


LEICESTER MIDDLE SCHOOL SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Classroom		APPROVED 11/08/18			
October 18, 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	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
David Genereux	LMS-SBC	Y			
Tom Lauder	LMS-SBC	Y	Tom Murphy	NV5 (OPM)	---
Kristina Looney	LMS-SBC	---	William Cunniff	NV5 (OPM)	Y
Paul McCarthy	LMS-SBC	---	Melissa Gagnon	NV5 (OPM)	Y
Dennis McGrail	LMS-SBC	---	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 5:30 PM.

**2. Approval of Minutes**

**MOTION:** A motion was made by Bill Trifone and seconded by Tom Lauder to approve the 10/18/18 meeting minutes. The vote was unanimous in favor.

**3. Review Design Procurement**

NV5 provided an update re: the Designer procurement process. In response to the Designer RFQ being re-advertised, a total of (8) designers, from the MA and CT geographic areas, submitted proposals by the deadline of 10/03/18. The review and evaluation process is moving ahead. NV5 as well as the three (3) members of the DSP are scheduled to meet with the MSBA DSP on 11/06/18

when three of the eight design firms will be selected. Two weeks later, on 11/20/18, the DSP will interview the three selected firms. By the end of the interview process, a designer will be selected.

It was reiterated that the three local DSP members are: David Generoux, Marilyn Tencza and Tom Lauder. The evaluation process is ongoing as a references for several of the design firms are still pending. NV5 will circle back with the local DSP members next week.

#### 4. Upcoming Meetings

The next School Building Committee Meeting is 11/08/18 at 5:30PM in the Leicester Middle School library.

#### 5. Other Business

##### Website

NV5 noted that the project website is set up: <https://leicester.projects.nv5.com/>. The existing Google site, which was prepared by the School Department for the Facilities Study will remain in its entirety and has been made accessible through a direct link on the home page of the new project website. NV5 requested a mission statement from the School Department for the LMS project, for the home page.

##### Previous Town Borrowing

David Generoux reported that back in 2012, the Town, through Town Meeting approval, borrowed \$1.3M to fund a roof project at the Middle School as well as boiler support mechanisms at the Memorial School. There was no debt exclusion for these (2) borrowings. Currently, the Town has a \$530K debt with the USDA for this borrowing, which is being paid off at \$20K annually. It was discussed that if either or both of the school building are demolished, either in partial or in their entirety, the Town will need to pay off the remaining debt. NV5 noted that the Town's current debt will not affect work with the MSBA, although the debt will need to be offset in terms of the Town's accounting.

#### 6. Approval of Invoices

**MOTION:** A motion was made by Jim Reinke and seconded by Jeff Berthiaume to approve the following invoice: *NV5 Invoice #96322*, dated 8/06/18, for OPM services performed in July 2018. The vote was unanimous in favor.

**MOTION:** A motion was made by Bill Trifone and seconded by Jim Reinke to approve the following invoice: *NV5 Invoice #102365*, dated 10/08/18, for OPM services performed in September 2018. The vote was unanimous in favor.

#### 7. Next Building Committee Meeting

The next Building Committee meeting is scheduled for Thursday, November 8, at 5:30PM.

#### 8. Adjournment

The meeting was adjourned at 6:57PM.

Prepared by: Melissa Gagnon, NV5 [End of 10/18/18 Meeting Minutes]