

Lunenburg School Project – Lunenburg, MA	Meeting Minutes
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Lunenburg School Building Committee		December 17, 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 Manager, SBC (non-voting member)	✓
John Londa	Director of Facilities, SBC (non-voting member)	✓
Brian Spadafino	LHS Principal, SBC (non-voting member)	✓
Tim Santry	LMS Principal	X
Jeffery Luxenberg	Joslin, Lesser + Associates	X
Greg Cohan	Joslin, Lesser + Associates	✓
Margaret Howard	Joslin, Lesser + Associates	X

1. Meeting Minutes

JLA distributed the meeting minutes for the prior meeting held on November 14, 2012. There were not any additional comments or questions on the minutes.

Motion: LSBC moved to approve meeting minutes from the November 14, 2012 Lunenburg School Building Committee meeting.

The Committee voted to recommend approval.

2. Evaluation Matrix

JLA had distributed a copy of the proposed Site and Design Alternatives matrix to the group for review and comment. LSBC requested additional language be added to the matrix concerning educational requirements of the school district.

3. **Designer Selection Process**

JLA informed the LSBC the completed matrix of all responders to the Request for Services had been completed. The matrix would be posted online for all members to review and added copies of each designer's proposals were distributed.

4. **Invoice and Commitment Approval**

JLA submitted Invoice No. 1 for services performed for the period of November 1 thru 30, 2012. Greg Cohan stated any expenses expended by the District should be forwarded to JLA for inclusion into the next invoice payment period.

Motion: LSBC moved to recommend approval of JLA invoice number 1.

The Committee voted to recommend approval.

5. **Next Meeting Schedule:**

The next meeting will be on Wednesday, January 23, 2013 at 7:00 PM in the Thomas C. Passios School, Room 13

6. **Adjournment**

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
January 23, 2013