


LEICESTER MIDDLE SCHOOL – SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Classroom		APPROVED  05/21/19			
May 16, 2019					
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	---	Chief Hurley	Community	---
Chris Clark	LMS-SBC	---	Tim Hickey	Community	---
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	---			
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
Cady Maynard	LMS-SBC	---	Tony Hsiao	Finegold Alexander	---
David White	LMS-SBC	---	Beth Percy	Finegold Alexander	Y

### Call to Order

J. Berthiaume called the meeting to order at 5:45PM.

### 1. Monthly Approvals

**MOTION:** Mr. McCarthy moved, seconded by Mr. Reinke, to recommend approval of the 04/11/19 meeting minutes. **The Committee voted unanimously.**

**MOTION:** Mr. Reinke moved, seconded by Mr. Armington, to recommend approval of the following payment:

- NV5 invoice #123946 for OPM services rendered in April 2019 - \$9,000

**The Committee voted unanimously to authorize this payment.**

**MOTION:** Mr. McCarthy moved, seconded by Ms. Nelson, to recommend approval of the following payment:

- Finegold Alexander invoice #P0078.00-17209 for Designer services rendered in April 2019 - \$22,646

**The Committee voted unanimously to authorize this payment.**

## **2. Review Presentation for Upcoming 5/21/19 Public Forum**

Finegold Alexander prepared a DRAFT presentation for the 5/21 Public Forum, which was emailed to the team last week for feedback and comment. In addition to the slideshow graphics, a DRAFT agenda was reviewed. The agenda includes the following: Introduction, Recognize SBC (Paul will introduce the SBC), Project Schedule (NV5), MSBA Information (NV5), Educational Visioning (FAA), Challenges (FA), Opportunities (FAA), Alternative Sites (FAA), Options (FA), Estimates of Probable Cost (FAA) and Benefits of A New School (Town, Paul and Jim).

With regard to the SBC membership slide, Chris Fontaine and Tim Hickey shall be added to the list. Mr. Berthiaume shall reach out to the Town moderator. Ms. Nelson noted that the majority of the 8<sup>th</sup> grade students will be participating in a field trip to DC so they will be unable to attend. The School Superintendent reiterated that the consolidation of four schools into three (closing of the Memorial School) has nothing to do with the Leicester Middle School project. The Leicester Middle School is being replaced because it needs to be replaced. Discussion of the slides included the following highlights:

- Challenges and Opportunities - The slides shall be reorganized to show a side by side comparison between existing deficiencies and new design solutions for similar program areas. NV5 shall send FAA images from a few school projects, which were recently completed.
- Alternative Sites – The Memorial School site slide shall be amended to show that fields are really not possible given the difficult topography. The slide with 1675 Main Street shall be relabeled as the Drive-In theater.
- Estimate of Probable Cost – The estimated cost values shall be rounded to the nearest whole digit numbers (2 digits only) for ease of presentation.
- Benefits of a New School – The items noted were simplified and broken down into five items: Efficiency, Safety, Community Use, Community Improvement/Increased Property Values and Financially Responsible Choice.

NV5 will prepare a sign-in sheet. The SBC suggested that perhaps a few student volunteers could assist with the sign-in process.

### **3. Other Business**

#### Schedule

NV5 provided an overview of the upcoming schedule. It was reiterated that the Preliminary Design Program (PDP) package was delivered, as planned, to the MSBA on 4/16/19 and that cursory review comments came back the following week from the MSBA. The MSBA requested supplemental information from the District, which was provided earlier this week. Formal review comments from the MSBA are currently pending.

NV5 explained that given formal comments from the MSBA are pending and are unknown, it is likely that some additional time will be needed for the project team to produce the Preferred Schematic Report (PSR). To maintain the current schedule, the PSR will need to be submitted to the MSBA by the July 10 deadline, to qualify for the August 28 MSBA Board Meeting. Therefore, a VOTE by the SBC would need to happen on July 8 or July 9 to approve the submission. Also, the June 20 SBC meeting date could shift to June 6. NV5 will reach out the SBC to confirm a quorum for these proposed meeting dates.

#### SBC Membership

Ms. Nelson mentioned that the District will need to submit required paperwork to the MSBA for Chris Fontaine to become a voting member, as of 07/01/19. Mr. Berthiaume noted that he will talk to Mr. Brooks to reach out to Chris Clark confirm continued interest. The SBC will also look at alternatives for voting membership.

### **4. Upcoming Meetings**

- 5/21/19 – Public Forum – 7:00PM (preceeded by an SBC meeting at 6:30PM).
- 6/06/19 – SBC meeting
- 07/08/19 (or 07/09/19) - Vote to submit the PSR (Preferred Schematic Report) to the MSBA.

### **5. Adjournment**

At 7:30PM a motion was made by Mr. Reinke and seconded by Ms. Boss to adjourn the meeting. The motion passed unanimously.

Prepared by: Melissa Gagnon, NV5 [End of 05/16/19 Meeting Minutes]