

APPROVED



MCCPS Board of Trustees

Minutes

Facilities Task Force Meeting

Date and Time

Tuesday August 16, 2022 at 7:00 PM

Location

17 Lime Street, Marblehead, MA 01945

Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

Committee Members Present

Ariane Purdy (remote), Brad Rogers (remote), Christian Strom (remote), Peter Cheney (remote), Peter Cohen (remote), William Rockwell (remote)

Committee Members Absent

Andrea Barlow, Jen Stoddard, Jim Gaudette, John Romano, Karen Zieff, Marisa Fava, Nathan Dye

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

William Rockwell called a meeting of the Facilities Task Force Committee of MCCPS Board of Trustees to order on Tuesday Aug 16, 2022 at 7:05 PM.

C.

Approve Minutes

Christian Strom made a motion to approve the minutes from Facilities Task Force Monthly Meeting on 05-17-22.

Ariane Purdy seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. MCCPS Summer '22 Projects

A. Progress since last FTF Meeting

- Roof
 - New roof installed above current school space, last payment to Uniply Roofing pending completion of fixes to minor issues that arose during installation (nicked a couple pipes)
 - HVAC issues outstanding
 - Note: this was known since previous audit done in the Spring
 - Tax/rebate options
 - Brad- may be worth investigating whether MCCPS could receive any tax write offs/rebates given that the new roof will provide environmental benefits (projected to lower heat/cooling costs)
- Fire Panel
 - Expanded fire panel installed
- Kitchen
 - New floor and equipment installed
 - Chefs have reviewed new materials and begun setting up for beginning of school year
- Stone Wall
 - McLaughlin Masonry removed stone wall that was impacting pick up process
 - Note: this was done pro-bono
 - Next step is paving this area (MCCPS will need to bring in another company for this)
- Landscaping
 - Landscaper coming in next week
 - Grounds clean-up, mulching, tending to a few trees on Lime St.

III. Warehouse Expansion

A. Findings from Architect Interviews

- Dr. Cohen has met with four architects for high-level discussion re: warehouse expansion
 - Candidates: Winter St., Miller, Dyer & Spears, Ebril, Kritikos
 - Dr. Cohen shared drawings made by Ariane, Brad & Christian
 - Note: Christian gave kudos to Ariane and Brad for their work on this

- Next steps
 - Dr. Cohen to create first draft of RFP and share with Will Rockwell, who will then send to FTF for input
 - Down-selecting to two/three vendors and sending RFP (to be drafted by Dr. Cohen and Will Rockwell)
 - RFP to include definition of scope (ex: bathroom updates, code upgrades to be included/noted), MCCPS/building background, overview of current state
 - Proposals will include discussion of scope, ballpark pricing, case studies, bios of key personnel, etc.
 - Down-selected vendors to present to FTF
 - Approx. 1 hour each with time devoted to overview of methodology, discussion of case studies, Q&A
 - Est. late-Sept. timeline (RFP to be sent within next two weeks)

B. MCCPS Capital Improvement Plan

- Input from FTF on Will Rockwell's outline
 - Ariane- keep this adaptable (it will be a living doc.), move "other projects" to historical/recent projects, include asset mgmt. portion (potentially including future maintenance schedule)
 - Note: Ariane also mentioned cataloguing previous conversations and said it may be worth connecting w/ Amy Leveroni for background
 - Brad- add a history of the building, tie project drivers/mission to that of MCCPS, include parent and teacher surveys

IV. Closing Items

A. FTF Recruitment

- Ariane- always good to have contractor/tradesman, engineer would be useful too
- Brad- someone with project mgmt. background
 - Note: FTF currently slated to oversee expansion project (no PM in budget)

B. Action Items & Next Steps

- Next steps outlined above

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,
William Rockwell