

**Lunenburg School Building Committee**

Date:	07/24/13
Location:	Thomas C. Passios Building
Time:	7:00 PM
Next Meeting:	8/28/13 7:00 PM



	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 Erickson	Finance Committee, LSBC Vice Chair	(LSBC)
x	Mike Barney	Citizen, LSBC Member	(LSBC)
✓	Brian Frank	Citizen, LSBC Member	(LSBC)
✓	Kerry Speidel	Town Manager, LSBC (non-voting member)	(LSBC)
x	John Londa	Director of Facilities, LSBC (non-voting member)	(LSBC)
✓	Brian Spadafino	LHS Principal, LSBC (non-voting member)	(LSBC)
x	Tim Santry	LMS Principal	(LSBC)
x	Charles Hay	Principal-in-Charge, Tappé Associates	(Tappé)
x	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)
✓	Ron Simoneau	Shawmut Design & Construction	(SDC)
✓	Michael Kearns	Shawmut Design & Construction	(SDC)
✓	Craig Gabri	Shawmut Design & Construction	(SDC)
✓	Steve Ham	Shawmut Design & Construction	(SDC)

**Discussion**

**1 Call to Order**

Michael Mackin, Chairperson of the Lunenburg School Building Committee (LSBC), called the meeting to order at 7:00 PM.

**2a. Meeting Minutes**

Joslin, Lesser + Associates (JLA) distributed the meeting minutes from the prior meeting held on June 17, 2013.

**Motion: The LSBC moved to approve the meeting minutes from the June 17, 2013 meeting. The motion passed unanimously.**

**2b. Project Invoices**

Greg Cohan from JLA presented for approval copies of Joslin, Lesser + Associates and Tappe Associates June 2013 Invoices.

**Motion: The LSBC moved to approve the June 2013 invoices for Joslin, Lesser + Associates and Tappe Associates. The motion passed unanimously.**

Discussion

**2c. Introduction of Shawmut Design and Construction**

Greg Cohan introduced Mike Kearns (Project Executive), Craig Gabri (Project Manager), and Steve Ham (Project Superintendent) from Shawmut Design and Construction. Mark Erickson provided a brief summary about the Construction Manager at Risk Selection process (a summary memo was also included in the School Building Committee's meeting packet). Based on the technical proposals, price proposals, and interviews, the Selection Committee comprised of three town appointees (Mark Erickson, Dave Matthews, and John Londa - one vote each), one representatives from the design team (Charlie Hay from Tappe Associates - one vote), and two representatives from the Owner's Project Manager (Jeffery Luxenberg and Greg Cohan - one vote as a team), determined Shawmut Design and Construction to be the top-ranked firm considering the quality of their project and management approach, project team, direct relevant experience, level of commitment, and fee proposal. Shawmut then made a brief presentation to the School Building Committee. The presentation is included as an attachment to the minutes for reference.

**Motion: A motion was made to approve Shawmut Design and Construction's Schematic Design Pre-Construction Contract. The fee for this phase of the contract is \$48,000. The motion was approved unanimously.**

**2d. Design Status Update**

Damian Liddiard from Tappé Associates, provided the School Building Committee with an update on the project's design. The updated site and building layout plans were reviewed for feedback. Mr. Liddiard mentioned that Tappe will soon have conceptual renderings of the building's exterior. An LSBC member inquired if the building was designed for future expansion. Mr. Liddiard noted that the building has been carefully designed to have the capability to accommodate future middle and high school classroom additions. A LSBC member inquired if Tappe could explore the life cycle costs of a flat roof vs. a pitched roof. Tappe noted that it could explore this. The gymnasium will have the capability to accommodate 4 teaching stations and up to 500 spectators. Loxi Jo Calmes mentioned that Physical Education staff members were beginning to discuss ideas and develop strategies about the use of field space during construction. They are coordinating these efforts with local community groups which also utilize the District's athletic fields. The goal will be to reduce impacts as much as possible. It was also noted that the schematic design plans will be distributed to the project's estimators for costing. The estimates will then be reconciled and submitted to the MSBA per MSBA Module 4 requirements in mid-September. The MSBA's Board of Directors are anticipated to approve the project's preferred schematic design at its upcoming meeting on July 31.

**2e. Upcoming Meetings**

Project Update Meetings with various Town Committees and Boards - to be confirmed  
Next LSBC Meeting – August 28, 2013

**2f. Community Outreach Efforts**

The LSBC plans to hold a public forum on the project in the Fall of 2013. Joslin Lesser will be assisting the LSBC with a press release about the MSBA's anticipated approval of the project's preferred schematic option. The press release will be posted on the project's website and also shared with the local papers. The LSBC also discussed the possibility of creating Facebook and Twitter pages for the project. The LSBC is also reaching out to various Town Committees and Boards to schedule project update meetings during the month of August and September. The dates will be confirmed with the LSBC. The project's website is in the process of being updated and reorganized. A Frequently Asked Questions page will also be added to the website. Mike Mackin mentioned that the Town of Lunenburg was having a Bonfire event on August 24 and that this would be a good opportunity for LSBC members to provide attendees with information about the project. The District is also working on creating a video that will document existing conditions at the high school. The meeting was also filmed and can be viewed on the District's YouTube channel.

Discussion

**2g. Other Business**

There was no other business.

**2h. Public Comment**

There was no public comment.

**3. Adjournment**

The meeting was adjourned at 8:21pm.

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