

**LEICESTER MIDDLE SCHOOL – SCHOOL BUILDING COMMITTEE  
(LMS-SBC)**

**MEETING MINUTES**

Leicester Middle School Library

APPROVED  
03/23/20

February 26, 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	---	Tim Hickey	Community	Y
Harry Brooks	LMS-SBC	Y	Eileen Boisvert	Community	Y
Chris Clark	LMS-SBC	Y	Peter Cusalito	Community	Y
Chris Fontaine	LMS-SBC	Y	David Magnano	Community	Y
David Genereux	LMS-SBC	Y			
Tom Lauder	LMS-SBC	Y			
Kristina Looney	LMS-SBC	---	Tom Murphy	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. Brooks called the SBC meeting to order at 5:33PM.

**2. Monthly Approvals**

**MOTION:** Dennis McGrail moved, seconded by Chris Clark,, to recommend approval of the 02/06/20 meeting minutes.

**VOTE:** The Committee voted unanimously to approve the 02/06/20 meeting minutes.

As required, the approved minutes will be certified by the Town of Leicester and will be submitted to the MSBA.

**MOTION:** Dennis McGrail moved, seconded by Chris Clark, to recommend approval of the following Finegold Alexander invoice:

- February 2020 - Invoice #P0078.05-17559 for A/E FS/SD services in the amount of \$65,160.

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

**MOTION:** Mark Armington moved, seconded by Jim Reinke, to recommend approval of the following Finegold Alexander invoice:

- Invoice #P0078.06-17575 for A/E Additional Services (Amendment #6) in the amount of \$2,064.15.

Dennis McGrail shall double check the status of ground water monitoring wells. It is important for monitoring to be maintained through the wet spring season.

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

### 3. Design Update

The Final Schematic Design package was submitted to the MSBA on 2/13/20. Based on a cursory review by the MSBA, the Certifications and Approvals document needs to be re-signed by the current School Committee Chair, Sheila Richards, and resubmitted. The MSBA inquired about the FFE summary which Finegold provided direction to. LPS shall send NV5 two (2) certified copies of the original certified minutes from the 2/06/20 SBC meeting, to submit to the MSBA.

NV5 explained there is a pre Project Scope and Budget meeting, with the MSBA, scheduled on 3/12/20. David, Harry, Marilyn and Jeff are all planning to attend. This meeting is in preparation for the Board meeting, scheduled on 4/15/20.

Per the Town Administrator, it was noted that the meeting on 3/09/20 would be a good opportunity for the Select Board to vote on the ballot question. An SBC meeting will be scheduled directly following this meeting, at 7:30PM, in the Selectmen's meeting room in Town Hall.

### 4. Community Outreach

Committee members noted that questions have been asked about fields and drainage. The majority of questions have been relative to site issues. In response to site questions, the Public Forum planned for March 26 will focus on site issues. The design team civil engineer, Nitsch Engineering, will attend. FAA noted that per State regulations, water conditions are required to be controlled on the project site. Mark A offered to provide some site issues and possible questions in preparation for the March 26 forum as well as a site focused video recording. NV5 is working to prepare an FAQ document, which will be posted to the project website. FAQs will include questions submitted through the website.

It was discussed that future video recordings shall be broken into shorter segments, no more than 10-15 minutes. LPS will look into dividing video #1 into three segments, prior to posting. Remaining recordings would be done in two sessions. Future recordings shall be coordinated with members of the LMSBC, NV5 and FAA. Specific recording topics are as follows: Site Selection and Water Management, Fields, Education Plan, Building Design, Life Cycle Costs and Maintenance Plan, Project Cost and What Happens if the Project is Approved/Not Approved?

The project website will be updated to be more streamlined.

It was noted there are 185 parking spaces at the new project. This equates to ten (10) more spaces at the new school, than there are currently at the three (3) schools combined.

Chris Fontaine will let the SBC know when the next Friends of Leicester meeting is scheduled.

#### **5. Schedule / Upcoming Meetings**

Upcoming meeting are as follows:

03/26/20 – 6:00PM – Public Forum - Leicester Middle School Auditorium

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.

04/29/20 – 5:00PM – SBC Meeting – Leicester Middle School Library

04/29/29 – 6:00PM – Public Forum – Leicester Middle School Auditorium

The timing of the Town vote for the project was discussed relative to the approval that is expected to be under consideration by the Select Board at their Feb. 10 meeting. Harry Brooks urged SBC members to attend to support the recommendation of the SBC to hold the vote in a Special Town Meeting in June.

[\* Note: Subsequent to this meeting, in response to the COVID-19 pandemic, local public meetings noted above have been postponed. There is an SBC meeting scheduled for 03/23/20 with online access only. Please refer to the meeting agenda posted on the project website for log in information: <https://leicester.projects.nv5.com/meeting-agendas/>]

#### **4. Other Business**

With regard to the School Building Committee Membership Status it was noted that David White (fomer Facilities Director) is no longer with the District. Also, it is tentative whether the Board filled position of Kristina Looney will be available.

#### **5. Adjournment**

**MOTION:** Paul McCarthy moved, seconded by Dennis McGrail, to recommend the meeting be adjourned at 7:12PM.

**VOTE:** The Committee voted unanimously to adjourn the meeting.

Prepared by: Tom Murphy and Melissa Gagnon, NV5 [end of 02.26.20 Meeting Minutes]