


LEICESTER MIDDLE SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Classroom		APPROVED 03/21/19			
February 26, 2019					
7:20PM					
<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	Y
Tina Boss	LMS-SBC	Y	Chris Fontaine	Asst. Principal	Y
Harry Brooks	LMS-SBC	Y	Chief Hurley	Community	---
Chris Clark	LMS-SBC	Y	Tim Hickey	Community	Y
David Genereux	LMS-SBC	---			
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			
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
Cady Maynard	LMS-SBC	---	Tony Hsiao	Finegold Alexander	---
David White	LMS-SBC	---			

**Call to Order**

Mr. Berthiaume called the meeting to order at 7:20PM.

**1. Monthly Approvals**

**MOTION:** A motion was made by Mr. McCarthy and seconded by Mr. McGrail, to approve the 01/10/19 meeting minutes. The motion passed unanimously.

**MOTION:** A motion was made by Mr. McGrail and seconded by Mr. McCarthy, to approve the following January invoices: NV5 #114720 and Finegold Alexander #P0078.00-17127. The motion passed unanimously.

**Designer Contract Amendments**

NV5 explained that Finegold Alexander prepared (2) amendments which are outside the Designer Basic Scope of Services: Amendment #01 for Geotech Engineering Services as well as a Phase 1 Site Assessment and Amendment #02 for Land Surveying. NV5 reported the amendments appear reasonable in comparison to other projects similar in scope. With regard to Amendment #01, there was discussion that given drainage issues on site, it would be

prudent for (2) additional boring to be included in the scope. The consensus was that if (2) additional borings cannot be accommodated in the (2) days of drilling, then one more day should be added to the scope, for an additional \$2300/day. With regard to Amendment #02, FAA will inquire about whether aerial photos will be included. The question was asked whether any of the 6-8 borings would go deeper than 15' to 20' in the area where the building would be erected. FAA will check with McPhail, the Geotech consultant. FAA reported that drilling is planned for next week, Monday and Tuesday. FAA will forward a map of anticipated drilling locations to the school department. It was noted that workers should report to the Central Office prior to arriving on site and restroom access will be at the high school, not the middle school. FAA will relay information to McPhail.

**MOTION:** A motion was made by Mr. Reinke and seconded by Mr. McCarthy, to approve Finegold Alexander Contract Amendments #01 (Geotech and Phase 1 Site Assessment) and #02 (Land Survey), including (1) additional day of drilling (Amendment #01) at a rate of \$2300/day for additional borings, as needed.

## **2. MSBA Kick-Off Meeting**

Superintendent Tenzca, along with NV5, provided a brief overview of the meeting with the MSBA which took place at the Middle School on February 8, 2019. The meeting was comprised of introductions, project overview (Module 3 - Feasibility Study and Module 4 - Schematic Design), including major milestones for each phase, project schedule, status of contracts and communication protocol.

Superintendent Tenzca noted that the MSBA has been notified of the School Committee vote on 01/22/19 to close Memorial School (grades 3, 4 and 5) at the end of this school year.

## **3. Design Update**

### **Visioning Workshops**

Three visioning workshops took place: 01/29, 02/05 and 02/26. Each workshop had approximately (35) which maintained fairly consistent throughout the process for all (3) workshops. FAA reported that a great amount of positive feedback was gathered about what is going on at the schools. There was great communication and energy amongst participants including parents, faculty, educators and students. Through these meetings, FAA is getting to understand the culture of the Town. NV5 will post notes and pictures from the workshops will be posted on the project website.

### **Existing Conditions Site Visit**

FAA, along with members of their consultant team of engineers, were on site on 01/16/19 to review building systems and confirm existing conditions. FAA is preparing a narrative report which will be shared with the SBC when complete. There is consensus among the SBC that the renovation option should be eliminated as soon as possible and not spend time and money with the evaluation. NV5 explained that after the PDP submission, the various design options will be evaluated against criteria, will include the reno option.

### **School Tours**

A few weeks ago, on 2/14/19, representatives from the SBC, along with additional folks from the School Department, visited two schools: Hunking School (grades K-8) and Beverly Middle School (grades 5-8). Many different design aspects were seen of which pros and cons were reviewed at the Visioning Workshop that took place this afternoon.

#### **Alternative Site Locations**

NV5 presented a draft matrix to evaluate possible alternative site locations, which will need to be reviewed and vetted, as part of the site options analysis including with the PDP submission to the MSBA in April. Mr. Berthiaume will take the lead in gathering missing information with regard to site facts.

#### **4. Next Steps**

NV5 prepared and distributed a DRAFT Milestone Schedule, dated 2/25/19, which includes submitting the PDP to the MSBA on Friday, 4/12/19. Predecessors include the School Committee approval of the Ed Program, scheduled for 4/09/19, as well as the SBC review and approval of the DRAFT PDP on 4/11/19.

#### **5. Upcoming Meetings**

Mini visioning session with K-12 faculty and staff – Friday, 3/15/19, from 10-12:30PM. Location TBD.

School Building Committee Meeting - Thursday, 3/21/19, at 5:30PM in the Leicester Middle School library.

#### **6. Adjournment**

At 8:35PM a motion was made by Mr. McCarthy and seconded by Mr. McGrail to adjourn the meeting. The motion passed unanimously.

Prepared by: Melissa Gagnon, NV5 [End of 02/26/19 Meeting Minutes]