



**PERMANENT BUILDING COMMITTEE
SCHOOL BUILDING COMMITTEE SUB-COMMITTEE
MEETING MINUTES**

Project: Clinton Middle School
 Subject: School Building Committee Meeting
 Location: Remote Meeting via Microsoft TEAMS
 Distribution: Attendees, Project File

Project No: 202000640305
 Meeting Date: 09/27/2022
 Time: 6:30 PM
 Prepared By: E. Grijalva

| Present | Name | Affiliation | Present | Name | Affiliation |
|---------|------------------|---|---------|----------------|-------------|
| x | Michael Ward* | Town Administrator | | Mike Burton | DWMP |
| | Sean Kerrigan | Selectman | x | Trip Elmore | DWMP |
| | Brendon Bailey | School Committee Chair | x | Steve Brown | DWMP |
| x | Matthew Varakis | School Committee Vice-Chair | | Mike Cox | DWMP |
| x | Steven Meyer* | Superintendent | x | Elias Grijalva | DWMP |
| x | Brian Farragher | Director of Facilities | | | |
| x | Chris McGown* | Chair of PBC, Head of DPW | | | |
| | Courtney Harter | CMS Principal | | | |
| | Shane McCarthy | Teacher | | | |
| | Bill McGrail | Finance Committee Co-Chair | | | |
| x | Chris Magliozzi* | Vice-Chair of PBC | | | |
| x | Michael Moran* | PBC Member | | | |
| x | Brian Delory* | PBC Member | | | |
| | Timothy O'Toole* | PBC Member | | | |
| x | Phil Duffy | Director of Community & Econ. Dev. | | | |
| x | Kelly Turcotte | Special Education Parent Advisory | | | |
| | Laura Taylor | Parent-Teacher Association | | | |
| | Angelica Arroyo | English Learners Parent Advisor Council | | | |

* SBC Voting
Member

| Item No. | Description | Action |
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| 3.1 | <p>Call to Order & number of voting members present 6:47 pm meeting was called to order by PBC Chair C. McGown with 6 of 7 voting members in attendance.</p> <p>*Experienced technical difficulties resulting in changing the meeting platform from zoom to Microsoft TEAMS.</p> | Record |
| 3.2 | <p>Permanent Building Committee Other Business</p> <p>Savage Field softball field lighting system replacement C. McGown states that these two topics we are about to discuss is for the PBC only, separate from the SBC project. We received six bids ranging in pricing. Lowest bidder was for \$29,500.00 from WPI Construction, well within budget. They have received good references and there is no reason to disqualify them.</p> <p>A motion was made by M. Ward and seconded by M. Moran to approve the lowest bidder, WPI Construction for the amount of \$29,500.00</p> <p>Roll call: M. Ward (Y), M. Varakis (Y), M. Moran (Y), C. McGown (Y), C. Magliozzi (Y), S. Meyer (Y), B. Delory (Y)</p> <p>All in favor; motion passes</p> <p>Veterans athletic complex field house roof replacement C. McGown states that this installation of lights was purchased on a separate contract. We received four bids and the pricing range in pricing. The lowest bidder was Central Mass Signal for a total of \$81,150.04. The second lowest bidder was Systems Electric for a total of \$109,000.00</p> <p>A motion was made by S. Meyer and seconded by M. Moran to approve the lowest bidder Central Mass Signal for a total of \$81,150.04.</p> <p>Roll call: M. Ward (Y), M. Varakis (Y), M. Moran (Y), C. McGown (Y), C. Magliozzi (Y), S. Meyer (Y), B. Delory (Y)</p> <p>All in favor; motion passes</p> | Record |

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| <p>3.3</p> <p>3.3.1</p> | <p>Clinton Middle School Topics</p> <p>Previous topics and approval of August 30th, 2022, Meeting minutes A motion to approve the 08/30/2022 meeting minutes as submitted, motion made by S. Meyer and seconded by M. Moran.</p> <p>Discussion: None. Abstentions: None</p> <p>Roll call: M. Ward (Y), M. Varakis (Y), M. Moran (Y), C. McGown (Y), C. Magliozzi (Y), S. Meyer (Y), B. Delory (Y)</p> <p>Motion passes, August 30th, 2022, meeting minutes are certified as approved</p> | <p>Record</p> |
| <p>3.3.2</p> | <p>Invoices and Commitments submitted for Approval D & W invoice #2, for the month of September</p> <p>T. Elmore explains invoice #2. We've been working on RFP, Advertisements, getting minutes put together and working with the MSBA to get the RFP finalize. This is a sequential payment. We spread the pre-designer selection over a four-month period, August, September, October, and November.</p> <p>A motion was made by B. Delory and seconded by C. Magliozzi to approve Dore and Whitter Invoice #2 for a total of \$9,000.00</p> <p>Discussion: None Abstentions: None</p> <p>Roll call: M. Ward (Y), M. Varakis (Y), M. Moran (Y), C. McGown (Y), C. Magliozzi (Y), S. Meyer (Y), B. Delory (Y)</p> <p>All in favor; motion passes</p> | <p>Record</p> |
| <p>3.3.3</p> | <p>Discussion on working groups, focus group, advisory group to the SBC</p> <p>S. Brown introduces himself and discusses each working group. The first group is the Design Selection Panel (DSP). Individuals who represent the district in front of the MSBA, members include Tina Zapantis, Michael Ward, Steve Meyer.</p> <p>S. Brown discusses the second group is educational group. These individuals core focus is to work on the education program as a one of the first</p> | <p>Record</p> |

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| | <p>deliverables to submit to the designer once they are on board. Members include S. Meyer, C. Harter, S. McCarthy.</p> <p>S. Meyer provided updates on upcoming meetings to start gathering the first draft of the education program. We have a middle school facility meeting on October 4th, and a professional development day on October 24th, in which we will discuss and received feedback from teachers.</p> <p>S. Brown discusses the third group, which is the facilities focus group. This will include everything from the existing building to the new facility system in the new building. Members include B. Farragher, C. McGown, and M. Moran. Does anyone have any updates from this group?</p> <p>B. Farragher updates the group, he met up with T. Elmore on 09/22 at the middle school. Trip took some documentations with the current existing condition of the building. Also found some blueprints that are in the process of being printed. It had electrical and plumbing plans of the current facility as well as soil samples that could be used for the RFP.</p> <p>T. Elmore last group is the executive advisory group which we have been meeting prior to these meetings to discuss agenda and minute packets.</p> | |
| 3.3.5 | <p>SBC Goals</p> <p>T. Elmore reviews the results of the survey with the PBC. He reviews one by one.</p> <ul style="list-style-type: none"> ➤ Education Goals - 100% in agreement. No comment ➤ Building/ Facility Goals – 100% in agreement. No comment. ➤ Site Goals – 100% in agreement. No comment. ➤ Security and Student Safety Goals - 75% in agreement. Comment - Need to change wording from “kept kind of separate with maybe” to “kept with” ➤ Community Goals – 75% in agreement. Comment – Change “supports” to “support” ➤ Other Goals – 100% in agreement. No comment | Record |
| 3.3.4 | <p>Architect RFS Update</p> <p>Next step is to advertise the architects RFS October 5th</p> <p>T. Elmore discusses important dates and the next steps to the RFS process. Next step is to advertise it on the central register on Thursday September 29th, 2022, to be published on October 5th, 2022. We will issue it to the interested firms, and we’ll keep a log of who request the information. We also have an upcoming architect site walk on October 11th @ 3pm. Architects’ proposals are</p> | Record |

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| | <p>due on November 1st, 2022 @ 12pm in the Dore & Whitter office. We also have a remote meeting the evening of November 1st to report the proposals received. After that we send the MSBA the proposals and forms filled out by D & W in advanced of the November 29th DSP meeting. Two weeks after the DSP meeting there likely be a remote interview for the architects. That is the process and timeline of the next couple months.</p> <p>S. Meyer ask the question. What is in the architect’s proposal? A dollar amounts.</p> <p>T. Elmore you get resumes, previous experienced listed, what project the firm has been on, and a six page customize section where they talk about ideas and qualifications. That is the extend of the proposal.</p> | |
| 3.4 | Other topics not Reasonably Anticipated 48 hours prior to the Meeting: | Record |
| 3.5 | Public Comment: ➤ None. | Record |
| 3.6 | Next SBC Meeting: ➤ SBC Meeting No. 4: November 1 st , 2022 ➤ Potential meeting November 15 th – to be determined on 11/01 | Record |
| 3.7 | <p>Adjourn: 7:30PM A motion was made by S. Meyer and seconded by M.Moran to adjourn the meeting.</p> <p>Discussion: None.</p> <p>Roll call: M. Ward (Y), M. Varakis (Y), M. Moran (Y), C. McGown (Y), C. Magliozzi (Y), S. Meyer (Y), B. Delory (Y)</p> <p>Abstentions: None</p> <p>All in favor, motion passes</p> | Record |

Sincerely,
DORE + WHITTIER
 Elias Grijalva
 Assistant Project Manager
 Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.