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| Lunenburg School Project – Lunenburg, MA | Meeting Minutes |
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| Lunenburg School Building Committee | November 14, 2012 |
| Location: | Thomas C. Passios School |
| Time: | 7:00 PM |



Attendees:

| Name | Assoc. | Present |
|-------------------|---|---------|
| Loxi Jo Calmes | Lunenburg, Superintendent, SBC | ✓ |
| Michael Mackin | Lunenburg School Committee, Chair of SBC | ✓ |
| Colleen Shapiro | Lunenburg School Committee, SBC | ✓ |
| Dave Matthews | BOS Representative, SBC | ✓ |
| Nathan Lockwood | Planning Board, SBC | ✓ |
| Mark Erickson | Finance Committee, Vice Chair of SBC | ✓ |
| Mike Barney | Citizen, SBC | X |
| Brian Frank | Citizen, SBC | ✓ |
| Richard Cohen | Citizen, SBC | ✓ |
| Kerry Speidel | Town Manger, SBC (non-voting member) | X |
| John Londa | Director of Facilities, SBC (non-voting member) | ✓ |
| Brian Spadafino | LHS Principal, SBC (non-voting member) | ✓ |
| Jeffery Luxenberg | Joslin, Lesser + Associates | ✓ |
| Greg Cohan | Joslin, Lesser + Associates | ✓ |
| Margaret Howard | Joslin, Lesser + Associates | X |

1. Request for Designer Services (RFS)

JLA reviewed the Request for Designer Services (RFS) with the committee highlighting several items. The name of the projects for the RFS will be Lunenburg School Project. The RFS Design fee for basic services will be listed at \$400K with \$50K in contingency for additional services such as geotech, traffic study, etc. The estimated construction budget will be listed at \$25 million to \$59 million. The milestone schedules listed on page 5 & 6 were discussed with the advertised milestones remaining as listed. The pre-proposal onsite briefing was confirmed for 12/04/12 at 3:00 PM at LHS. The SBC requested the RFS be advertised in the Central Register and a local newspaper, rather than the Boston Globe. The local paper selected was Worcester Telegram & Gazette. The RFS proposal will be issued from JLA website with link to Lunenburg website. Lunenburg needed to nominate three (3) representatives to serve on the MSBA Designer Selection Panel for the meeting scheduled for 1/8/2013. The suggested three (3) representatives, per MSBA guidelines, are: Kerry Speidel, Loxi Jo Calmes and Michael Mackin.

Motion: LSBC moved to approve Kerry Speidel, Loxi Jo Calmes and Michael Mackin to serve as local representatives on the MSBA Designer Selection Panel and approval of the Draft RFS for Designer.

The Committee voted to recommend approval.

2. Meeting and Milestone Schedule

Project and meeting milestone schedule was reviewed. RFS draft to be submitted to the MSBA on 11/15/12; RFS Ads to be posted by 11/22/12; MSBA to return RFS comments by 11/26/12; Onsite briefing session for Designers on 12/4/12; Questions due from RFS on 12/6/12; Responses to questions to be posted on 12/10/12; RFS proposal due 12/13/12 at 5:00 PM; Submit and review Designer response matrix with local members on 12/17/12; Proposals to be posted on Town website on 12/17/12; JLA to meet with local DSP members to explain protocol on 1/3/13 at 10:00 AM; MSBA DSP meeting on 1/8/13.

3. Evaluation Matrix

JLA distributed a copy of the proposed Site and Design Alternatives matrix to the group for review and comment. The matrix is divided into six (6) main headers with seven (7) sub headers denoted with various topics. JLA explained the matrix is an evaluation tool weighted for each item from high to weak. The categories can be modified to better suit Lunenburg. Comments or changes should be directed to JLA for correction and collection.

4. Formation of Project Coordination Group

JLA discussed with the LSBC the formation of a Project Coordination Group (PCG). This group will meet regularly during the school day for a variety of items under discussion with the results presented to the LSBC. The First meeting scheduled date will be coordinated by JLA. Eight (8) members were appointed to the group with an open invitation to anyone else wishing to participate in any meeting. The eight (8) members selected were: Loxi Jo Calmes, Michael Mackin, Colleen Shapiro, Richard Cohen, Kerry Speidel, John Londa, Brian Frank and Tim Santry.

Motion: LSBC moved to recommend approval of the Project Coordination Group.

The Committee voted to recommend approval.

5. Next Discussion Items

JLA recommend at the next LSBC meeting the following topics be discussed: Construction Delivery methods, set-up of public forum, and review criteria and options on the evaluation matrix.

6. Next Meeting Schedule:

The next meeting will be on Monday, December 17, 7:00 PM in the Thomas C. Passios School, Room 13

7. Adjournment

The meeting adjourned at 8:18 p.m.

These meeting minutes were prepared by Greg Cohan from Joslin, Lesser + Associates, Inc. Please notify JLA within 48 hours of receipt of this document regarding any required corrections or clarifications.

Approved by SBC
December 17, 2012