


LEICESTER MIDDLE SCHOOL SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Library			APPROVED 07/19/18		
June 28, 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	---
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)	---
Kristina Looney	LMS-SBC	Y	William Cunniff	NV5 (OPM)	Y
Paul McCarthy	LMS-SBC	Y	Melissa Gagnon	NV5 (OPM)	Y
Dennis McGrail	LMS-SBC	---	Bill Shaw	NV5 (OPM)	---
Joyce Nelson	LMS-SBC	Y			
Jim Reinke	LMS-SBC	---			
Marilyn Tencza	LMS-SBC	Y			

The meeting was called to order at 5:32PM.

1. Approval of Minutes

MOTION: A motion was made by Paul McCarthy and seconded by Chris Clark to approve the 06/07/18 meeting minutes. The vote was unanimous in favor.

2. Design Procurement

Designer RFS

NV5 provided an overview of the Designer RFS. It was noted that the RFS document itself is formulaic and prescriptive. For the most part, the RFS is based from an MSBA template which has been customized for this specific project, including objectives re: the grade configurations. It was noted that with regard to project related documents, professional input from the committee is always welcome. NV5 will typically highlight items where committee input is required for vetting and analysis. The estimated construction budget range for a potential project is included in the RFS.

A member of the SBC noted that the earlier design study should be made available to interested designers.

It was discussed that the following several design options will be studied: renovation only, addition/renovation, new construction on the existing site and new construction on a new site. All of these site options may be evaluated against the following grade configurations alternatives: Grade 6 through Grade 8, Grade 5 through Grade 8 and Grade Pre-k through Grade 8. It was noted that given these possibilities, there may be up to (12) possible options to evaluate.

The Superintendent noted that it is important to show interested designers the Memorial and primary schools.

Designer RFS Schedule

NV5 noted that per a phone call with the MSBA yesterday, the Designer RFS/DSP schedule has been revised to target the 8/21 DSP meeting, rather than the 9/18 meeting. NV5 prepared a revised RFS procurement schedule, which was distributed to the SBC.

NV5 will be sending the MSBA the DRAFT RFS tomorrow for review and will post to the Central Register next week, on July 5.

Required attendance for the 8/21/18 DSP meeting, as well as the possible 9/18/18 interviews, was discussed. The (3) local DSP representatives are as follows: Harry Brooks (Select Board), Marilyn Tencza (School Superintendent) and Tom Lauder (School Committee). NV5 explained that the DSP is comprised of 16 members, including the three aforementioned local DSP members.

Whereas Leicester Public Schools has a scheduled retreat on 7/17/18, the Designer briefing was shifted to Monday, 7/16, at 2:00PM.

The Legal Advertisement for the Designer RFS will be posted to the Worcester Telegram and Gazette. By Monday, NV5 will prepare the legal advertisement and submit to the Town. The Town can extract wording from the legal ad for the COMPASS posting which will need to be done on July 5. All key milestone dates relative to the Designer RFS process are listed on the revised schedule.

3. CORI Applications

Bill and Melissa each completed a CORI application and photo copies were made of their respective driver's license photos.

4. Next Building Committee Meeting

The next Building Committee meeting was scheduled for Thursday, July 19, at 5:30PM, which is after the Designer briefing and deadline for questions.

5. Other Business

MSBA OPM Access Forms

To grant NV5 access to the MSBA reporting system, forms needed to be signed by the District. The Town Administrator, David Genereux, signed the access forms at the meeting for William Cuniff and Melissa Gagnon. NV5 will submit to the MSBA tomorrow. NV5 also noted that a designated representative from the Town Administrator's office will need to participate in ProPay training.

Project Website

NV5 shared a template of the Google project website which is in progress of being created. The SBC offered the following comments:

- The primary school color is maroon. NV5 will change the current color scheme to include this color.
- Joyce Nelson will send NV5 an image to include on the home page.
- Leicester Public Schools will send NV5 the school logo to include on the home page.
- For the contact information at the footer, David Genereux's name, email and phone number should be included – (508) 892-7000. [Note: Subsequent to the meeting, Marilyn Tencza informed NV5 that her name and contact info should also be included].
- There was a consensus that the video footage taken of the existing middle school should be posted to the new project website.
- The timeframe to target the new project website is the week of July 9, 2018.

6. Meeting Adjourned

MOTION: A motion to adjourn the meeting was made by Jeff Berthiaume, and seconded by Kristina Looney. The meeting was adjourned at 6:20PM.

Respectfully submitted,

Prepared by:
Melissa Gagnon, NV5

[End of 06/28/18 Meeting Minutes]