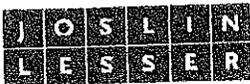


Lunenburg School Building Committee Meeting

Date:	09/10/14	
Location:	Thomas C. Passios Building, Room 13	
Time:	6:30 PM	
Next Meeting:	10/8/14 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)
x	Tom Alonzo	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)
✓	Brian Spadafino	LHS Principal, LSBC (non-voting member) (LSBC)
✓	Tim Santry	Lunenburg Public Schools (LSBC)
✓	Charles Hay	Principal-in-Charge, Tappé Architects (Tappé)
✓	Damian Liddiard	Project Architect, Tappé Architects (Tappé)
✓	Greg Cohan	Joslin, Lesser + Associates (JLA)
x	Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)
✓	Inga Knox	Joslin, Lesser + Associates (JLA)
x	Robert Alger	Joslin, Lesser + Associates (JLA)
✓	Michael Kearns	Shawmut Design & Construction (SDC)
x	Jonathan Hirst	Shawmut Design & Construction (SDC)

Discussion

1 Call to Order

The meeting was called to order at 6:34 PM by Mr. Mackin, Chairperson of the Lunenburg School Building Committee.

2 Approval of School Building Committee Minutes

The Lunenburg School Building Committee reviewed minutes from the following meetings:

- August 13, 2014 LSBC Meeting

Motion: The Lunenburg School Building Committee voted to approve the meeting minutes from August 13, 2014.

Discussion

3 Monthly Approvals - Invoices

Joslin Lesser & Associates (JLA) presented monthly progress invoices for work completed through August, 2014 for Joslin, Lesser + Associates (OPM), Tappe Architects (Designer), Shawmut Design & Construction (Preconstruction Services & Payment Requisition No.1).

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

Note: JLA is working on creating a calendar with expected Construction Payment Requisitions review and value dates. This calendar will be issued to the LSBC upon completion. All Construction Payment Requisitions are going to be submitted as a hard copy with yellow cover pages for each sub-trade. Yelolow sheet is a summary of the associated trade with contract values, holds, allowances and any change orders.

4 Monthly Approvals - Commitments

Joslin Lesser & Associates (JLA) presented a list of monthly commitments to the Lunenburg School Building Committee (LSBC). iGMP2 was presented to the Group for structural steel. JLA noted that the total value for iGMP2 is lower than previously estimated by at least \$300K.

Motion: The Lunenburg School Building Committee voted to approve the iGMP2 as presented by Joslin, Lesser & Associates. The motion was unanimously approved.

Note: Final GMP will be available sometimes in November, 2014. Updated Projected Cash Flow Chart will be available in September 2014.

5 Additional Service Request for all work associated with Permitting the Project

JLA presented Tappe Architects' (TA) request for additional services for site permitting fees. Permitting was excluded from Design contract at time of award. This would be a contract amendment to contract in place.

Motion: The Lunenburg School Building Committee voted to approve the additional services requested presented by Joslin, Lesser & Associates on behalf of Tappe Architects' (TA) to TA's contract for permitting fees. The motion was unanimously approved.

Discussion

6 Status of Main Bid Package Pre-Qualifications

Joslin Lesser & Associates explained the sub trade Pre-qualification process. JLA explained to the LSBC that most sub trades that did not yet qualify are missing references. JLA is working on obtaining references as it in the best interests to prequalify as many interested sub trades as possible. JLA will provide a schedule of Main Bid process as soon as it is available for distribution.

7 Construction Activity Update

Michael Kearns from Shawmut Design & Construction presented a construction progress update.

- Site enabling is in progress.
- Delivery of materials is in progress.
- Rolling & compaction work which causes vibration will continue through Fall.
- Rebar work, anchor bolts and foundation work is scheduled to commence in early October.
- Meeting was held in regards landscape design. Field work is underway and estimated to be completed in the Fall.
- Gas line relocation scope & work is in progress. The cost will be rolled in the final GMP.

Note: Weekly Construction Meetings are on Wednesdays at 10:00am in the Shawmut trailer. Everyone is welcome to attend and walk the site. Rob Alger is available to set up time for site visit.

8 Main Bid Package Pre-Qualification Committee Member Selection

Joslin Lesser and Associates (JLA) began the sub-trade prequalification process for the main bid. It is expected to send invitation to bid on Friday 09/12/14. JLA asked for one representative from Lunenburg School Building Committee (LSBC) to be involved in the pre-qualification process. Brain Frank was appointed to represent the LSBC.

Motion: The Lunenburg School Building Committee (LSBC) voted in favor for Brain Frank to represent LSBC during the pre-qualification process. The motion was unanimously approved.

Discussion

9 Community Outreach Efforts

Next Abutters'/Neighborhood Meetings is scheduled for:

- November 6th at 6:30 PM

An Abutter's / Neighborhood meeting was held on September 4, 2014. Landscape Architect David Wagner presented the landscape design for the project. Rob Alger (JLA) was introduced as the main point of contact for all future questions. Most questions were directed to the concerns in regards to vibration, however overall the meeting for good and productive.

A previous video from David Wagner presentation on the landscape design for the school will be posted to the school website.

10 Other Business

Aerial Photo Service - JLA will obtain pricing for 50 fly-overs through out the project duration. Would like to be able to get 50 fly-overs for about \$450.00.

Ground Breaking Ceremony - The ceremony is scheduled for October 18th at 1:15PM. The event will be after a town parade scheduled to commence at 12:00. Homecoming game will follow at around 2:30pm. There will be a need for about 50 Seats and a podium. The sign will be temporary located at the entrance to the site. A representative from MSBA will be invited to speak at the event. The Invitation will go out via posts cards, Facebook and website as well as posted in the Lunenburg Ledger.

Reuse Thomas C. Passios Building - Options for the Thomas C. Passios Building reuse are being reviewed by the Lunenburg Reuse Committee. Any impact will be shared with LSBC .

11 Public Comment

No Public Comment

12 Adjournment

The meeting was adjourned at approximately 08:03 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.