. The Design Team will be meeting with groups of teachers and staff to discuss detailed design. There is a meeting with all teachers next week to present the design to date and provide feedback.

#### **5. Public Meeting #4: Analysis of Comments and Take-Aways**

The Design Team reviewed the input and comments received at Public Meeting #4 held on August 16<sup>th</sup>, 2023. The Mentimeter results showed Option 18 received the most positive feedback. There was consistent feedback that courtyard concept is the preferred option. Additional questions and comments were received regarding redistricting, project funding, community process/voting, and building maintenance. These questions and answers will be posted on the FAQ page on Scit.org. The FAQs will be developed and updated throughout the project.

The Committee discussed the importance of working to make the preferred option the most cost-effective building during the detailed design phase.

Dore & Whittier discussed the meeting held with Public Safety on August 16<sup>th</sup>. Option 18 site plan was presented including updates with the Pre-K traffic circulation. Public Safety gave feedback to help inform the design. The Design Team is looking into a second entrance into the site, parent traffic pattern, and emergency vehicle traffic pattern. The Committee noted concerns with the traffic patterns at the Gates School. There was concern related to busses taking a left out of school and creating traffic. The traffic engineer will study entrance and exit at same location to determine the best option.

#### **6. Review of Options and Selection Matrix for Preferred Option**

The Design Team presented the updated site plan and preliminary traffic patterns for Option 18. The Floor Plans for Option 18 were also presented (no change).

The Design Team reviewed the Preferred Schematic Report (PSR) Cost Estimates for the short-listed options. It was noted that these costs are not exact estimates and are intended to be used for comparison only. Cost estimates include the premium associated with the CM@Risk delivery method although the decision on the construction delivery method is yet to be determined. The Design Team also presented cost estimates with an estimated MSBA Reimbursement. It was noted this value is subject to change.

The Design Team reviewed the Options Selection Criteria Rating System and Proposed Selection Criteria Matrix. It was noted that options that don't include Pre-K were given a 1 for that reason. Option 18 with Pre-K was ranked the highest.

**7. Selection of the Preferred Option - VOTES**

James Boudreau made a motion to select Option 18 as the Preferred Option for the Preferred Schematic Report (PSR). Janice Lindblom seconded. Discussion – None. All were in favor. Vote – Unanimous 13-0, in favor.

James Boudreau made a motion to authorize the Owner’s Project Manager to submit the Preferred Schematic Report (PSR) to the MSBA on behalf of the Town of Scituate, subject to any final edits of the School Committee and School Building Committee. Janice Lindblom seconded. Discussion – None. Vote – Unanimous 13-0, in favor.

**8. Continued Discussion of Construction Manager at Risk Delivery Method (Ch. 149a)**

Vertex discussed the CM@Risk delivery method noting the Committee will need to take a vote to go with CM@Risk and an application will need to be submitted to IG for approval. Nancy Holt noted it does not seem to be necessary for this project and the Committee would need to have an explanation for why this project needs to be CM@Risk while other successful projects in Town did not. The decision on which construction delivery method will be resolved and voted on at the next School Building Committee meeting in September.

**9. New Business**

The next School Building Committee meeting is scheduled September 27<sup>th</sup> @5:30PM.

**10. Adjournment**

James Boudreau made a motion to adjourn the meeting. Janice Lindblom seconded. All were in favor. The meeting was adjourned at 6:38PM.

**APPROVED 9/27/23**

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