

Lunenburg School Building Committee

Date:	4/9/2014 (Revised)
Location:	Thomas C. Passios Building, Room 13
Time:	6:30 PM
Next Meeting:	5/14/14 6:30 PM



Project Management

Name	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)
✓ Mike Barney	Citizen, LSBC Member (LSBC)
x Brian Frank	Citizen, LSBC Member (LSBC)
✓ Greg S. Roy	Citizen, LSBC Member (LSBC)
x Kerry Speidel	Town Manager, LSBC (non-voting member) (LSBC)
✓ John Londa	Director of Facilities, LSBC (non-voting member) (LSBC)
x Brian Spadafino	LHS Principal, LSBC (non-voting member) (LSBC)
x Tim Santry	LMS Principal (LSBC)
✓ Charles Hay	Principal-in-Charge, Tappé Associates (Tappé)
x Cesar Dedios	Senior Associate, Tappé Associates (Tappé)
x Damian Liddiard	Project Architect, Tappé Associates (Tappé)
✓ Greg Cohan	Joslin, Lesser + Associates (JLA)
x Christine DePalma	Joslin, Lesser + Associates (JLA)
x Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)
x Ron Simoneau	Shawmut Design & Construction (SDC)
✓ Michael Kearns	Shawmut Design & Construction (SDC)
x Craig Gabri	Shawmut Design & Construction (SDC)
x Steve Ham	Shawmut Design & Construction (SDC)

Discussion

1 Call to Order

The meeting was called to order at 6:36 PM by Mr. Mackin, Chairperson for the Lunenburg School Building Committee.

2 Approval of School Building Committee Minutes

The Lunenburg School Building Committee reviewed minutes from the following meeting: March 12, 2014;

Motion: The Lunenburg School Building Committee voted to approve the minutes from the March 12, 2014. The motion was unanimously approved.

3 Monthly Approvals

Joslin Lesser + Associates (JLA) presented monthly progress invoices for work completed for through March 2014 for Joslin, Lesser + Associates (OPM), Tappe Associates (Designer) and Shawmut Design & Construction (Preconstruction services). Invoices were presented for approval but not for payment. Until the MSBA Project Funding agreement is signed, all invoices will be reviewed for content, work scope and hours but not issued for payment.

Motion: The Lunenburg School Building Committee voted to approve the March 2014 invoices as presented by Joslin, Lesser + Associates. The motion was unanimously approved.

4 100% Design Development Update

Discussion

Greg Cohan from JLA provided the Lunenburg School Building Committee with an update on Design Development (DD) cost estimate. A reconciliation meeting was held on April 7th between Tappe's estimator, PM & C and Shawmut Design and Construction. Reconciled estimates were shown to the LSBC for review and comment. PM & C was slightly under (\$478) the MSBA budget. Shawmut was approximately (\$500K) over the budget. No Value management efforts were needed to meet budget. List of possible Value Management (VM) items were developed and will be held till the 60% CD estimate if still needed to meet budget. Greg Cohan explained to the LSBC the DD Submission package was scheduled for April 15th to the MSBA. The format was very similar to the prior SD submission, with nothing additional needed from the group at this time for submission. There were no comments or questions from the LSBC, only asked to be made aware of when the submission takes place. Tappe explained over the next few weeks, additional Design sessions will be held with project stakeholders including District teachers, staff, and administrators and with key town staff, groups, and agencies.

Motion: The Lunenburg School Building Committee voted to approve submission of the DD estimate to the MSBA as part of the DD Package scheduled for submission of April 15, 2014

5 Request for Qualifications for Trade Contractors

Greg Cohan explained to the LSBC over the next several weeks Request for Qualifications (RFQ) for Early Package work consisting of Underground Electric, Underground Plumbing and Elevators will be taking place in accordance with a previously submitted RFQ schedule. One member of the LSBC is required to be part of a four (4) person committee. Greg Roy from the LSBC volunteered to assist. The other members are JLA (G. Cohan), Shawmut (M. Kearns) and Tappe (C. Hay). RFQ instructions and packages will be mailed to each member for review. Although Underground Plumbing may not be part of the Early Package, Greg Cohan felt it was important to continue the RFQ for this trade so the results could be used for forthcoming trade packages.

Motion: The Lunenburg School Building Committee voted to approve the appointment of Greg Roy to the RFQ Sub-Committee.

6 Community Outreach Efforts

JLA proposed an Abutter's meeting for May 21st. Further details and means of advertising the meeting to be discussed

7 Other Business

The District is to decide if a Peer Review of the site plan and any other associated information is required. Cost estimate for such a service was unknown at time of discussion with LSBC members

Greg Cohan briefed the LSBC on an April 1, 2014 meeting held with the MSBA and follow-up Conference Call with the District concerning the notification of the MS/HS Schematic Design plan change. Greg Cohan summarized the meeting held with members of the MSBA which included Mary Pichatti, Chris Alles, Legal Counsel, Director of Project Controls and JLA representatives Stuart Lesser, Jeff Luxenburg and Greg Cohan. MSBA expressed their concern the Schematic plan approved by the MSBA differed from the SD design shown to the Town. JLA explained the timeline and process which led to this result. MSBA discussed the integrity of their submission process, board approval and consequences of this action. Advised further instructions would be issued.

MSBA (Chris Alles, Diane Sullivan and Legal Counsel) placed a conference call into the District with Loxi Calmes, John Londa and Kerry Speidel in attendance. MSBA indicated they will be inviting the District to present the Schematic Design revised plan at the next Facility Assessment meeting either on April 30th or May 14th. Instruction should be forthcoming.

8 Public Comment

There was no public comment.

9 Adjournment

The meeting was adjourned at approximately 7:45 PM.

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.