

**Lunenburg School Building Committee**

Date:	05/14/14
Location:	Thomas C. Passios Building, Room 13
Time:	6:30 PM
Next Meeting:	6/11/14 7:00 PM



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)
× Brian Frank	Citizen, LSBC Member (LSBC)
× Greg S. Roy	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)
✓ Charles Hay	Principal-in-Charge, Tappé Associates (Tappé)
× Damian Liddiard	Project Architect, Tappé Associates (Tappé)
✓ Greg Cohan	Joslin, Lesser + Associates (JLA)
× Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)
✓ Michael Kearns	Shawmut Design & Construction (SDC)
✓ Jonathan Hirst	Shawmut Design & Construction (SDC)
✓ Steve Hamm	Shawmut Design & Construction (SDC)

**Discussion**

**1 Call to Order**

The meeting was called to order at 6:38 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: April 9, 2014;

**Motion:** The Lunenburg School Building Committee voted to approve the minutes from the April 9, 2014. The motion was unanimously approved.

**3 Monthly Approvals**

Joslin Lesser + Associates (JLA) presented monthly progress invoices for work completed for through April 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 April 2014 Invoices as presented by Joslin, Lesser + Associates. The motion was unanimously approved.

**4 Update from April 30, 2014 MSBA Meeting**

**Discussion**

Greg Cohan briefed the LSBC on the discussions from the April 30, 2014 MSBA Meeting. The purpose of the meeting was to make the District, OPM and Designer aware of the issues the MSBA was having with the Design changes performed late in the Preferred Schematic process. Each Board Member present at the meeting expressed their dissatisfaction with being placed in position to review a situation outside of the accepted process of approvals. District, OPM and Designer shared with the Board Members a presentation of the Design changes with explanations. Mike Mackin also briefed the Committee members on his thoughts from the meeting. Meeting was concluded by the Project Team adjourning into another conference room with the MSBA's Educational consultant, Diane Sullivan and Chris Alles to finalize the discussions. District was informed at that time MSBA Board will review the explanations furnished and provide their decision on or before the next meeting of the MSBA Board scheduled for June 4, 2014. If additional material is required MSBA will forward all questions to the OPM for action.

**5 Early Release Package No. 1**

Greg Cohan introduced Jonathan Hirst, Shawmut's new Project Manager. Resume for Jonathan Hirst was distributed to all members prior to the meeting. Jonathan has taken over for the prior Project Manger who has left the company for another position close to home. Greg Cohan went on to explain to the LSBC the results of the Request for Qualifications (RFQ) for Early Package work consisting of Underground Electric. LSBC was reminded Plumbing and Elevator trades were removed from this early package. Shawmut briefed the LSBC on non-trade bids for site work and site logistics, emphasizing on the need to find a permanent location till needed. Site work trailer locations is still being investigated with the District offering use of the Modular Structure at the rear of the TCP. Shawmut will investigate the practicality of its use.

**6 Community Outreach Efforts**

Project Team proposed an Abutter's meeting for June 25th . Further details to be discussed at the next meeting

**7 Other Business**

Loxi Calmes, Superintendent of Schools inquired about the DESE material requested by Diane Sullivan and being prepared by Tappe. Loxi was to provide her recommendations with the expectations the material would be checked by the Designer and OPM before submission. Greg Cohan informed the LSBC Christine DePalma had tendered her resignation from JLA suddenly and she would be leaving in two(2) weeks. Search for her would commence immediately.

**8 Public Comment**

There was no public comment.

**9 Adjournment**

The meeting was adjourned at approximately 7:43pm.

*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.*