

Lunenburg School Building Committee	January 23, 2013
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	X
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	X
Kerry Speidel	Town Manager, SBC (non-voting member)	X
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 December 17, 2012. There were not any additional comments or questions on the minutes.

Motion: LSBC moved to approve meeting minutes from the December 17, 2012 Lunenburg School Building Committee meeting.

The Committee voted to recommend approval.

2. Model School Program

LSBC requested additional information concerning the Model School Program for use in Lunenburg and requirements. Greg Cohan explained his understanding of the program but requested any further questions be tabled for Jeff Luxenberg and the selected design firm

3. **Designer Selection Process**

JLA distributed the January 8th letter from the MSBA listing the three (3) firms selected to interview before the DSP on February 5th at 08:30 AM. The three (3) firms selected were; Ai3 Architects; Symmes Maini & McKee Associates; Tappe Associates.

4. **Designer Project Site Walk-Thru**

Greg Cohan briefed the LSBC on the upcoming site walk-thru being held on January 29th at 3:00 PM under the direction of John Londa for the three (3) design finalist. The intent is to allow the designers an opportunity to review the High School, Middle School and Power Plant prior to the interview. Design firms have been instructed to keep questions and comments to a minimal but use the opportunity to develop their presentation to the DSP.

5. **Invoice and Commitment Approval**

JLA submitted Invoice No. 2 for services performed for the period of December 1 thru 31, 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 2.

The Committee voted to recommend approval.

6. **Next Meeting Schedule:**

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

7. **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
February 13, 2013