

Mountview School Building Committee
Meeting Minutes
April 23, 2013

7PM

Senior Center

Present: Chairman Paul Challenger, David White, Gary Kaczmarek, Chris Lucchesi, Erik Githmark, Jacquie Kelly, Anthony Gasbarro, Mike Sherman, Margaret Watson

Others Present: Bill Senecal, LPA, Mike Pagano, LPA, Elizabeth Helder, Recording Secretary

1. Public Comment

No one from the public was present at the meeting.

2. OPM Update

Mr. Kaczmarek reported that the Project Scope and Budget Agreement is 95% complete. The School Committee has approved it and Interim Superintendent Gasbarro will now sign it. Mr. Kaczmarek will send the Agreement along with the Certified Vote from the Town Clerk to the MSBA this week. This is the "holding place" for the Project Funding Agreement with the MSBA.

Mr. Kaczmarek held a conference call with the Christine Lynch and Darlene Lynch with the DESE, Interim Superintendent Gasbarro, and Mike Pagano with LPA on April 23rd. Mr. Gasbarro reported that the DESE's concerns regarding the labeling of the Special Education self-contained classrooms and SPED Resource rooms were addressed. Mr. Gasbarro explained to the DESE that the District's ability to re-label several of the rooms to accommodate/customize these rooms for certain circumstances was critical to the function of the school and students. The DESE agreed. Mr. Gasbarro will forward a new narrative to describe the use and labels for all the Special Education classrooms along with a re-labeled floor plan to the DESE. All issues with the DESE have been resolved. Mr. Challenger asked if the MSBA or the DESE ever raised the issue of the plan for the Media Center. Mr. Kaczmarek said no. Mr. Challenger and the Committee felt that the plan for the Media Center had been accepted by the MSBA.

Mr. Kaczmarek said he will review LPA's contract with the Town Manager this week.

The Committee discussed the status of the Feasibility through Schematic Design budget. Town Meeting previously approved \$625,000 for this budget. The Town's 52.89% portion of the budget was \$330,000. The Town borrowed \$300,000. The MSBA has reimbursed the project approximately \$290,000 for its share of the study. Not all costs incurred by the Committee to date were reimbursable from the MSBA. Ms. Kelly said she would meet with Mr. Kaczmarek, the Town Accountant, and Town Treasurer about future cash flow requirements and a plan for future borrowings. Over the next 9 months, the Project will not expend large amounts of money; mostly testing, legal fees, and architectural fees.

Mr. Kaczmarek said he has asked LPA to assume responsibility for the RFP for conducting Site Surveys, which is a contingent additional service included in the LPA contract. Mr. Kaczmarek said that this is a necessary service and \$20,000 has been included in the budget and is a reimbursable service. The Town would have to issue an RFS if this service is not handled by LPA. Additionally, by having LPA assume this work, it will save the project approximately one month on its timeline. The Committee discussed whether to vote to authorize LPA provide this service. Mr. White expressed an opinion that this was a decision made by the OPM that did not require the micromanagement of the Committee. It is appropriate for the Committee to be updated on these decisions by the OPM, requiring the Committee to approve all expenditures as it will slow the project down considerably. Both Mr. Lucchesi and Mr. Sherman both concurred with Mr. White's comment. Ms. Watson suggested that a monetary amount be set to allow the OPM to proceed with these decisions.

Motion by Dave White, seconded by Margaret Watson, it was **UNANIMOUSLY VOTED TO ALLOW THE OPM TO MANAGE THE PROJECT AND MAKE DISCRETIONARY DECISIONS AS LONG AS THE FUNDS ARE IDENTIFIED IN THE CURRENT BUDGET AND DO NOT EXCEED \$50,000 AND THAT THE CHAIR, THE TOWN MANAGER, AND THE SCHOOL SUPERINTENDENT BE INFORMED OF COSTS ABOVE \$50,000, WHERE TIME IS OF THE ESSENCE.**

Mr. Kaczmarek, Mr. White and members of LPA will meet with members of the Zottoli family to discuss a possible donation of abutting land for landscaping purposes. The group will meet on May 8th at 11AM. The Zottoli family has expressed past interest in making this donation. Stormwater runoff will be addressed during the meeting. Mr. Kaczmarek said that no land acquisition money exists in the budget. Some type of legal document will have to be created to document the donation.

Ms. Kelly will look into whether John Harvey is an abutter to the project.

The Site Civil drawings must be advanced before the project can go before the Planning Board. Mr. Pagano said he anticipated being ready to proceed in August or September.

The Committee reviewed the proposed construction schedule and closeout through November 2016.

OPM Design Development will be filed with the MSBA in July 2013 to aid in the permit filing process with the Town. Mr. Pagano commented that from this point forward, filings being made with the MSBA are for quality control/informational purposes only. The MSBA does not need to approve these filings and the project will continue to move forward.

The committee discussed the importance of having a Commissioning Agent on the project.

Design Development Documents are anticipated by July 30, 2013; 60% construction documents are due October 30, 2013; 90% construction documents are due December 31, 2013. Final bids are due in March 2014. Construction is anticipated to commence in May 2014 with a 30-month schedule for construction from the date of the award. This schedule also includes demolition of the school.

Ms. Watson suggested that operational costs to run the school be provided to the District in the spring of 2016.

Mr. White asked that LPA take into consideration that storage for Custodial staff and electronic message equipment and an electronic message board are installed on Shrewsbury Street are included in the plan.

Mr. White asked if the parking lot could be "cleaned up" to help with practicality; he suggested that the "ears" and the "islands" and trees need to be removed for snow removal purposes. Additionally, backflow prevention is important for custodial purposes. Mr. Pagano said the plan does include shade trees in the parking areas for MASS-CHPS points. He said he would be mindful of the plantings and remember Mr. White's suggestions.

3. New Business

The Committee discussed revisiting the website design for the next phase of the project. A camera has been mounted at the site. Construction will be able to be viewed via webcam.

Mr. Sherman announced that he and his family had sold their home in order to relocate to another part of the State. He will be able to attend meetings in May and June. The Committee agreed not to replace Mr. Sherman's position at the current time.

Chairman Challenger thanked Mr. Sherman for his dedicated work on the Committee, especially for his work on communications efforts.

Mr. Gasbarro said that the new WRSD Business Manager has expressed interest in joining the Committee.

Mr. Challenger reported that the Office of Campaign Finance closed the ethics complaint due to lack of credible information.

The next meeting is scheduled for May 14th.

4. Adjournment

Motion by David White, seconded by Chris Lucchesi, it was **UNANIMOUSLY VOTED TO ADJOURN THE APRIL 23, 2013 MEETING AT 8:51PM. APPROVED:**