


LEICESTER MIDDLE SCHOOL SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Classroom		APPROVED 01/10/19			
December 20, 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	Asst. Principal	Y
Harry Brooks	LMS-SBC	Y	Chief Hurley	Community	---
Chris Clark	LMS-SBC	---	Tim Hickey	Community	Y
David Genereux	LMS-SBC	Y			
Tom Lauder	LMS-SBC	Y	Tom Murphy	NV5	---
Kristina Looney	LMS-SBC	---	William Cunniff	NV5	Y
Paul McCarthy	LMS-SBC	Y	Melissa Gagnon	NV5	Y
Dennis McGrail	LMS-SBC	Y	Bill Shaw	NV5	---
Joyce Nelson	LMS-SBC	---			
Jim Reinke	LMS-SBC	Y	Regan Shields Ives	Finegold Alexander	Y
Marilyn Tencza	LMS-SBC	Y	Christopher Lane	Finegold Alexander	Y
William Trifone	LMS-SBC	---	Tony Hsiao	Finegold Alexander	Y
David White	LMS-SBC	---			

1. Call to Order

The meeting was called to order at 5:36 PM.

2. Approval of Minutes

MOTION: A motion was made by Mr. McCarthy and seconded by Mr. McGrail to approve the 11/08/18 meeting minutes. The vote was unanimous in favor.

3. Approval of Invoices

A motion was made by Mr. McGrail and seconded by Mr. Reinke to approve NV5 November 2018 invoice #109276. The motion passed unanimously.

4. Design Team Introductions

Finegold Alexander Architects (FAA) is the Designer selected at the MSBA interviews on 11/20/18. The project team from FAA attended the meeting and introduced themselves: Regan Shields Ives

(Principal in Charge), Christopher Lane (Project Architect) and Tony Hsiao (Director of Design). Following introductions by the full committee, and NV5, team members from FAA presented to the Committee their presentation from the Designer interviews at the MSBA on 11/20/18. The presentation has been uploaded and can be viewed from the project website: <https://leicester.projects.nv5.com/presentations/>. The presentation included focus on seeing beyond the physical challenges to the deeper message of the needs of the new school.

Some of the local DSP comments which swayed the selection of Finegold Alexander were noted:

- The presentation was personalized to the school and District (Marilyn T)
- FAA did their homework and hit local concerns (David G)

Regan noted there will be approximately 29 consultants as part of the design team, including New Vista Design for the visioning process. There will be several visioning sessions, with the kick-off meeting shortly after the new year. It was explained that the intent of the visioning process is to review and establish patterns and guiding principles for the new design. It was explained that along with the visioning process, establishing the Educational Program early on is one of the first milestones required by the MSBA as part of the Preliminary Design Program (PDP) submission, which helps to establish a road map for design. The District noted that a draft Educational Plan exists and will forward that document to NV5.

Six (6) major topics were addressed in the FAA presentation: Commitment, Educational Programming, Schedule and Cost Control, Building System Design, Community Engagement and Design Opportunities.

A question was asked by an SBC member about a plan to engage teachers in the process. FAA and NV5 explained that as part of the visioning process, David Stephen (New Vista Design) will organize visioning workshops for parents, teachers, community members, students, etc. Representatives from the lower, middle and upper schools will need to be involved in these sessions. NV5 also explained that as part of the MSBA requirements, a minimum of three (3) public forums will be required during the Feasibility Study (FS) and Schematic Design (SD) phases. Marilyn noted that parents of younger students who may currently be in the lower school, will want to attend meetings. It was also noted that seniors will want to be involved in the process.

A question was asked about how quickly it can be determined whether the existing building can be saved. NV5 explained that as part of the Preferred Schematic Report (PSR) at the end of the Feasibility Study phase, the MSBA requires a renovation/code upgrade option is studied. Also, as part of the Feasibility Study phase, the MSBA space summary will need to be completed. This would determine the viability as to whether the required/needed program elements would be able to fit into the existing structure. As different design alternatives are discussed, NV5 will develop a design criteria matrix which will help the District rank the various options against District-established criteria. Through these various exercises and tools, it will be determined fairly quickly whether saving the existing building has any merit.

5. DRAFT Meeting and Milestone Schedule

NV5 prepared a DRAFT Meeting and Milestone Schedule, which was distributed to the SBC for review. It was explained that the intent of the schedule is to provide a high level overview and roadmap for the Feasibility Study and Schematic Design phases. The schedule highlights major milestone dates, specifically with regard to MSBA submissions. A few dates for future SBC meetings

were noted as placeholders. As the project develops, it was noted that additional meetings will be scheduled including community forums and visioning sessions. NV5 also noted that school tours will be scheduled as part of the Feasibility phase.

6. Upcoming School Building Committee Meetings

The next School Building Committee Meeting is 01/10/19 at 5:30PM in the Leicester Middle School library. An additional meeting was scheduled for 02/07/19 at 5:30PM.

7. Adjournment

At 6:45PM motion was made by Mr. McCarthy and seconded by Mr. Lauder to adjourn the meeting. The motion passed unanimously.

Prepared by: Melissa Gagnon, NV5 [End of 12/20/18 Meeting Minutes]