


LEICESTER MIDDLE SCHOOL SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Library		APPROVED 10.18.18			
September 20, 2018					
5:30PM					
<b>ATTENDEES/ DISTRIBUTION:</b>					
NAME	ASSOC.	PRESENT	NAME	ASSOC.	PRESENT
Mark Armington	LMS-SBC	Y	Sarah Bayer	Community	---
Jeff Berthiaume	LMS-SBC	---	Eileen Boisvert	Community	---
Tina Boss	LMS-SBC	Y	Chris Fontaine	Community	Y
Harry Brooks	LMS-SBC	Y	Chief Hurley	Community	---
Chris Clark	LMS-SBC	---	Tim Hickey	Community	Y
David Genereux	LMS-SBC	---			
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)	---
Dennis McGrail	LMS-SBC	Y	Bill Shaw	NV5 (OPM)	---
Joyce Nelson	LMS-SBC	Y			
Jim Reinke	LMS-SBC	Y			
Marilyn Tencza	LMS-SBC	Y			
William Trifone	LMS-SBC	Y			
David White	LMS-SBC	Y			

**1. Call to Order**

The meeting was called to order at 5:35 PM.

**2. Approval of Minutes**

**MOTION:** A motion was made by Joyce Nelson and seconded by Jim Reinke to approve the 07/19/18 meeting minutes. The vote was unanimous in favor.

**3. Review Design Procurement**

Designer Briefing Follow Up

NV5 provided an update re: the Designer site briefing which took place Wednesday, September 12th at 3:00PM. The following ten (10) designer firms attended, as well as consultants and sub-consultants:

JCJ Architecture, Dore & Whittier, SAAM, Mount Vernon Group, Lavallee-Brensinger, Studio G, Finegold Alexander, KBA, Lamoreux-Pagano, and Turowski. NV5 stated that one other firm, TSKP, reached out after the walkthrough to express interest in submitting a proposal.

The MSBA noted that the proposals of the three firms which submitted to the previous issuance of the RFS remain in good standing, and they do not need to resubmit. NV5 spoke to each of these firms, and they would still like their proposals to be considered. It is anticipated that at least another two proposals will be submitted for an expected total five proposals.

Nine (9) Designer questions were reviewed with committee; there were several that will be answered by the District and forwarded to NV5 tomorrow. Responses will need to be posted by the District to the project website by 2:00 pm on 9/21/18 per the RFS.

Upcoming milestones were discussed and the draft schedule was reviewed; highlights include the following:

- 10/03/18 - Designer proposals due 10/3/18
- 10/11/18 - NV5 generates Designer matrix for MSBA & Local DSP members
- 10/11/18 – NV5 & Local DSP to meet @ 4:30
- 10/11/18 – LMS Building Committee Meeting @ 5:30
- 11/06/18 – MSBA DSP Meeting to review and short-list Designer candidates
- 11/20/18 – Interview Designers

#### **4. Approval of Invoices**

**MOTION:** A motion was made by Dennis McGrail and seconded by Paul McCarthy to approve the following invoice: *NV5 Invoice #99414*, dated 9/10/18, for OPM services performed in August 2018.

The vote was unanimous in favor.

#### **5. Next Building Committee Meeting**

The next Building Committee meeting is scheduled for Thursday, October 11, at 5:30PM.

#### **6. Other Business**

LMS-SBC Member, Mr. Armington, noted a recent account regarding overcrowding at a newly built public school in Hopkinton, where the District required additional classrooms to accommodate a significant increase in enrollment. NV5 noted that enrollment has previously been agreed upon between the District and the MSBA. If the October 2018 enrolment figures look out of line with projections, it may be good to discuss with the MSBA.

#### **7. Adjournment**

The meeting was adjourned at 6:07PM.

Prepared by: Bill Cunniff, NV5 [End of 09/20/18 Meeting Minutes]