



PUBLIC NOTICE POSTING REQUEST TO OFFICE OF THE LEICESTER TOWN CLERK

TIME STAMP

ORGANIZATION: **Leicester Middle School
Building Committee**

MEETING

PUBLIC HEARING (Please circle appropriately)

Day &

DATE: **Thursday, January 10, 2019**

TIME: **5:30 PM Meeting**


LOCATION: **Leicester Middle School Library**

REQUESTED BY: **Harry Brooks, Chair School Building Committee**

ALL MEETING NOTICES MUST BE FILED AND TIME STAMPED IN THE TOWN CLERK'S OFFICE AND POSTED ON THE MUNICIPAL BULLETIN BOARD 48 HOURS PRIOR TO THE MEETING. (in accordance with Chapter 303 Acts of 1975)

LIST OF TOPICS TO BE DISCUSSED

1. Call to Order
2. Approval of Meeting Minutes – December 20, 2018
3. Approval of Invoices - NV5 Invoice December 2018
4. Recap of MSBA Kick-Off Meeting (01/09/19)
5. Recap of Visioning Session Kick-Off Meeting (01/10/19)
6. Next Steps
 - Consultant review to assess existing conditions (targeting week of 01/14/19)
 - Schedule visioning / programming sessions
7. Upcoming Meetings
 - Thursday February 7, 2019 5:30PM Leicester MS Library
8. Other Business
9. Adjournment

LEICESTER MIDDLE SCHOOL SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Classroom			DRAFT		
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]

MEMORANDUM - LEICESTER MIDDLE SCHOOL

APPROVALS PACKET - DECEMBER 2019

To: Town of Leicester - Leicester Middle School Building Committee
From: Melissa Gagnon - NV5
Date: 12/14/18
Re: **Leicester Middle school Monthly Approvals Summary: Invoices**
Cc: William Cunniff - NV5



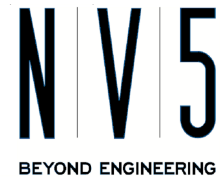
Enclosed please find the following invoice to be considered for processing and approval:

INVOICES (Expenditures)				
MSBA ProPay Code	Vendor	Invoice # / Date	Description of Services	Invoice \$
0001-0000	NV5	#111635 01/07/19 DECEMBER 2018 INVOICE	OPM Services FS/SD Phase 12.01.18 - 12.31.18	\$ 9,000.00
TOTAL (NV5 MONTHLY EXPENDITURES):				\$ 9,000.00
TOTAL INVOICES ENCLOSED:				\$ 9,000.00

The invoice listed above is consistent with the revised Total Project Budget. NV5 recommends that the Town of Leicester approves this item as noted above.

Invoice

Remit to:
NV5, Inc.
PO Box 74008680
Chicago, IL 60674-8680



Daniel Deedy
Town of Leicester
Leicester Public Schools
1078 Main Street
Leicester, MA 01524

January 7, 2019
Project No: 333418-0000013.00
Invoice No: 111635

Project 333418-0000013.00 Leicester Middle School
Professional Services from December 1, 2018 to December 31, 2018
Lump Sum

	Contract	Earned	Previously Billed	Due This Invoice	
FS/SD Propay Code 0001-0000	150,000.00	60,000.00	51,000.00	9,000.00	
Total Fee	150,000.00	60,000.00	51,000.00	9,000.00	
	Total Fee Billing				9,000.00
			Total this Invoice		\$9,000.00

For billing questions please contact your Project Analyst, Laurel Bender @ 440.710.0499 or laurie.bender@nv5.com

Project Manager William Cunniff



Leicester Middle School

Leicester, MA



Monthly Project Update Report

December 2018

FS/SD	DD	CD	Bidding	Construction	Closeout
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TASKS COMPLETED THIS MONTH

- 12.07.18 November 2018 monthly report submitted to the MSBA
- 12.20.18 Leicester School Building Committee meeting
- Ongoing Designer contract negotiations (Finegold Alexander)

2 MONTH LOOK AHEAD

- 01.03.19 December 2018 monthly report to be submitted to the MSBA
- 01.03.19 Target Designer contract to be executed by the District
- 01.09.19 MSBA kick-off meeting with District, NV5 and Designer
- 01.10.19 Visioning kick-off meeting with the District, NV5 and Designer
- 01.10.19 Leicester School Building Committee meeting

PROJECT BUDGET

LINE ITEM	BUDGET	CHANGES	REV BUDGET	COMMITTED	SPENT	BALANCE
Owner's Project Manager	\$150,000	\$0	\$150,000	\$150,000	\$51,000	\$99,000
Designer	\$500,000	---	\$500,000	---	\$0	---
Environmental & Site	\$50,000	---	\$50,000	---	\$0	---
Other	\$50,000	---	\$50,000	---	\$0	---
TOTAL	\$750,000	---	\$750,000	\$150,000	\$51,000	\$99,000

NOTE: Line Item Budget to be created and included in monthly reports after Schematic Design

PRELIMINARY MILESTONE SCHEDULE

Refer to attached draft schedule, dated November 30, 2018. Schedule highlights include the following milestones:

- January 2019 Approve Design Services Contract, Begin Feasibility Study
- 2nd Quarter 2019 Submit Preferred Option/Program to MSBA
- 3rd Quarter 2019 MSBA Approves Preferred Option, Begin Schematic Design
- 1st Quarter 2020 Submit Schematic Design to MSBA
- 2nd Quarter 2020 MSBA Board approves Schematic Design and Project Scope and Budget