

# MEETING AGENDA



Meeting Date: April 29, 2025  
Meeting Time: 6:00PM – 8:00PM  
Project Name: Essex Elementary School  
Project Number: 202306980020  
Meeting Purpose: School Building Committee Meeting  
Location: This meeting will be a hybrid meeting (both in-person and remote) at Essex Elementary School Cafeteria  
Meeting Link: <https://us06web.zoom.us/j/83451795832>

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1. Call to Order & Intro
2. Previous Topics & Meeting Minutes
3. Designer RFS Review & Approval (Vote Expected)
  - Vote to solicit the Designer RFS based on MSBA Review and Approval
4. Town Owned Land
5. Website
6. Goal Setting
7. Working Groups
8. Upcoming Meetings
9. Other Topics not Reasonably Anticipated 48 hours prior to the meeting.
10. Public Comment
11. Adjourn

# Essex Elementary School Project

School Building Committee Meeting #01  
April 29, 2025 @ 6:00 PM



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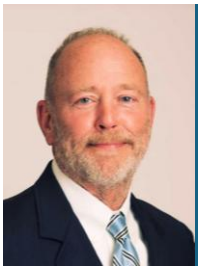
# 1. Introduction



**Mike Burton**  
*Project Executive*



**Christina Dell Angelo**  
*Project Director*



**John Albright**  
*Project Manager*



**Rachel Rincon**  
*Assistant Project Manager*



**Jacob Greco**  
*Assistant Project Manager*



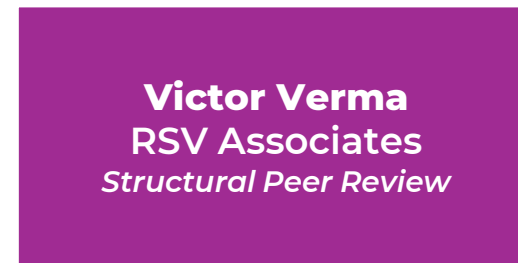
**Dan Wiedeman**  
*On-Site Project Rep*



**Dave Mentzer**  
*Code & Design Review*



**Peter Bradley**  
*PM&C Cost Estimating*



**Victor Verma**  
*RSV Associates Structural Peer Review*

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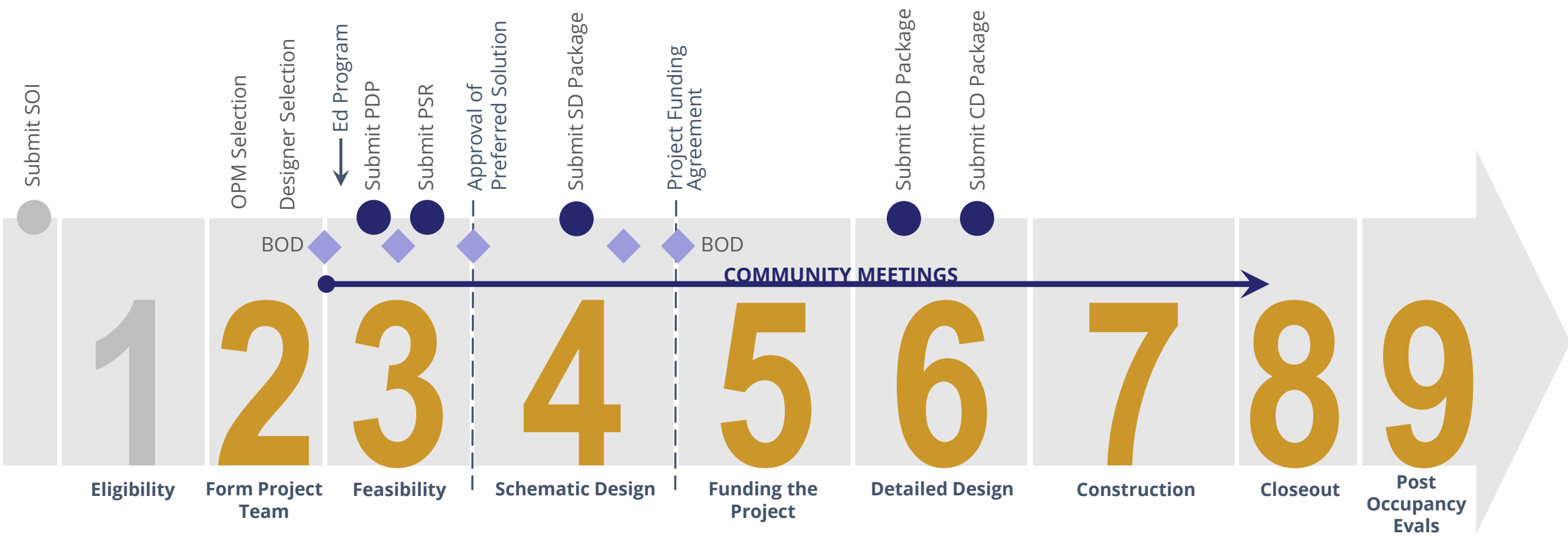
## 2. Approval of Previous Meeting Minutes

March 25, 2025 Meeting Minutes – approval (vote required)

**\*Motion to approve EES Previous Meeting Minutes**

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# Schedule Timeline





# 3. Designer RFS Process-Designer Selection Panel

- **TBD – CEO**
- **TBD – Superintendent**
- **TBD – School Committee Designee**
- Christine B. Verbitzki, AIA, MSBA Designee, Registered Architect, Chair
- Beth McDougal, AIA, MSBA Designee, Registered Architect, Vice-Chair
- Russell Bartash, MA Building Trades Council Designee
- Karl Brown, AIA, MSBA Staff, Registered Architect
- Greg Brunell, MSBA Staff
- Veatriki Dagkalakou, MSBA Staff
- David Eisen, FAIA, Boston Society of Architects Designee, Registered Architect
- John S. Ferrante, Associated General Contractors of Massachusetts Designee
- Barbara Hansberry, MSBA Executive Director Designee
- Richard Hudson, MSBA Staff
- Leo F. Peters, FACEC, Professional Engineer
- Rachel E. Shanley, PE, LEED, MSBA Designee, Professional Engineer
- Diane Sullivan, MSBA Staff
- Kenneth Wertz, Public Member
- John F. Jumpe Jr., Professional Engineer, MSBA Staff \*

### 3. Designer RFS Schedule

- Submit ad to Central Register: 5/29/25
- Ad appears in Central Register: 6/4/25
- Applications due: 7/2/25
- Applications sent to MSBA: 7/10/25
- Application Reviews: **7/29/25**
- Interviews: **8/12/25**

# 3. Designer RFS Review & Approval (Vote Expected)

## \*Motion to solicit the Designer RFS based on MSBA Review and Approval

### REQUEST FOR DESIGNER SERVICES (RFS)

#### Manchester Essex Regional School District

#### Essex Elementary School

June 4th, 2025

**Invitation:** The *Manchester Essex Regional School District* (“Owner”) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44 to provide professional design and construction administration services for the Essex Elementary School in Essex, Massachusetts. Selection of a Designer will be made by the Designer Selection Panel of the Massachusetts School Building Authority (“MSBA”) in accordance with the MSBA’s Designer Selection Procedures.

The Owner is seeking design services to conduct a Feasibility Study which will include the development and evaluation of potential alternative solutions and continue through the Schematic Design Phase of the preferred alternative initially. Subject to the acceptance of a Project by the MSBA and further subject to adequate funding authorized by the Owner, the contract between the Owner and the Designer may be amended to include continued designer services through design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout and warranty period of the potential Project. (See: Designer Services Contract Amendment for Design/Bid/Build and Designer Services Contract Amendment for CM-at-Risk). A potential Project may include a renovation of the existing school, a renovation of and addition to the existing school and/or new construction. Upon the completion of a Feasibility Study (Module 3), and if the District’s preferred option is determined to be new construction, the District may consider participation in the MSBA Model School Program.

The estimated construction budget for a potential Project may range from **\$66,000,000 to \$74,000,000** depending upon the Preferred Schematic solution that is recommended by the Owner and accepted by the MSBA. The Fee for Basic Services will be negotiated.

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## 4. Town Owned Land

- MSBA Process required to identify all sites for consideration during Feasibility Phase
- Once the designer is on board, we will review multiple sites with consultants and SBC
- Started initial discussion with Essex Town Administrator
- Some properties identified by Town Administrator and in Habeeb Report, will need to further review

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# 5. Project Website



## ESSEX ELEMENTARY SCHOOL BUILDING PROJECT

English ▼

[Home](#) [About](#) [Schedule](#) [Project Design & Documents](#) [Project Finances](#) [Community Outreach](#) [More](#)



### Potential Domain Names:

- MERSEssexbuildingproject.com
- MERSEssexelementaryproject.com
- MERSEssexESbuildingproject.com

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# 6. Goal Setting

"Designing/building a school that **meets the needs** of the district and the taxpayers."

"**Cost** efficiency – the Essex Elementary School will be next so both towns have to see that this can be done within a **reasonable** budget and in a way that does not prevent/preclude or substantially delay a future redo of EES."

"**Balance!** I want a good learning environment for students and staff that does not **cost** so much it is called Taj Mahal."

"**Educational program** for students – innovative and current to prepare students for a dynamic and ever-changing world."

"**Design** and **cost** are the two top items of most importance. Because of the constrained site conditions, the building layout and configuration are of paramount concern to assure the **mandates of the ed program** are met."

"Building what we need (not more than we need), on time and on **budget**; Ensuring that design **meets educational needs**; Ensuring that we go to the towns knowing that we will get a YES vote for Construction."

"Budget, **sustainability** (maintenance and green construction) and a final product that will be serviceable, both physically and programmatically, for many years."

"To strike a compromise: between **program** and **cost**; **energy efficiency** and simplicity; design and pragmatism."

"**21st Century learning** architecture conducive to learning and collaboration, **cost efficiency**, scheduling"

"**Excellence of the overall project**, resolving any political differences between Essex and Manchester regarding cost, keeping the existing auditorium, not reducing size of the existing gymnasium"

"Being proactive on **budget management** and communications. Ensuring **quality construction** Sensitivity to needs of multiple constituencies. Timely follow up from partners (OPM, Designer, Contractor). Detailed record keeping."

"A building designed to support **21st century learning**, a building process that is sensitive to the needs of the current school while in operation, **flexibility** of design (i.e., grade level configurations can change from year to year), traffic flow/patterns, parking, etc."

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# 7. Working Groups

- Community Outreach Working Group
- Sustainability Working Group
- Ed Planning/Learning Technology Working Group
- Facilities Assessment Working Group
- Public Relations/Information Sharing Working Group
- Financial Review Working Group
- Interior Design Working Group
- Exterior Design/Landscaping Working Group
- Site Logistics Working Group

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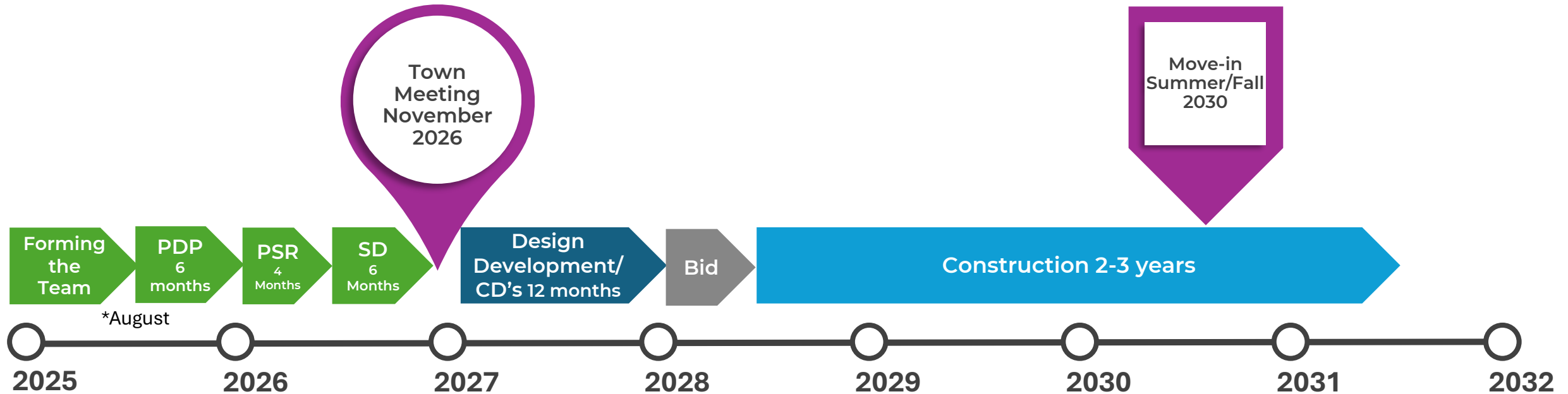
# 13. Upcoming Meetings

- SBC Meeting No. 2 – May 27, 2025 @ 6:00PM
  - Module 3 Review (Preliminary Design Program, Educational Program, Space Summary, Potential Sites, Preferred Schematic Report)
- SBC Meeting No. 3 – June 24, 2025 @ 6:00PM **(TBD)**
- SBC Meeting No. 4 – July 22, 2025 @ 6:00PM **(TBD)**
- SBC Meeting No. 5 – August 26, 2025 @ 6:00PM
  - Designer Meeting #1

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# Anticipated Project Timeline



\*August

  
We are here

Construction duration is shown to provide a potential range.  
Final duration will be determined toward the end of initial design.

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**Cost Effective**

**Thoughtful**

**Collaborative**

**Detailed**

**Committed**

**Creative**

**Experienced**

**Proactive**

