

Lunenburg School Building Committee

Date:	02/13/13
Location:	Thomas C. Passios School
Time:	7:00 PM
Next Meeting:	3/13/13 12:00 AM



Project Management

	Name	Association/Title	Affiliation
✓	Loxi Jo Calmes	Lunenburg Superintendent of Schools, LSBC	(LSBC)
✓	Michael Mackin	Lunenburg School Committee, Chair	(LSBC)
✓	Colleen Shapiro	Lunenburg School Committee, LSBC Member	(LSBC)
<	Dave Matthews	BOS Representative, LSBC Member	(LSBC)
<	Nathan Lockwood	Planning Board, LSBC Member	(LSBC)
✓	Mark Erikson	Finance Committee, LSBC Vice Chair	(LSBC)
<	Mike Barney	Citizen, LSBC Member	(LSBC)
✓	Brian Frank	Citizen, LSBC Member	(LSBC)
<	Richard Cohen	Citizen, LSBC Member	(LSBC)
✓	Kerry Speidel	Town Manager, LSBC (non-voting member)	(LSBC)
✓	John Londa	Director of Facilities, LSBC (non-voting member)	(LSBC)
✓	Brian Spadafino	LHS Principal, LSBC (non-voting member)	(LSBC)
<	Tim Santry	LMS Principal	(LSBC)
✓	Charles Hay	Principal-in-Charge, Tappé Associates	(Tappé)
✓	Cesar Dedios	Senior Associate, Tappé Associates	(Tappé)
✓	Damian Liddiard	Project Architect, Tappé Associates	(Tappé)
✓	Greg Cohan	Joslin, Lesser + Associates	(JLA)
✓	Christine DePalma	Joslin, Lesser + Associates	(JLA)
x	Jeffery Luxenberg	Joslin, Lesser + Associates	(JLA)

Discussion

1 Call to Order

Michael Mackin, chair of the Lunenburg School Building Committee (LSBC), called the meeting to order at 7:05 PM.

2 Meeting Minutes

Joslin, Lesser + Associates distributed the meeting minutes for the prior meeting held on January 23, 2013. There were not any additional comments or questions on the minutes.

Motion: LSBC moved to approve meeting minutes from the January 23, 2013 Lunenburg School Building Committee

3 Introduction of Christine DePalma from Joslin, Lesser + Associates

Greg Cohan and Michael Mackin introduced Christine DePalma from Joslin, Lesser + Associates. Christine joins the Joslin, Lesser + Associates team as an assistant project manager. Greg mentioned that Meg Howard was no longer with Joslin, Lesser + Associates and that the firm revised its staffing to best meet project needs. Christine's resume was also shared with the LSBC for review.

Motion: The LSBC moved to approve Christine DePalma as a member of the Lunenburg High School project team.

Discussion

4 Introduction of Tappé Associates and Presentation

Tappé Associates was introduced to the LSBC as the project's architect for the feasibility study and schematic design phases as selected by the Designer Selection Panel. Charles Hay, a principal at the firm, shared its designer selection interview presentation with the LSBC. Charlie also introduced two of his Tappé Associates colleagues; Damian Liddiard and Cesar Dedios. The Design team restated their enthusiasm and interest in working with the Town of Lunenburg and the LSBC on the project.

Motion: The LSBC moved to approve the award of the design contract for the feasibility study/schematic design to Tappé Associates.

5 Invoice and Commitment Approval

Joslin, Lesser + Associates submitted Invoice No. 3 for OPM services performed for the period of January 1 through January 31, 2013. Greg Cohan stated any expenses expended by the District should be forwarded to Joslin, Lesser + Associates for inclusion into the next invoice payment period for approval.

Motion: The LSBC moved to recommend approval of Joslin, Lesser + Associates Invoice Number 3.

6 Public Comment

There were no public comments or members of the public present at the meeting.

7 Other Business

There was no other business.

8 Upcoming Meetings

A next step for the feasibility study is to schedule educational visioning workshops with Frank Locker, Tappé's educational programming consultant. The LSBC proposed that these workshops be scheduled in the beginning of March. March 6 and 7 were tentatively confirmed.

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

Approved by SBC
March 13, 2013