


LEICESTER MIDDLE SCHOOL SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Library			APPROVED 06/28/18		
June 7, 2018					
5:30PM					
ATTENDEES/ DISTRIBUTION:					
NAME	ASSOC.	PRESENT	NAME	ASSOC.	PRESENT
Mark Armington	LMS-SBC	Y	Sarah Bayer	Community	---
Jeff Berthiaume	LMS-SBC	Y	Eileen Boisvert	Community	Y
Tina Boss	LMS-SBC	Y	Chris Fontaine	Community	---
Harry Brooks	LMS-SBC	Y	Chief Hurley	Community	---
Chris Clark	LMS-SBC	Y	Tim Hickey	Community	Y
Dan Deedy	LMS-SBC	Y	Emily Soltysik	Community	---
David Genereux	LMS-SBC	Y			
Tom Lauder	LMS-SBC	Y	Tom Murphy	NV5 (OPM)	Y
Kristina Looney	LMS-SBC	Y	William Cunniff	NV5 (OPM)	Y
Paul McCarthy	LMS-SBC	Y	Melissa Gagnon	NV5 (OPM)	Y
Dennis McGrail	LMS-SBC	Y	Bill Shaw	NV5 (OPM)	Y
Joyce Nelson	LMS-SBC	Y			
Jim Reinke	LMS-SBC	---			
Marilyn Tencza	LMS-SBC	Y			

The meeting was called to order at 5:34PM.

### 1. Approval of Minutes

Approval of April 5, 2018 Meeting Minutes. Motion Passed Unanimously.

### 2. Update on OPM Panel Meeting

- Updated Attachment A Narrative with signature (Original hard copy and electronic required). Please use the attached finalized version to ensure the District and MSBA have the same version on file.
- Updated Attachment A Part 2 with signature (Original hard copy and electronic required).
- Executed OPM Contract. We do not need an original copy. An electronic copy will be suffice.
- Updated SBC form. As discussed, the template form should not be altered.

- i. Updated – The SBC does not have anyone who is currently MCPPO certified, although David is taking the test soon.

### **3. Introductions**

Introductions were made by members of the Leicester Middle School, School Building Committee (LMS-SBC), the Owner's Project Manager (NV5) as well as by a few community members who were in attendance. Attendees are listed above.

### **4. NV5 Presentation**

NV5 shared the slide show presentation, with the School Building Committee, which was presented when the firm interviewed on April 3, 2018. The following highlights were noted:

- a. Targeting Spring of 2020 to present design
- b. NV5 has a strong relationship with the MSBA - Tom Murphy is the liaison
- c. NV5 has experience building new schools adjacent to currently operating schools
- d. Hunking School in Haverhill, built by NV5, went from a Middle School to a K-8  
<http://hunking.haverhill-ps.org/>
- e. September 18<sup>th</sup> – MSBA Designer Selection Panel. Designer choices will be narrowed to three, to be interviewed by the Town
- f. Based on an initial overview, there appears to be physical space for a 5-8 or a K-8 on the current campus
- g. The MSBA will reimburse \$330/SF

### **5. Administrative Tasks**

- a. NV5 prepared a sign-in sheet which was distributed. For record purposes and outreach, NV5 requested that attendees include their phone number and email address.
- b. It was discussed that going forward, NV5 will prepare the SBC meeting minutes for this project, in lieu of Kristina Looney, who has prepared minutes to date.
- c. Going forward, NV5 will post SBC meetings.
- d. An SBC member noted that the NV5 project team should be CORI checked. At the next meeting, on June 28, team members can fill out an application. An ID will be required.
- e. NV5 will post SBC meetings with the Town Clerk, 48 hours prior to a scheduled SBC meeting. NV5 will prepare and distribute a draft agenda for review at the latest, the Monday prior to a Thursday SBC meeting. Draft agenda will be distributed to the following SBC members: Chair (Harry Brooks), Town Administrator (David Genereux), Superintendent (Marilyn Tencza) School Committee (Tom Lauder).
- f. NV5 will set up a Google website for the Leicester Middle School project. Once created, the website link can be posted to the current Town website, which will be maintained ([www.leicesterbuildingproject.com](http://www.leicesterbuildingproject.com)) for easy access and visibility. NV5 will post agenda, meeting minutes (approved), designer presentations, etc.

- g. There was interest expressed by the SBC in utilizing social media (specifically Facebook) as a means to communicate project information. NV5 offered to prepare project update write-ups for the Town to post to their Facebook page.
- h. NV5 will file monthly reports with the MSBA, which are due by the 12<sup>th</sup> day of each month. July 12, 2018 is targeted for the first monthly report to be issued.

## **6. Designer Procurement Process**

NV5 distributed a DRAFT Designer RFS procurement schedule and walked the SBC through the designer selection process. Overall, the milestones noted were approved, with the exception of the following adjustments:

- 07/31/18 - 2:00PM Pre-Proposal Briefing and Tour – date/time (changed from 07/30/18)
- 08/02/18 - 12:00PM Questions Due (changed from 08/01/18)
- 08/03/18 - 5:00PM NV5 posts answers to questions (changed from 08/02/18)

NV5 will prepare and distribute a DRAFT Designer RFS on June 21, 2018 for review and feedback. NV5 explained that the Designer Contract is standard, relative to the basic scope of services. The Feasibility Study budget is broken down into (4) categories: OPM Services, Architect/Engineer Services, Environmental & Site and Other. Geotech or Wetland deliverables would be billed against the latter two categories noted.

NV5 noted there should be a good turnout in terms of designer interest, given the location of the project.

NV5 will prepare the Advertisement for the Designer RFS and the Town of Leicester will post.

With regard to procurement, NV5 noted that the MSBA does not dictate what platform is used. NV5 will handle addenda.

With regard to the project briefing and tour on 07/31/18, the team shall determine the need and logistics of visiting the other (3) schools in Town. The consensus was this may be helpful for potential designers to gain a flavor of the existing conditions.

A question was asked from a SBC member, with regard to teacher engagement. NV5 explained that during the design phase, the designer will likely have an educational consultant as part of their team, who will schedule visioning sessions with various groups of stakeholders, including the teachers.

## **7. Upcoming Meetings**

- June 28, 2018 Leicester Middle School Library - 5:30PM

Note: Subsequent SBC meetings will be determined at this meeting.

- The first few meetings will be short (less than 60 minutes), although may longer when the designer is on board

**8. Other Business**

No other business was discussed.

**9. Meeting Adjourned**

**MOTION:** A motion to adjourn the meeting, was made by Paul McCarthy, and seconded by Chris Clark. The meeting was adjourned at 7:00PM.

Respectfully submitted,

Co-prepared by:  
Kristina Looney, Town of Leicester  
Melissa Gagnon, NV5

[End of 06/07/18 Meeting Minutes]