

Tisbury School Building Committee (TSBC)
3:30PM, Monday, October 25, 2021
by Zoom Cloud Conference due to Covid-19 Restrictions

TSBC Members Present: Connie Alexander, John Custer, Sean DeBettencourt, Rita Jeffers, Reade Milne, Sarah Ward, Michael Watts, Sarah York
Others: Daedalus Projects – Amanda Sawyer, Christina Opper
Tappé Architects – Chris Blessen
Tisbury School Committee: Michael Watts
MVPS: John Custer, Sean DeBettencourt, Rita Jeffers

* TSBC members late arrivals or early departures.

1. Call to Order & Virtual Meeting Reminders

- In the absence of an official Chair or Vice Chair, Ms. Christina Opper of Daedalus Projects, Inc. – A CHA Company (CHA) requested that Michael Watts, as a member of the School Committee, call the meeting to order.
 - The meeting was called to order at 3:35PM. TSBC and TSC Member Michael Watts reviewed the protocol for remote meetings occasioned by the pandemic. All participants were welcome. The meeting was being recorded for posting on the Project website <http://www.tisbury-school-project.com>.
- (Recorder's note: Discussions are summarized and grouped for clarity and brevity.)

2. Tisbury School Building Committee (TSBC) Attendance

- Attendance was called.
- Ms. Amanda Sawyer (CHA) introduced herself and Ms. Christina Opper as members of the Owner's Project Manager (OPM) team and Mr. Chris Blessen and Ms. Toby Zaltsman as members of the Architect's team from Tappé Architects (Tappé) for the benefit of the new TSBC members.

3. Nominations for Chair and Vice Chair of the TSBC

- Ms. Sawyer asked the TSBC for nominations for the positions of Chair and Vice Chair for the TSBC
- Mr. Sean Debettencourt nominated Mr. Harold Chapdelaine for the position of Chair. The nomination was seconded by Connie Alexander. Ms. Reade Milne commented that it would be unfair to vote Mr. Chapdelaine as Chair without his consent and opportunity to just be a member. Ms. Sawyer asked the committee if they would like to table the vote on the position of Chair and move to nominations for a Vice Chair. Mr. Watts agreed that tabling the nomination and vote for the position of Chair was fine and Ms. Milne suggested moving on to discuss the Vice Chair position. Mr. DeBettencourt recommended, in the absence of a Chair, that Mr. Michael Watts – as the ranking member of the School Committee would be guiding the meeting; Mr. Watts agreed.
- Mr. Watts suggested that the nomination and vote on both the Chair and Vice Chair positions be tabled until the next meeting and agreed to guide the meeting in the absence of Chair. Ms.

Connie Alexander stated agreement to wait until all members could be present and to request that Mr. Watts manage the meeting and continue to the next agenda item.

- Ms. Reade Milne asked if anyone was interested in being Chair or Vice Chair. Mr. Watts stated that he would be happy to serve as the Vice Chair if Harold agreed to serve as Chair and noted that he currently serves as the Vice Chair for the Facilities Subcommittee at the High School and serves on other committees. Ms. Milne expressed appreciation for Mr. Watts agreeing to step into the role and stated that she does not have the capacity to serve in any other role other than a member of the committee. Mr. Watts expressed appreciation for all the members for giving their time to serve on the committee.

4. Review and Approval of Minutes from September 9, 2021

- Ms. Sawyer asked if the minutes from the September 9th meeting had been distributed to the committee members; Ms. Opper stated that it was her understanding that Ms. Marni Lipke (the official recorder for the September 9th meeting) would distribute the draft minutes. Mr. Watts asked if any of the members of the previous Tisbury School Building Committee members present had received the minutes. Ms. Milne and Mr. DeBettencourt noted that they had not seen them. Mr. Watts suggested that this item be tabled until the next meeting and noted that he would contact Ms. Lipke to get a copy for distribution to the committee.
- Ms. Rita Jeffers noted that she found a copy of the draft minutes sent via email from Ms. Lipke. Mr. Watts requested that members look back in their emails for the minutes and noted that he would forward them to the new members, who would abstain.
- During the discussion of the next agenda item, Mr. DeBettencourt noted that he located a copy of the September 9th TSBC meeting minutes, forwarded them to Sarah York, and made a motion to accept the minutes with a minor revision to correct them. Mr. John Custer seconded the motion. Mr. DeBettencourt noted that the change required would be Section 2: Attendance, the minutes state that Mr. Peter Gearhart entered the meeting at 4:41 and given that the meeting started at 5:38, the time of his arrival should be corrected to 5:41. With no further discussion requested by members present, Mr. Watts asked for a roll call vote:

ON A MOTION DULY MADE BY MR. SEAN DEBETTENCOURT AND SECONDED BY PRINCIPAL JOHN CUSTER THE MINUTES OF THE SEPTEMBER 9, 2021 MEETING WERE VOTED: 4 AYES, 0 NAY, 3 ABSTENTIONS: CONNIE ALEXANDER—ABSTAIN, PRIN. JOHN CUSTER—AYE, MR. SEAN DEBETTENCOURT—AYE, MS. RITA JEFFERS—AYE, MS. READE MILNE—AYE (VOTE NOT COUNTED AS MS. MILNE IS NOT YET SWORN IN AS A MEMBER OF THE CURRENT BUILDING COMMITTEE), MS. SARAH WARD—ABSTAIN, MR. MICHAEL WATTS—AYE, MS. SARAH YORK—ABSTAIN.

Ms. Opper inquired as to what constitutes a majority with regards to members present that have been sworn in; Ms. Sawyer noted that members present that have not yet been sworn in may be considered members of the public. Mr. Watts did not think the Building Committee had enough official members present to vote on the minutes and recommended delaying the vote until the next meeting.

5. Invoice approval/recommendation process

- Mr. Watts noted that while this committee was nominated by the School Committee, the Town pays the bills and asked Ms. Sawyer if the OPM reviews the bills and advise the committee on payment approvals. Ms. Sawyer confirmed that the OPM reviews all project invoices and provides recommendations for approval and payment. Ms. Sawyer noted that the OPM would typically receive all invoices and review including the Architect's invoice, Subconsultant invoices, Construction Manager invoice, and Construction Requisitions for Payment and stated that she needs to speak with Mr. Jay Grande regarding the Town's process for paying invoices. Mr. Watts noted that the Town will ask the School Committee to stamp the approved invoices, though the full physical process, but the recommendations for approval will likely be a two-step process. Mr. Watts explained the current process for how the School Committee currently works with the Town on approvals and payments for their invoices and noted that the process for the project, including the physical signing and getting it to the Town for payment, is yet to be determined or finalized. Mr. Watts briefly explained the process of a warrant for payment.
- Mr. Watts asked the OPM for cycle of bills that would be coming in to the OPM for review and noted that the two-layer process is not always as fast as they would like, expressed that it would be best to have TSBC meetings within 2 weeks of the TSC meetings to expedite invoice approvals and payments. Ms. Sawyer noted that typically invoices are submitted within the first two weeks of the month and that the OPM may go back to the consultant/contractor or subconsultant/subcontractor for verification or amendment prior to the OPM's approval. Ms. Sawyer also noted that when construction begins the management of the construction requisition would be methodically mapped out with the Construction Manager, as far as the construction payments are concerned. Mr. Watts asked whether the full Building Committee or an advisory committee within the group to review and make a recommendation to the full Building Committee would be used typically on other public school projects. Ms. Sawyer recommended using an advisory committee, as they would get a good understanding of the requisition process and be able to process them more efficiently and Mr. Watts agreed.
- Mr. Watts asked for volunteers from the TSBC to serve on an advisory working group within the TSBC to review invoices and make recommendations for payment to the full committee. Ms. Sarah York volunteered for the working group and noted that she can keep the Finance Committee (FinComm) up to date on what is happening with the project. Ms. Reade Milne volunteered to serve on the working group once she is sworn in. Mr. Watts agreed to hold the official vote to form the working group until all members have been sworn in.
- Mr. Chris Blessen noted that he will also request that working groups be formed to help manage the design process and recommended that the committee make a single motion to establish the working groups and name the members at a later date. Mr. Watts recommended that the committee wait until all members have been sworn in to finalize the volunteers for each working group.
- Mr. Watts noted that the School Committee approved invoices submitted on the project through October 1st and asked Ms. Sawyer to send them to the School Committee to make sure bills are being paid.

6. Architect Update

- Mr. Chris Blessen noted that the design team has been working on the Design Development (DD) documents. Mr. Blessen introduced Ms. Toby Zaltsman from Tappé, who will be working the project and noted that Mr. Matthew Barnhart and Ms. Zaltsman may attend meetings in the future if Mr. Blessen is not available. The DD documents were submitted to the cost estimators

on October 15th and they are in the process of completing the DD phase cost estimates. Mr. Blessen commented on the changes in the industry over the course of the past two years which may affect the pricing and budget. Mr. Blessen showed some examples of the Design Development drawings including a brief overview of some of the demolition drawings, drawings with mark-ups showing Tappé's internal QA/QC process, Civil drawings showing connections to utilities, and Electrical drawings. Mr. Blessen noted that the DD drawings and specifications can be made available for viewing by members of the TSBC if they wanted to see them. He noted that a new site survey had been completed to reevaluate some of the things relative to underground systems, piping, and verify contours and grading and that the results of the new survey have been incorporated in the DD drawings. He noted that Geotechnical borings had been done to determine soil characteristics and profiles and neither the site survey nor the geotechnical borings tests had resulted in any unknown or unanticipated information or conditions. He noted that sound monitoring is also being conducted as the DEP may require the architect to provide background noise calculations as part of the documents and that Tappé had sound monitors placed on site to collect data over the span of a few weeks, which will be retrieved next week and data downloaded. Mr. Blessen explained that sound monitoring of the HVAC units on the roof will be measured to be sure that the new design for roof top units don't produce noise louder than what is there now. He also mentioned that the Tappé team has taken several trips to the school to verify measurements and conduct programming sessions with every teacher group and staff level in the building to go through all the spaces in the design to determine if the plan is sufficient to meet the needs of storage and general operation of the school and have received positive feedback from the staff so far.

- Ms. Sarah York noted that she has received questions about when the public will have input and when will that happen. (at this point in the meeting, Ms. York's connection was lost and her statement was not completed). Mr. Watts asked if Ms. York's question was when will the public have input into the design. Mr. Blessen noted that the architectural team will take its direction from the TSBC but cautioned that delays in the design phase could negatively impact the project's schedule and cost. Ms. Sawyer read Ms. York's comment that was posted in the Zoom platform Chat, which indicated concern that the public was told that there would be a time for public input and that the TSBC needs to be aware and make sure that information is being shared with the public. Mr. Blessen expressed that the project team is working within a very limited timeframe to complete design and construction in an effort to meet the schedule and budget constraints of the project. Mr. Blessen also noted that there may be presentations of the project to various other town committees and boards that will be required to move the project forward, which would also be additional opportunities for the public to learn more about the project and provide comment. Mr. Watts commented that the TSBC did tell the public that they would have the ability to have their voices heard, but also told the public that there would not be a wholesale redesign of the project based on public comments. Mr. Watts noted that the TSBC looked at 3 to 4 different plans to get to the current plan and that the duly appointed committee recommended moving forward with these concepts, and that several public forums were held throughout the feasibility study phase. Mr. Watts commented that public comment and input on design elements is appropriate, but not a different building and recommended that one of the working groups should be a public communications working group. Ms. Reade Milne expressed that design by entire community would be impossible and asked what the timeline would be for presenting the details of the design and what working groups reviewing finishes and furnishings and when decisions have to be made. Mr. Blessen responded that the project team is working with a general timeline to first select the Construction Manager (CM), for

which there is a Subcommittee working to complete, and second is the completion of the Early Release package which will be mostly demolition but also may include structural steel because it has a long lead time in the current market which is anticipated to be completed in early January. The final bid package is anticipated to be released at the end of April, which is when all decisions need to be final. Mr. Blessen said that he could see having meetings once a week with the working groups that are going through the spaces individually and making recommendations, followed by a presentation with recommendations to the full TSBC for approval. Ms. Sawyer said the goal of the monthly TSBC meetings to have a streamlined process to allow for the design details to be vetted by the working groups and recommendations are made in a full meeting of the TSBC.

- Ms. Milne asked if the working groups assignments could be done at this meeting. Mr. Blessen recommended that the assignments wait until all members have been sworn in and have the ability to vote. Ms. Sawyer asked the TSBC if they would be available to meet next Monday on November 1st to complete the working groups discussion and assignments. Ms. Rita Jeffers noted that there are Parent-Teacher Conferences scheduled for Monday the 1st between 1:00PM and 4:00PM, but the teachers on the committee could be available after 4:00PM. Ms. Sawyer agreed to shift the start time for the November 1st TSBC meeting to accommodate.
- Mr. Blessen named the four main working groups required as:
 - Interiors Working Group: which will look at colors, materials, finishes and other things in the interior of the building – to be led by Wendy and Danielle who are the interior designers at Tappé –the working group will, for example, look at possibly ceiling finishes or light choices and determine the overall look and aesthetic of the interior of the building is appropriate for Tisbury and for a K-8 school. The architect will make budget-friendly and proper level of required maintenance and operations budget recommendations for the working groups review, consideration.
 - Systems Working Group: which will include Heating, Ventilation, and Air Conditioning (HVAC), lighting, plumbing and electrical.
 - Security Working Group: which only needs to be Principal John Custer as both a representative of the School as well as a member of the Building Committee. This is a non-public facing group as it includes confidential information regarding security measures within the school building. General information will be presented to the Building Committee, but detailed information about security systems and plans within the building will not be made available to the public.
 - Exteriors Working Group: which will look at the massing of the building, the windows, and materials on the exterior of the building. This group will need to consider that the floor plans will not be altered at this point of the design, but the exterior finishes can be modified.
 - Landscape Working Group: Mr. Blessen asked the group, given prior interest the overall site plan, if a working group should be established to focus on the development of the design for the landscaping.

Mr. Blessen noted, with the inclusion of the Finance Working Group that Ms. Sawyer recommended, that there may be a total of six (6) working groups. Mr. Watts also noted that the Communications Working Group should be added in as well, to make sure that the TSBC is regularly communication project information and updates with the community. Ms. Milne asked about the controls process during construction and assumed that would be managed by the OPM and asked is Ms. Sawyer would be the main point of contact for the project throughout the completion of both design and construction. Ms. Sawyer noted that the OPM will provide a full-time On-site Representative (OSR) that will oversee the project throughout the construction

phase and will communicate daily with her, and that she will be likely be at the site at least once per week. Ms. Milne asked the members of the TSBC if members of the public, not currently serving on the TSBC, would be invited to participate in any of the working groups. Mr. Watts recommended that each member pick working group and potentially choose a member of the community that would provide a benefit to the working group and agreed that it would be good to involve community members as appropriate. Mr. Blessen noted that it would better to schedule working group meetings during business hours in order to coordinate with the consultants. Ms. Opper commented that considerations for working group volunteers that are not currently TSBC members could include school staff that will be responsible for operating and maintaining the building and that the results of the Exteriors working group and TSBC could provide presentations to the neighbors and abutters to get feedback. Mr. DeBettencourt noted that there are a lot of working groups and there are a limited number of members of the TSBC and asked what the size of the working groups should be. Ms. Sawyer recommended 2 or 3 and Mr. Blessen agreed and noted that may require some members to serve on multiple working groups. Mr. Custer asked if it was correct that there is actually legislation that protects the security information. Mr. Blessen confirmed that there is legislation that exempts security planning in this context from open meeting law and noted that the architectural team has already had one meeting with the first responders and that it is important that the public is aware that there is a working group overseeing that part of the project, but that the information should not be disclosed to the public.

7. Owner's Project Manager (OPM) update

- Ms. Sawyer noted that the OPM team has been busy with the Construction Manager at Risk (CM) procurement and provided an overview of the schedule. Mr. Watts asked how many firms submitted and Ms. Sawyer confirmed that three firms submitted Qualifications and that all three firms were prequalified in that process and invited to submit a proposal. Ms. Opper gave some background on the selection process and explained that the selection committee was originally intended to be a working group, but that the Town and School Committee determined that it should be an official Committee with appointed and sworn in members. Ms. Opper listed the members of the Selection Committee for the Tisbury School Project Construction Manager at Risk Request for Quotation as: Harold Chapdelaine, Jennifer Cutrer, John Custer, Siobhán Mullin, and Andrew Flake, as well as Daedalus (CHA) and Tappé. Ms. Opper explained the two-phase procurement process for the CM starting with the Request for Qualifications (RFQ) , followed by the Request for Proposals (RFP) which include a Technical Proposal and a Fee Proposal. She further explained that all three firms that submitted qualifications were deemed prequalified and invited to submit a proposal in second and current RFP phase. Ms. Sawyer stated that our ultimate goal is the have a CM selected by the end of November and will keep the TSBC members informed of the progress.
- Ms. Sawyer noted that the meeting schedule will include the previously discussed addition of a meeting on November 1st and will draft an agenda for posting. Ms. Opper noted that the project is still anticipating that the main portion of the construction project is still scheduled to start in May or June of 2022, but that the other pieces of the schedule including early demolition packages and the construction of the temporary school are revolving around the progress of the design and the pending input from the selected CM. Mr. Blessen noted that specific schedule dates related to the steel will be coming from the CM, and other dates will be related to the CM's anticipated schedule for those main items. Mr. Blessen also noted that the temporary school piece is market-force related in terms of availability and complication of getting them to

the island via barges. Mr. Blessen confirmed that the team is working with an anticipated start of the main construction project in June, but that the other pieces will be ironed out over the next 6 weeks with the CM procurement.

- Mr. DeBettencourt noted that earlier conversations about the schedule for the construction of a temporary school were discussed as potentially happening as early as January and, given that it is October, asked what the current anticipated date for moving into a temporary school would be. He also noted, as a person that will be involved in moving a classroom, that it will a big, long process. Ms. Opper noted that the OPM team will be working with internal resources to begin discussing move management with the school staff which would include information on how to inventory, pack, store, and move for both the temporary space and the completed building spaces and will have more information about that in the coming month. Ms. Sawyer noted that the project team is still reviewing options for the timing constructing and occupying the temporary school with the Town, confirmed that they are not planning for it to happen in January, and said that the move would likely be in the Spring.

8. Public Comments

None

9. Other topics not reasonably anticipated by the Chair within 48 hours of the meeting

- Ms. Opper asked Mr. Watts if Ms. Marni Lipke will continue to serve as the official recorder for the TSBC meetings. Mr. Watts noted that the School Committee, through Amy Houghton, had been speaking with the Town about where the funding will come from for payment to the recorder. Mr. Watts will follow up with Ms. Houghton.
- Ms. Milne asked if there is a possibility that meetings can be held in person in the future. Ms. Sawyer noted that it would be up to the TSBC. Mr. Watts noted that School Committee meetings have been held virtually, hybrid, and all in person. He noted in the hybrid model that the School Committee members attend in person, but they also host the meeting virtually to allow for community members to attend. Mr. Watts suggested that this be added to the agenda and discussed at the next meeting of the TSBC.

10. Adjournment

A motion was to adjourn the meeting was made by Sean DeBettencourt and seconded by Reade Milne.

ON A MOTION DULY MADE BY MR. SEAN DEBETTENCOURT AND SECONDED BY MS. READE MILNE, THE MEETING WAS ADJOURNED: 6 AYES, 0 NAY, 0 ABSTENTIONS: MS. CONNIE ALEXANDER—AYE, PRIN. JOHN CUSTER—AYE, MR. SEAN DEBETTENCOURT—AYE, MS. RITA JEFFERS—AYE, MS. READE MILNE—AYE (VOTE NOT COUNTED AS MS. MILNE IS NOT YET SWORN IN), MS. SARAH WARD—NOT PRESENT, MR. MICHAEL WATTS—AYE, MS. SARAH YORK—AYE.

Meeting was adjourned at 5:06PM.

Appendix A: Meetings/Events:

- Next meeting to be scheduled for Monday, November 1, 2021 at 4:00pm and held virtually via Zoom

Appendix B: Actions:

- TSBC Members that will need to be sworn in at Town Hall: Reade Milne, Sarah York. Harold Chapdelaine and James Rogers were not present and it was not determined if they have yet been sworn in.
- Amanda Sawyer follow up with Jay Grande regarding the project invoices that have been reviewed and approved by the OPM and School Committee for payment.
- Mike Watts to speak with the School Committee and Town to determine whether the TSBC can re-engaged Marni Lipke as the official recorder for the meetings.

Appendix C: Documents on File:

- Agenda 10/25/2021
Available at:
<http://www.tisbury.mvyps.org/> (click on Tisbury School Project)
Official archive hard copies on file at Tisbury Town Hall & Tisbury School

Minutes respectfully submitted by Daedalus Projects, Inc (CHA).

Christina Opper

Date

Acting TSBC Chair – Michael Watts

Date

Minutes approved 11/1/21