

*Project:* **EAST GLOUCESTER ELEMENTARY SCHOOL**  
*Project No:* HII - 1809300  
*Meeting No:* 31  
*Location:* Virtual Zoom Meeting  
*Date:* October 01, 2020 @ 5 PM  
*Recorded By:* Chris Tremblay  
*Purpose:* School Building Committee Meeting  
*File:* 1809300 – A02-00

## MEETING MINUTES

### ATTENDEES

<i>Name</i>	<i>Initials</i>	<i>SBC Member Designation</i>
<b>Jonathan Pope, Co-Chair</b>	<b>JP</b>	<b>School Committee Member*</b>
<b>Richard Safier, Vice Chair</b>	<b>RS</b>	<b>Community Member*</b>
<b>Kathleen Clancy</b>	<b>KC</b>	<b>School Committee Member *</b>
<b>Donna Compton</b>	<b>DC</b>	<b>Purchasing Agent, City of Gloucester *</b>
<b>John Dunn</b>	<b>JD</b>	<b>Chief Financial Officer, City of Gloucester *</b>
<b>Gary Frisch</b>	<b>GF</b>	<b>Director of Finance GPS*</b>
<b>Matthew Fusco</b>	<b>MF</b>	<b>Principal, Veterans ES *</b>
<b>Grant Harris</b>	<b>GH</b>	<b>IT Director, GPS*</b>
<b>Ben Lummis</b>	<b>BL</b>	<b>Superintendent GPS *</b>
<b>Amy Pasquarello</b>	<b>AP</b>	<b>Principal, EGES *</b>

*\* School Building Committee Members*

#### *Additional Attendees*

#### *Company*

<b>Brad Dore</b>	<b>BD</b>	<b>Dore + Whittier</b>
<b>Michele Rogers</b>	<b>MR</b>	<b>Dore + Whittier</b>
<b>Tom Ellis</b>	<b>TE</b>	<b>CBRE   Heery</b>
<b>Bill Booth</b>	<b>BB</b>	<b>CBRE   Heery</b>
<b>Chris Tremblay</b>	<b>CT</b>	<b>CBRE   Heery</b>
<b>Jon Rich</b>	<b>JR</b>	<b>WT Rich</b>

#### Additional Distribution

Jason Rogers, Co-Chair	JR	Veterans ES Parent *
Gregg Cademartori	GC	Planning Director, City of Gloucester*
Joseph Lucido	JL	Operations Mgr. City of Gloucester *
Ryan Marques	RM	Engineering/Construction Experience*
Sefatia Romeo-Theken	SRT	Mayor, City of Gloucester *

**CALL TO ORDER**

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## Call to Order

The meeting was called to order at 5:00 PM by SBC Co-Chair Jonathan Pope.

This meeting is recorded by video and audio in accordance with the state meeting law consistent with the governor's orders to spending certain provisions of the open meeting law in banning gathering of more than ten people. This meeting will be conducted my remote participation.

Roll Call Attendance

Jonathan Pope, Co-Chair  
Richard Safier, Vice Chair  
Kathleen Clancy  
Donna Compton  
John Dunn  
Gary Frisch  
Matthew Fusco  
Grant Harris  
Ben Lummis  
Amy Pasquarello

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**MEETING DISCUSSIONS**

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*Mtg – Item**Discussion / Action Item*

30 - 01

**Approval of Minutes**

None at this time

30 – 02

**Budget Update / Invoice Approval**

A motion was made by Jonathan Pope seconded by Kathy Clancy to approve Dore and Whittier invoice #18 for the period of June for \$15,325.20, invoice #19 for the period of July for \$13,788.10, and invoice #20 for the period August for \$30,282.50.

Roll Call Vote to approve D+W Invoice #18-20

Jonathan Pope, Co-Chair  
Richard Safier, Vice Chair  
Kathleen Clancy  
Donna Compton  
John Dunn  
Gary Frisch  
Matthew Fusco  
Grant Harris  
Ben Lummis  
Amy Pasquarello

The motion passed unanimously 10 to 0, no abstentions.

## MEETING DISCUSSIONS

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Mtg – Item

Discussion / Action Item

30 – 03

### Reports/Deliberations/Discussion/New Business/Action

#### Discussion on MSBA reimbursement

- City has received the Project & Scope Agreement from MSBA
- The Project Funding Agreement will be completed after the Nov 3, 2020 override vote

#### Discussion on City budgetary numbers.

- Total Budget is 66.7M, includes 1M for feasibility and 4.3M in contingency funds
- City MAX exposure is 39.8M, a final audit will be completed 9-12 months after occupancy. There is NO plan to go over 66.7M – “we expect to be under budget and on time”

#### West Parrish was on time under budget

- Question concerning materials/wait times
- Currently we are seeing a 2-3x's increase in lumber, some select electrical items.
- We are seeing a VERY favorable bidding environment – this is a positive for the Owner

#### Long term debt loan rate financial market

- Rate is currently at 1.4%,
- Financial market is currently in a historically favorable market, we expect to be borrowing at 2% or less which is very positive for us.

#### St. Ann's has approval in place to move forward after the vote

- City Council has approved a bond for 4.2M which includes new field(s), swing space (St. Ann's) and EGES Demolition

#### Schedule to be shown at all future meetings

#### 3 openings on the committee

- Jason Rogers resigned Vets Parent
- Adam Rosell name has been submitted to the Mayor for one of the openings
- We need an SBC member with experience in construction industry

#### Update city council

- Voted the language for the Q3 debt
- Transferred property as needed

#### Video presented of virtual tour of the building

- Flyover with Amy and Matt voice over was excellent

#### Discussion on public meeting to answer questions

- We will hold three (3) Forum meetings to inform the public about Questions 3
- October 13 at 5:30 PM
- October 20 @ 6:30 PM
- October 27 @ 7:30 PM
- Discussion on providing information to public. Video clips of exterior, interior spaces, budget, existing building

#### Working group invite Monday 1030am

**MEETING DISCUSSIONS**

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Mtg – Item

Discussion / Action Item

25-05

**Adjournment**

A motion was made by Amy Pasquarello seconded by Ben Lummis for the meeting to adjourn. The motion passed unanimously 10 to 0 at 6:52 pm.

Roll Call Vote to Adjourn the Meeting

Jonathan Pope, Co-Chair  
Richard Safier, Vice Chair  
Kathleen Clancy  
Donna Compton  
John Dunn  
Gary Frisch  
Matthew Fusco  
Grant Harris  
Ben Lummis  
Amy Pasquarello

Next Meeting:

**To be determined****ATTACHMENTS**

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No.

Item

Dated

Action Required

Agenda  
D+W Invoice coverpages

**END OF MINUTES.**

*The above summary is the interpretation of items discussed and decisions reached during this meeting by CBRE Heery. Additions or corrections must be submitted in writing to the author within three days of receipt; otherwise the minutes will stand as written.*



2020 SEP 29 PM 1:46

**East Gloucester/Veterans' Memorial Elementary School  
Building Committee Zoom Meeting**

**THURSDAY, October 1, 2020**

**5:00 pm**

Please click the link below to join the webinar:

<https://gloucester-ma-gov.zoom.us/j/85964611663>

Join via Phone: +1 (929) 205-6099, Alternate: +1 (301) 715-8592

Webinar ID: 859 6461 1663

Please visit <http://gloucester-ma.gov/remote-public-meetings> for instructions and guidance on how to join a remote meeting

**AGENDA**

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- I. CALL TO ORDER/ROLL CALL**
  - II. REPORTS/DELIBERATIONS/DISCUSSION/NEW BUSINESS/ACTION**
    - A. Budget Update/Approval of Project Invoices
    - B. Project Schedule Update
  - III. SBC MEMBERSHIP UPDATE**
  - IV. COMMITTEE DISCUSSION**
    - A. Update on City Council Actions Since Last SBC Meeting
    - B. Review of Key Project Facts
    - C. Project Funding Clarifications/John Dunn
    - D. Impact of Negative Vote
    - E. Develop Public Commentary Statement
  - V. ADJOURNMENT**

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



# CBRE | HEERY

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Burlington, Massachusetts 01803

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October 1, 2020

Mr. Kenny Costa  
City Auditor  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

**Re: East Gloucester Elementary School**  
**MSBA Cost Code: 0002-0000 (AE Feasibility) & 0003-0000 (Environmental & Site) – see invoice for breakdown**  
**Dore & Whittier Architects, Inc. Invoice # 00018**  
**Invoice Period: June 01, 2020 to June 30, 2020**

Dear Mr. Costa:

Please find attached an invoice from Dore & Whittier related to Basic Services and Additional Services for the period mentioned above.

We have reviewed this invoice and acknowledge Dore & Whittier performed basic services and additional services related to the Schematic Design Phase. We therefore are submitting this invoice for your review, consideration and payment in the amount of Fifteen Thousand Three Hundred Twenty-Five Dollars and Twenty Cents (\$15,325.20) as itemized on the attached invoice.

Should there be any questions please feel free to call me at 781-262-0050.

Sincerely,

**CBRE Heery, Inc.**

Jolene Bettencourt for Thomas E. Ellis, Jr.  
Project Administrator

CC: Jonathan Pope, Co-Chair East Gloucester / Veterans Memorial School Building Committee  
Jonathan Dunn, Chief Financial Officer  
Gary Frisch, School Director of Finance & Operations, GPS



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October 1, 2020

Mr. Kenny Costa  
City Auditor  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

**Re: East Gloucester Elementary School**  
**MSBA Cost Code: 0002-0000 (AE Feasibility)**  
**Dore & Whittier Architects, Inc. Invoice # 00019**  
**Invoice Period: July 01, 2020 to July 31, 2020**

Dear Mr. Costa:

Please find attached an invoice from Dore & Whittier related to Basic Services for the period mentioned above.

We have reviewed this invoice and acknowledge Dore & Whittier performed basic services related to the Schematic Design Phase. We therefore are submitting this invoice for your review, consideration and payment in the amount of Thirteen Thousand Seven Hundred Eighty-Eight Dollars and Ten Cents (\$13,788.10) as itemized on the attached invoice.

Should there be any questions please feel free to call me at 781-262-0050.

Sincerely,

**CBRE Heery, Inc.**

Jolene Bettencourt for Thomas E. Ellis, Jr.  
Project Administrator

CC: Jonathan Pope, Co-Chair East Gloucester / Veterans Memorial School Building Committee  
Jonathan Dunn, Chief Financial Officer  
Gary Frisch, School Director of Finance & Operations, GPS



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October 1, 2020

Mr. Kenny Costa  
City Auditor  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

**Re: East Gloucester Elementary School**  
MSBA Cost Code: 0002-0000 (AE Feasibility) & 0003-0000 (Environmental & Site) – see invoice for breakdown  
Dore & Whittier Architects, Inc. Invoice # 00020  
Invoice Period: August 01, 2020 to August 31, 2020

Dear Mr. Costa:

Please find attached an invoice from Dore & Whittier related to Basic Services and Additional Services for the period mentioned above.

We have reviewed this invoice and acknowledge Dore & Whittier performed basic services and additional services related to the Schematic Design Phase. We therefore are submitting this invoice for your review, consideration and payment in the amount of Thirty Thousand Two Hundred Eighty-Two Dollars and Fifty Cents (\$30,282.50) as itemized on the attached invoice. *Please note our adjustment on the schedule of values (SOV) for Additional Services line item Hazardous Material Sampling (ASR-3), to Not Exceed the budget for additional services.*

Should there be any questions please feel free to call me at 781-262-0050.

Sincerely,

CBRE Heery, Inc.

Jolene Bettencourt for Thomas E. Ellis, Jr.  
Project Administrator

CC: Jonathan Pope, Co-Chair East Gloucester / Veterans Memorial School Building Committee  
Jonathan Dunn, Chief Financial Officer  
Gary Frisch, School Director of Finance & Operations, GPS