

## Lunenburg School Building Committee Meeting



Project Management  
Associates, Inc.

Date:	10/14/15
Location:	Thomas C. Passios, Room 13
Time:	6:30 PM
Next Meeting:	11/12/2015 6:30:00 PM Thomas C. Passios Room 13

	Name		Affiliation
x	Loxi Jo Calmes	Lunenburg Superintendent of Schools, LSBC	(LSBC)
✓	Michael Mackin	Lunenburg School Committee, Chair	(LSBC)
✓	Colleen Shapiro	Lunenburg School Committee, LSBC Member	(LSBC)
✓	Tom Alonzo	BOS Representative, LSBC Member	(LSBC)
✓	Greg Bittner	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)
✓	Tim Santry	Lunenburg Public Schools	(LSBC)
✓	Charles Hay	Principal-in-Charge, Tappé Architects	(Tappé)
x	Jen Littlefield	Tappe Architects	(Tappé)
x	Damian Liddiard	Project Architect, Tappé Architects	(Tappé)
✓	Stuart Lesser	Joslin, Lesser & Associates - NV5	(JLA-NV5)
x	Jeffery Luxenberg	Joslin, Lesser & Associates - NV5	(JLA-NV5)
✓	Inga Knox	Joslin, Lesser & Associates - NV5	(JLA-NV5)
x	Robert Alger	Joslin, Lesser & Associates - NV5	(JLA-NV5)
x	Michael Kearns	Shawmut Design & Construction	(SDC)
✓	Jonathan Hirst	Shawmut Design & Construction	(SDC)
x	Philip Conroy	Shawmut Design & Construction	(SDC)

### Discussion

#### 1 Call to Order

The meeting was called to order at 6:40 PM by Mr. Mackin, Chairperson of the Lunenburg School Building Committee.

#### 2 Business

- Next meeting will be held on November 12, 2015 at 6:30pm

## Discussion

### 3 Approval of School Building Committee Minutes

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

- September 10, 2015 LSBC Meeting

**Motion:** The Lunenburg School Building Committee voted to approve the meeting minutes from September 10, 2015. The motion was unanimously approved.

### 4 Monthly Invoices and Commitments

Joslin Lesser (JLA-NV5) presented monthly progress invoices for work completed through September, 2015 for Joslin Lesser - NV5 (OPM), Tappe Architects (Designer), Shawmut Design & Construction (Payment Requisition No.14), UTS Testing Services (September 2015).

LSB Committee asked to review testing budget and understand if the project is on track. JLA-NV5 will review and address at the next month's meeting.

**Motion:** The Lunenburg School Building Committee voted to approve the September, 2015 invoices as presented by Joslin, Lesser (JLA-NV5). The motion was unanimously approved.

### 5 Monthly Approvals

Shawmut (SDC), Tappe Architects(TA) and Joslin Lesser (JLA-NV5) presented Change Order #4 Package as well as a log with pending potential change orders.

**Motion:** The Lunenburg School Building Committee voted to approve Change Order #4 as presented by Shawmut, Tappe Architects and Joslin Lesser (JLA-NV5). The motion was unanimously approved.

### 3 Construction Activity Update

Inga Knox (JLA-NV5) & Jonathan Hirst (SDC) presented a construction update to the Committee.

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.

### 9 Public Comment

No Public Comment.

### 10 Adjournment

The meeting was adjourned at approximately 7:55 pm.

*These meeting minutes were prepared by Joslin, Lesser (JLA-NV5). Please notify Joslin, Lesser (JLA-NV5) within 48 hours of receipt of this document regarding any required corrections or clarifications.*