


| LEICESTER MIDDLE SCHOOL SCHOOL BUILDING COMMITTEE<br>(LMS-SBC) |         |                      |                    | MEETING MINUTES   |         |
|--|---------|----------------------|--------------------|---|---------|
| Leicester Middle School Library                                |         | APPROVED<br>02/26/19 |                    |  |         |
| January 10, 2019   |         |                      |                    |   |         |
| 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 | ---                  | 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 | Y                    | William Cunniff    | NV5   | Y       |
| Paul McCarthy  | LMS-SBC | ---                  | Melissa Gagnon     | NV5   | Y       |
| Dennis McGrail   | LMS-SBC | Y                    |                    |   |         |
| Joyce Nelson   | LMS-SBC | Y                    |                    |   |         |
| 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 | Y                    | Tony Hsiao         | Finegold Alexander  | Y       |
| David White  | LMS-SBC | ---                  |                    |   |         |

**1. Call to Order**

The meeting was called to order at 5:30PM

**2. Approval of Minutes**

**MOTION:** A motion was made by Mr. McGrail and seconded by Mr. Reinke to approve the 12/20/18 meeting minutes. The motion was approved with 7 in favor and 2 abstentions (Kristina Looney and Bill Trifone who were not present at the 12/20/18 meeting).

**3. Approval of Invoices**

A motion was made by Mr. McGrail and seconded by Mr. Reinke to approve NV5 December 2018 invoice #111635. The motion passed unanimously.

**4. Re-Cap of MSBA Kick-Off Meeting**

The 01/09/19 was cancelled and has been rescheduled for 02/08/19 (pending MSBA confirmation).

**5. Re-Cap of Visioning Session Kick-Off Meeting**

FAA provided an overview of the Educational Visioning meeting that took place earlier today. The workshop was led by David Stephen of New Vista Designs (educational programming consultant). Attendees were provided with an overview of the process, including upcoming activities. Priorities were established in the categories of academic and architectural priorities, strength and challenges. Three (3) visioning workshops 1, 2 and 3 are scheduled: 01/29, 02/05 and 02/26. The expectation is that each workshop would have a group of approximately (35) attendees which would maintain consistent throughout the process for all (3) workshops. The goal at the completion of the (3) workshops is to be able to pull together a document to outline the Educational goals, which will ultimately become a roadmap to design the new facility.

J. Reinke suggested members of the Future Search Committee be involved with the visioning workshops. J. Berthiaume will notify the Future Search Committee with regard to the upcoming visioning workshops.

**6. Potential Closing of the Memorial School**

The School Superintendent noted there have been reductions in school enrollment and the School Department has a budget deficit of \$690K. With the closing of the Memorial School, grade 5 would move to the Middle School and grades 3 and 4 would move to the Primary School. If the Memorial School is closed, the School Department will be better able to staff three (3) buildings on one campus. The proposed concept would be grades 5-8 at the middle school and K-4 at the lower school. There is an informational meeting scheduled at the Memorial School on 1/15/19 at 5:30PM, with a School Committee vote at Town Hall on 1/22/19 at 6:30PM.

M. Armington noted that the list of items that need to be maintained and/or replaced, as noted in the Johnson Roberts report should be on the Town's list of capital repair projects, in the event that a new school design alternative is not approved.

**7. Next Steps**

**School Tours**

Tours of the Caleb Dustin Hunking Middle School and the Beverly Middle School will be scheduled for Thursday, 2/07 or Thursday, 2/14. NV5 will check with the school districts and schedule the tours.

**Project Website**

NV5 shall update the project website with visioning session information as well as a milestone timeline (J. Berthiaume shall provide NV5 with a milestone schedule that includes dates going back to 2017 when the Town of Leicester was invited into the MSBA Eligibility Period.)

**Existing Conditions Observation and Documentation**

Finegold Alexander Architects, along with members of their consultant team of engineers, will be on site next Wednesday, 01/16/19, to review the building systems and confirm existing conditions. J. Reinke noted that based on the Johnson Roberts report, it is clear that there is

no useful purpose for the existing building. It was discussed that the Johnson Roberts report can be helpful to substantiate the preferred alternative.

**Custodial and Maintenance Plan**

It was discussed that the District will need to prepare an updated custodial and maintenance plan which will be submitted to the MSBA with the Preferred Schematic Report (PSR) in April 2019.

**Alternative Site Locations**

The Town shall provide NV5 and FAA with some possible alternative site locations, which will need to be reviewed and vetted, as part of the PSR submission to the MSBA.

**8. Upcoming School Building Committee Meetings**

The previously scheduled 02/07/19 School Building Committee Meeting was rescheduled to Tuesday, 02/12/19, at 5:30PM in the Leicester Town Hall.

**9. Adjournment**

At 6:37PM motion was made by Mr. McGrail and seconded by Mr. Armington to adjourn the meeting. The motion passed unanimously.

Prepared by: Melissa Gagnon, NV5 [End of 01/10/19 Meeting Minutes]