


LEICESTER MIDDLE SCHOOL – SCHOOL BUILDING COMMITTEE (LMS-SBC)			MEETING MINUTES		
Leicester Middle School Library		APPROVED 02/06/20			
January 30, 2020					
5:30 PM					
ATTENDEES/ DISTRIBUTION:					
NAME	ASSOC.	PRESENT	NAME	ASSOC.	PRESENT
Mark Armington	LMS-SBC	Y	Beth Johnson	LMS Asst. Principal	---
Jeff Berthiaume	LMS-SBC	Y	Greg Buteau	Community	Y
Tina Boss	LMS-SBC	Y	Tim Hickey	Community	---
Harry Brooks	LMS-SBC	Y	Eileen Boisvert	Community	---
Chris Clark	LMS-SBC	Y			
Chris Fontaine	LMS-SBC	Y			
David Genereux	LMS-SBC	Y			
Tom Lauder	LMS-SBC	Y	Tom Murphy	NV5	Y
Kristina Looney	LMS-SBC	Y	William Cunniff	NV5	Y
Paul McCarthy	LMS-SBC	Y	Melissa Gagnon	NV5	Y
Dennis McGrail	LMS-SBC	Y			
Jim Reinke	LMS-SBC	Y	Regan Shields Ives	Finegold Alexander	Y
Marilyn Tencza	LMS-SBC	Y	Christopher Lane	Finegold Alexander	----
Cady Maynard	LMS-SBC	---	Tony Hsiao	Finegold Alexander	----
David White	LMS-SBC	----	Beth Percy	Finegold Alexander	----

1. Call to Order

Mr. Berthiaume called the SBC meeting to order at 5:30PM.

2. Monthly Approvals

MOTION: Dennis McGrail moved, seconded by Mark. Armington, to recommend approval of the 01/09/19 meeting minutes.

VOTE: The Committee voted unanimously to approve the 01/09/19 meeting minutes.

MOTION: Dennis McGrail moved, seconded by Tina Boss, to recommend approval of the following NV5 invoice:

- NV5 December 2019 and January 2020 Invoice #150471 for OPM FS/SD services:
\$6,000 (\$4000 for December and \$2000 for January) - closes out FS/SD
\$18,000 (OPM FS/SD Schematic Design cost estimating services)

VOTE: The Committee voted unanimously to authorize approval of this invoice.

MOTION: Tom Lauder moved, seconded by Chris Fontaine, to recommend approval of the following Finegold Alexander invoice:

- December 2019 Invoice #P0078.05-17512 for A/E FS/SD services in the amount of \$1,925 Amendment #5 (ANRAD) - \$3,975

VOTE: The Committee voted unanimously to authorize approval of this invoice.

3. Design Update

With regard to the DRAFT set of Schematic Design documents, comments were received from Mr. Armington and were reviewed.

Value Engineering (VE) List

With regard to the list of Value Engineering (VE) items, the list was reviewed, and voted on, by the SBC at the last meeting, on 1/09/20. As noted in the last set of minutes, the total of both the "Accepted" and "Possible" items is \$3,125,866. Subsequent to that meeting, there were additional discussions with the District and all items in the "Possible" have been moved to the "Approved" column. The total VE remains at \$3,125,866. It was noted as the project moves forward in the next phase, there will be future opportunity to further review and fine-tune the VE items. The upcoming SD submission on 2/13/20 is based on the current approved VE list. Although the SD construction estimates generated by the two independent estimating firms were able to be reconciled within 4% of each other, it is anticipated that subsequent estimates will be reconciled to be closer than that variance. Additionally, because the design and construction contingency was considered by the SBC to be on the conservative side, it was also noted that the lower of the estimates, the Fennessey Consulting estimate, has, and will continue to be, the value used to populate the Form 3011/Total Project Budget moving forward. The estimated construction cost for the upcoming SD submission on 2/13/20 is also based on the SBC accepted and approved VE list.

A member of the community noted the team should be commended for having the VE process as part of the design process. The SBC was also involved in the process and provided feedback.

MOTION: Jeff Berthiaume moved, to recommend approval of the Value Engineering (VE) list, as amended, as described above. The motion was seconded by Jim Reinke.

VOTE: The Committee voted unanimously to authorize approval of the VE list.

Special Education Program Adjustments

Adjustments were made in the building floor plans, in response to an email from FAA noting that there were discrepancies between the updated Special Education program report and the plans. The plans needed to be reconciled with the SPED program. Essentially, two (2) additional sub-separate classrooms needed to be incorporated. FAA walked the SBC through the plans, identifying where adjustments were made. The changes are as follows:

- 1st Floor – formerly a Kindergarten CR changed to a sub-separate CR (at 1002 SF) with a 61 SF de-escalation space
- 3rd Floor – formerly a 921 SF CR changes to a sub-separate CR (at 843 SF) with a 71 SF de-escalation space

The question was asked about the size requirement of a de-escalation space. FAA shall confirm whether there is a Code requirement. The written narrative now directly corresponds to the floor plans, as part of the DESE submission, which will be submitted with the overall SD submission to the MSBA on 2/13/20.

MOTION: Paul McCarthy moved, to recommend approval of the SPED adjustments presented, as requested by DESE. The motion was seconded by Tina Boss.

VOTE: The Committee voted unanimously to authorize approval of the SPED adjustments.

The District wished to evaluate three project scenarios for SBC discussion and evaluation; these options differed in athletic fields scopes only.

Scenario #1: Scenario # 1 is based upon the complete set of SD documents and includes the following athletic fields:

- Synthetic turf, running track, baseball/ soccer field modifications and tennis courts replacement

Scenario # 2: Same as Scenario # 1 without the baseball, soccer and tennis upgrades

Scenario # 3: Same as Scenario # 1, without any additional athletic fields/upgrades

The Town administrator then reviewed with the SBC the various bonding corollaries to the Total Project Budget that would result from each of the project scenarios, based upon 20,25 & 30-year bonds, with emphasis to the annual residential tax burden for the average assessment of a single family home.

The SBC believes that the athletic fields are an integral part of the overall project and would be needed to ensure an affirmative town vote. There was discussion relative to Annual Town Meeting and the potential for a second article that addressed only the athletic fields. It was noted that the final scenario decision needs to be accurately and consistently conveyed to the MSBA. There was discussion regarding the Town of Millbury and the manner in which that school project/fields were approved through the MSBA. NV5 will research and report to the SBC.

MOTION: Jeff Berthiaume moved, as recommended by NV5, that the SBC vote to approve the cost estimates received and the total project cost associated with Scenario #1 of \$90,675,633 as well as the total project cost associated with Scenario #2 of \$89,109,505. The final value shall be coordinated with the MSBA prior to the SBC vote on 2/06/20 to submit the final SD submission on 2/13/20. The motion was seconded by Paul McCarthy.

NV5 noted that the MSBA expects one TPB, which the MSBA Board will vote on 4/15/20. In the final SD package being submitted on 2/13/20 there will be one TPB. The vote tonight is to allow NV5 to submit to the MSBA, as required, Appendix 4C of the SD Submission Module, which outlines the (2) independent cost estimate evaluations with the District. The two scenarios as outlined above will be explained to the MSBA and submitted via email to the MSBA on January 31, 2020.

VOTE: The Committee voted unanimously to approve the motion.

Special Town Meeting

A member of the SBC noted that the Select Board has not yet decided that the date for the Special Town Meeting will be on Saturday, 6/06/20. The consensus amongst the SBC was that this is an extraordinary opportunity and the intent should be to create the most optimal scenario for every person in Town to be able to vote. Given the nature of this project, the presentation is likely to be lengthy and potential voters may leave prior to the vote. At the next Select Board meeting on 2/10/20, there will be an agenda item to vote on a date for the Special Town Meeting. A community member noted there is a precedent for a Special Town Meeting with the High School project, which was on a Saturday. It was also noted that as a resident, a Special Meeting of this nature should be on a Saturday. It would not be fair to the project or to the voters to have the meeting on Tuesday, 5/08/20. An SBC member noted that it would be the hope for the Select Board to consider and acknowledge the time and effort the SBC has put into this project. The hope is that the annual Town Meeting would be on 5/08/20 with a Special Town Meeting on 06/06/20.

Consultant Contract Amendments

NV5 provided an overview of the NV5 and FAA contract amendments, for the remaining phases of the project, pending Town vote. Historically, the MSBA reimbursable caps are 3.5% for the OPM and 10% for the Designer, of the total project budget. When the final form 3011 is prepared, as voted next week, one dollar value will be submitted for the OPM fee as well as for the Designer fee. The amendments as presented include the OPM fee at 3.4% and the Designer fee, with both fees backing out the respective FS/SD fees. NV5 explained that the SBC is not being asked to vote on the values of the amendments but rather to plug these values into the 3011 as a placeholder.

MOTION: Paul McCarthy moved, to vote to approve the NV5 and FAA contract amendments as presented. The motion was seconded by Jim Reinke.

As requested by the SBC, NV5 and FAA will provide a breakdown with backup of labor hours and staffing. A subcommittee will review and negotiate.

VOTE: The Committee voted unanimously to authorize approval of the SPED adjustments.

3. Schedule / Upcoming Meetings

- 02/06/20 – Leicester School Building Committee, 5:30PM – It was stressed that a quorum is required for this meeting as the SBC will be voting to submit the SD package to the MSBA.
- 02/13/20 – Schematic Design Submission to the MSBA
- 02/26/20 – In lieu of a public forum on Thursday, 2/27/20, there will be an SBC meeting on Wednesday, 2/26/20 at 5:30PM, followed by LCAC TV/Facebook Live at 6:30/7:00.

Going forward, the SBC will meet on Wednesday evenings, in lieu of Thursdays.

The format of the TV/Facebook live event of 2/06 was discussed. NV5 and FAA will work with the District this week to prepare for the event.

It is important to direct community members to the website to learn about the history of the project.

- 04/15/20 – MSBA Board anticipated vote on the Project Scope and Budget. NV5 noted that a few representatives from the District should plan to attend. The meetings are typically in the morning although NV5 shall confirm the time.

3. Community Outreach

- Mr. McCarthy distributed a DRAFT flyer, prepared by Linda Colby. The flyer will be updated pending final vote re: TPB and Special Town Meeting date.
- FAA will send updated images (floor and site plans) to NV5 for flyer updates.
- A comment was made that a bar scale shall be added to the floor plans.
- It was confirmed that on the night of the 02/06/20 SBC meeting, there will be a presentation on LCAC TV and Facebook Live, in an effort to connect more members of the general public.

4. Other Business

NV5 announced that Bill Cunniff has resigned from his position at NV5, effective as of 2/07/20. Tom Murphy will be stepping into Bill's position. Melissa will remain on the project.

4. Adjournment

MOTION: Dennis McGrail moved, to recommend the meeting be adjourned at 7:25PM. The motion was seconded by Paul McCarthy.

VOTE: The Committee voted unanimously to adjourn the meeting.

Prepared by: Melissa Gagnon and Bill Cunniff, NV5 [End of 01.30.20 Meeting Minutes]