


LEICESTER MIDDLE SCHOOL – SCHOOL BUILDING COMMITTEE (LMS-SBC)				MEETING MINUTES	
Leicester Middle School Library		APPROVED 06/27/19			
June 6, 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	---	Chris Fontaine	Asst. Principal	---
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	Y	Melissa Gagnon	NV5	---
Dennis McGrail	LMS-SBC	---			
Joyce Nelson	LMS-SBC	---			
Jim Reinke	LMS-SBC	Y	Regan Shields Ives	Finegold Alexander	Y
Marilyn Tencza	LMS-SBC	---	Christopher Lane	Finegold Alexander	Y
Cady Maynard	LMS-SBC	---	Tony Hsiao	Finegold Alexander	---
David White	LMS-SBC	---	Beth Percy	Finegold Alexander	---

1. Call to Order

Mr. Brooks called the meeting to order at 5:45 PM.

2. Monthly Approvals

MOTION: Mr. Reinke moved, seconded by Mr. McCarthy, to recommend approval of the 05/21/19 meeting minutes.

The Committee voted unanimously to approve the meeting minutes.

MOTION: Ms. Looney moved, seconded by Mr. Berthiaume, to recommend approval of the following payment:

- NV5 invoice # 126565 for OPM services rendered in May 2019 - \$9,000

The Committee voted unanimously to authorize this payment.

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

- Finegold Alexander invoice #P0078.00-17250 for Designer services rendered in May 2019 - \$25,946

The Committee voted unanimously to authorize this payment.

MOTION: Mr. McCarthy moved, seconded by Mr. Armington, to recommend approval of the Designer Contract Amendment proposal to conduct a Hydrant Flow Test:

- A request of the chair was made by Mr. Reinke to amend the motion to table the request as presented ; discussion followed:
 - Mr. Reinke agreed to follow up on this matter with the town/local water district, to see if this work was able to be conducted by the town
 - The requirement for advertising was noted; the value in the proposal is an allowance, so depending upon the final cost/requirements, a subsequent adjustment to the contract would be made
 - The Designer noted that acceptance of this request could wait until the next SBC meeting, without impacting overall schedule
- The request to amend the motion was accepted, and the committee voted unanimously to table the motion until further information was provided

3. MSBA PDP Comments

The SBC was advised of the return of the formal MSBA PDP comments, received from the MSBA on 5/31. As previously discussed, the PDP is mainly comprised of the District Educational Plan, the Initial Space Summary and the Preliminary Evaluation of Alternatives. In a follow-up conference call on 6/4 with the MSBA, the MSBA expressed their satisfaction with the Ed Program, to the point where they asked the Superintendent for permission to post the program on the MSBA web site as a reference for other Districts to emulate.

The District response to the comments is due by 6/16, and the project team is well underway with responding to the 16 pages of MSBA comments – mostly standard MSBA responses. The MSBA did require in the response, and due to the uncertainty surrounding the disposition of the Primary School, that the District add study options that incorporate the Primary School. The MSBA also noted that they had no objection to using the 2014 Johnson Roberts report as a tool in evaluating existing conditions of the building and systems.

NV5 noted that the OPM, Superintendent and the Designer attend an MSBA Facilities Assessment Subcommittee (FAS) at MSBA offices on June 5th, in order to better understand what to expect when Leicester is called before the FAS on July 31st or August 7th. The MSBA executive director, Jack McCarthy, appreciated the Districts' commitment to learn more about the proceedings and noted the Districts' attendance to other board members. The path forward subsequent to the PDP is that the District will respond to the MSBA PDP comments by 6/16. The Designer is currently preparing the documentation for the next submission. The SBC will review the next submission, which is called the Preferred Schematic Report (PSR). As discussed, this report includes the SBC discussions and further development of alternatives that result in what is termed the Preferred Alternative, which in the case of Leicester and the full support of the SBC, will be the K-8 option of the new building on the existing athletic fields. The SBC will then vote to approve the OPM to

submit that PSR document, which is due by July h. The MSBA FAS will schedule a meeting on either July 31st or August 7th, in preparing for the MSBA Board meeting on August 28th. Once vetted by the FAS, the vote of the Board is more of a formality, and this vote is the vote to move the project into the Schematic Design (SD) phase.

The Leicester Public Schools maintenance program was briefly discussed; Mr. Berthiaume will continue to update the plan and a submission date will be determined.

4. Recap of Public Forum

Mr. Armington noted that the Johnson Roberts report should be exhibited and explained to the Public at the next public form, so they understand the context in which the SBC is evaluating options. Accessibility concerns and construction cost escalation as it pertains to doing nothing to these schools should be noted.

Mr. Lauder noted that discussions and visuals should be kept simple and straightforward – plans and photos. The project needs to get out to the townspeople.

It was noted that SBC representatives, along with the OPM and Designer will present at the BOS meeting on June 17th. There should also be a school committee presentation as well.

5. Community Outreach

Additional dates and times for the next public forum(s) need to be scheduled. Mr. Berthiaume and Ms. Nelson will work with Linda Colby and Friends of LMS, as well as other community action groups/ strategic action committees that are looking to mobilize and help the cause.

There was discussion on how best to connect with the voters. It was agreed that Mr. McCarthy would make a great representative of the SBC to the town at large, and Mr. McCarthy kindly accepted.

There is also a town resident who runs a marketing firm; she will be contacted for further advice on how to best get the word out.

6. Other Business

With the upcoming retirement of Ms. Nelson, there was a motion to replace Ms. Nelsons' voting position on the SBC with Mr. Fontaine. The motion was made by Mr. Armington, seconded by Mr. Reinke and approved unanimously.

7. Upcoming Milestones and Meetings

7/02/19: A draft PSR submission will be sent to the SBC for review.

7/09/19: Vote by the SBC to submit the PSR.

8. Adjournment

The meeting was adjourned at 8:15 PM.

Prepared by: Bill Cunniff, NV5 [End of 06/06/19 Meeting Minutes]