

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

MEETING MINUTES

GoToMeeting (online access only) due to COVID-19

APPROVED
07/23/20

March 23, 2020

5:00 PM



ATTENDEES/ DISTRIBUTION:

NAME	ASSOC.	PRESENT	NAME	ASSOC.	PRESENT
Mark Armington	LMS-SBC	Y	Cady Maynard	LMS-SBC	---
Jeff Berthiaume	LMS-SBC	Y	Beth Johnson	LMS Asst. Principal	---
Tina Boss	LMS-SBC	Y	Sandra Wilson	Select Board, Chair	Y
Harry Brooks	LMS-SBC, Chair	Y	Greg Buteau	Community	---
Chris Clark	LMS-SBC	Y	Tim Hickey	Community	---
Chris Fontaine	LMS-SBC	Y	Eileen Boisvert	Community	---
David Genereux	LMS-SBC	Y			
Tom Lauder	LMS-SBC	Y	Tom Murphy	NV5	Y
Kristina Looney	LMS-SBC	Y	Melissa Gagnon	NV5	Y
Paul McCarthy	LMS-SBC	Y	Regan Shields Ives	Finegold Alexander	Y
Dennis McGrail	LMS-SBC	Y	Christopher Lane	Finegold Alexander	Y
Jim Reinke	LMS-SBC	Y	Tony Hsiao	Finegold Alexander	----
Marilyn Tencza	LMS-SBC	Y	Beth Percy	Finegold Alexander	----

1. Call to Order

Mr. Brooks called the SBC meeting to order at 5:03PM.

2. Monthly Approvals

MOTION: Dennis McGrail moved, seconded by Jim Reinke, to recommend approval of the 02/26/20 meeting minutes.

VOTE: The Committee voted unanimously to approve the 02/26/20 meeting minutes.

MOTION: Jeff Berthiaume moved, seconded by Jim Reinke, to recommend approval of the following Finegold Alexander invoice:

- Invoice #P0078.06-17591 for A/E Additional Services (Amendment #6) in the amount of \$15,266.91.

The total spent represents 86% of the committed amount for this Amendment.

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

MOTION: Jeff Berthiaume moved, seconded by Jim Reinke, to recommend approval of two (2) additional monitoring wells, at \$440/test.

FAA will coordinate with McPhail to prepare a proposal for two (2) additional test borings. Christopher Lane will coordinate the timing with McPhail, as well as Marilyn, for three (3) additional borings to be performed (one remaining per original contract and two per the forthcoming Amendment #7). There was discussion that one test should be done this April followed by two additional tests in mid-Summer and Fall. Thus far, tests were performed this past December, January and February. NV5 explained that Amendment #7 will be paid for with uncommitted funds in the FS/SD "Other" budget category. There is currently an uncommitted amount of \$2061.

VOTE: The Committee voted unanimously to authorize approval this additional service.

3. Project Scope and Budget Update

NV5 provided an overview of the current project budget. The pre Project Scope and Budget meeting with the MSBA took place by phone on 3/12/20.

Based on recent adjustments to the building floor plans, approximately 2000 SF of previously deemed ineligible space is now eligible. In addition, incentive points increased which brought the MSBA reimbursement rate up by 2%, increasing the total rate to 65.04%. The MSBA grant is just under \$42M and the Town share is just under \$50M. Including contingency, which was added to the budget to factor in the six-month slide from now until Town approval in November 2020, the total project budget is \$91.4M. The cost/SF has not changed. Based on these new numbers, the Town will recalculate the debt and cost per taxpayer. Updated information will be posted on the project website.

Although the revised budget has been accepted by the MSBA, the budget has yet to be approved. Approval is anticipated to happen at the MSBA Board Meeting on 4/15/20. Once approved, the MSBA typically prepares a scatterplot, which shows where the project falls, in relation to other projects. This will be a useful comparison tool for the general public.

Per the COVID-19 situation, the MSBA noted that an extension will be offered in addition to the required 120 days from Board Approval to Town funding approval. The District will need to apply for this extension. The Select Board is scheduled to vote this evening for the meeting dates to be changed from 5/09/20 to 9/26/20 for Special Town Meeting (funding approval) as well as from 6/09/20 to 11/03/20 for Town Election (ballot question). The Town Manager encouraged SBC members to log in remotely to the SB meeting at 6:30 tonight.

MOTION: Kristina Looney moved, seconded by Paul McCarthy, for the SBC to make a recommendation to the Select Board, at the 6:30 meeting tonight, for local vote dates to be changed from this Spring to 9/26/20 (funding approval) and 11/03/20 (ballot question).

VOTE: The Committee voted unanimously to make this recommendation.

[Note: Subsequent to this meeting, it was confirmed that the Select Board voted four to one in favor of changing the local vote dates from this Spring to 9/26/20 and 11/03/20.]

4. Design Updates

Jeff Berthiaume provided an overview of updated floor plans and walked the SBC through the following plan changes that were recently made, per recent correspondence with the MSBA:

- Additional sinks were added to the General Classrooms in grades K-6
- 7th and 8th grade Science classrooms needed to be expanded to fit MSBA guidelines
- Due to the expansion of the Science classrooms, the Health classroom moved to the 3rd floor, opposite the 7th and 8th grade STEM classroom
- Each maker space needs to be 1400SF (as opposed to 800SF as previously designed). Also, per MSBA, there is staffing protocol for these rooms. The two maker space rooms have been combined into one room, which helps with the SF and staffing issue.

After all these changes, the budget numbers are much improved with respect to the MSBA reimbursement. The State share has gone up and the local share has gone down.

5. Community Outreach

Given the COVID-19 situation, it is anticipated that an active Community outreach plan will be pushed to the Fall. The following outreach items were discussed:

- Paul McCarthy noted that lawn signs are designed. Depending on how the Select Board votes this evening with regard to vote dates, as well as figuring out how to finance the signs, the plan for signage can move forward.
- The Leicester Facebook page will continue to operate.
- NV5 will continue to update the FAQ document and update to the website on a regular basis. Pending tonight's Select Board vote, the FAQ document will be updated with financial and schedule information.
- The project website will be updated pending Select Board vote on dates.
- A few of the video sessions have been posted to the LCAC site. These links will be posted to the project website.
- There was consensus to let COVID-19 pass before scheduling meetings with the various Town Committees and Boards, including but not limited to the Finance and School committees.

6. Schedule

Tom provided an overview of the revised milestone schedules, one without early packages and one with early packages. CM at Risk provides an opportunity for early packages to get underway prior to bid documents being completed. Early packages would enable construction to begin in Fall 2021 and for the building to be occupied in Spring 2023. The MSBA requires a schedule be submitted prior to the 4/15/20 Board Meeting. By submitting the early package option, the project schedule is not locked in. Changes can still be made.

MOTION: Paul McCarthy moved, seconded by Chris Clark, to accept the modified schedule with the early package option.

VOTE: The Committee voted unanimously to accept this schedule.

7. Upcoming Meetings

Upcoming meeting are as follows:

In response to the COVID-19 pandemic, local public meetings previously scheduled on 3/26/20 and 4/29/20 have been postponed.

04/15/20 – MSBA Board Meeting is still planned as scheduled. The access will most likely be remote with instructions to follow. NV5 shall send an update to the SBC following this meeting.

Future School Building Committee meetings are TBD.

8. Other Business

There was no other business to discuss.

9. Adjournment

MOTION: Kristina Looney moved, seconded by Paul McCarthy, to recommend the meeting be adjourned at 5:56PM.

VOTE: The Committee voted unanimously to adjourn the meeting.

Prepared by: Melissa Gagnon, NV5 [end of 03/23/20 Meeting Minutes]