

PERMANENT BUILDING COMMITTEE SCHOOL BUILDING SUB-COMMITTEE MEETING AGENDA



Meeting Date: November 1, 2022
Meeting Time: 6:30 PM
Project Name: Clinton Middle School
Project Number: 202000640305
Meeting Purpose: SBC Meeting No. 4
Meeting Location: Remote meeting held via Zoom – Link below
Link: <https://us06web.zoom.us/j/81251583325?pwd=WEpOcGIYQy84NDhZdHRIMEpRZkVwQT09>

1. Call to Order & number of voting members present:
2. Previous Topics and Approval of September 27th, 2022 Meeting Minutes: vote expected.
3. Invoices and commitments submitted for Approval:
 - 3.1. D&W invoice #3, for the month of October for the amount of \$9,000.00, vote expected.
 - 3.2. Clinton Offset Invoice for the amount of \$510.00, vote expected.
4. Architect Proposal submission results from RFS.
5. SBC Project Goals formatted, discussion to post to the website.
6. Working Group Updates:
 - 6.1. Ed Program development
 - 6.2. Existing Facilities
7. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
8. Public Comment
9. Next Meetings
10. Adjourn



**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
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

<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>

	<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

	<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.



Clinton Middle School Project

**Permanent Building Committee &
School Building Committee Meeting #4
November 01, 2022 , 6:30 PM – Remote
ZOOM meeting**

PBC & SBC Remote Meeting Agenda – November 01 , 2022, 6:30PM

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Previous PBC & SBC meeting minutes for approval, “Roll Call” vote expected

Michael Ward

Steven Meyer

Chris McGown

Chris Magliozzi

Michael Moran

Brian Delory

Timothy O’Toole

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PBC & SBC Remote Meeting Agenda – November 01 , 2022, 6:30PM

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October 31, 2022



Project Name: Clinton Middle School

Subject: Budget Update

1. Invoice(s): recommended for payment

Vendor	Invoice	Amount
Dore + Whittier	3	\$9,000
Clinton Offset	8	\$510

\$9,510

2. New Commitment(s): No new commitments this meeting

3. Budget Revision Request(s): - No new BRRs this meeting

4. MSBA Reimbursement Status:

PR No.	Payment Request Date	Submitted Amount	Ineligible Project Costs	Eligible Project Costs	Eligible Grant	Recommended Payment Amount	MSBA Last Payment Date	MSBA Payment Amount
1	10/26/2022	\$18,000	\$0	\$18,000	\$12,557	\$12,557		
Total		\$18,000				\$12,557		\$0

Project:

Clinton Middle School



Project Details

DWMP Project No.	22-0126	Project Type	Middle School
Project Name	Clinton Middle School	Scope Type	TBD
Project Address	100 W Boylston Clinton, MA 01510	MSBA Project?	Yes
Project Phase	Forming the Team	MSBA Proj. No.	202000640305
Phase End-Date	12/16/2022	Enrollment	0
Phase % Complete	53%	Reimb. Rate	59.76%

Project Budget Summary

Budget Category	Orig. Budget	Transfers	Upd. Budget	Contract Amt	% Committed	Expended	% Expended	Contract Remain'g	Bud. Balance
[-] 0000-0000 Feasibility Study Agreement									
0001-0000: OPM - Feasibility Study	\$200,000.00	\$0.00	\$200,000.00	\$284,000.00	142%	\$18,000.00	6%	\$266,000.00	-\$84,000.00
0002-0000: A&E - Feasibility Study	\$600,000.00	\$0.00	\$600,000.00		0%		0%	\$0.00	\$600,000.00
0003-0000: Environmental & Site	\$100,000.00	\$0.00	\$100,000.00		0%		0%	\$0.00	\$100,000.00
0004-0000: Other	\$100,000.00	\$0.00	\$100,000.00		0%		0%	\$0.00	\$100,000.00
				284,000. 00		18,000. 00			\$716,000.0 0

D & W Invoice #3, Month of October. “Roll Call” vote expected

Michael Ward

Steven Meyer

Chris McGown

Chris Magliozzi

Michael Moran

Brian Delory

Timothy O’Toole

Dore and Whittier Management Partners, LLC
260 Merrimac Street
Bldg. 7
Newburyport, MA 01950

Clinton Middle School
100 West Boylston Street
Clinton, MA 01510

Invoice number 00003
Date 10/27/2022

Project 22-0126 CLINTON SCHOOL
DEPARTMENT

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Pre Designer Selection	39,000.00	18,000.00	9,000.00	12,000.00	27,000.00
Feasibility Study	125,000.00	0.00	0.00	125,000.00	0.00
Schematic Design	120,000.00	0.00	0.00	120,000.00	0.00
Total	284,000.00	18,000.00	9,000.00	257,000.00	27,000.00

Invoice total **9,000.00**

Offset Invoice

“Roll Call” vote expected

Michael Ward
Steven Meyer
Chris McGown
Chris Magliozzi
Michael Moran
Brian Delory
Timothy O’Toole

**CLINTON
OFFSET Printers**
P.O. Box 16 • 472 High Street • Clinton, MA 01510
Tel: 978.365.4396 • Fax: 978.365.2206

DATE: Sep 29, 2022

INVOICE # 15136

TO:
Clinton Middle School
100 West Boylston Street
Clinton, MA 01510

SHIP TO:
Same

P.O. No.	Job No.	Quantity	Description	Amount	Tax
Brian Farraher	28314		Scan 51 - 28 x 42 Blueprints & Download onto Thumb Drive as PDF's	\$510.00	

TERMS: Net 30 days

SERVICE CHARGE: A Service Charge of 1 1/2% per month (18% annually) will be charged on the unpaid balance after 30 days.

Fees = \$510.00

Tax =

TOTAL = \$510.00



Thank You — We Appreciate Your Business

PBC & SBC Remote Meeting Agenda – November 01 , 2022, 6:30PM

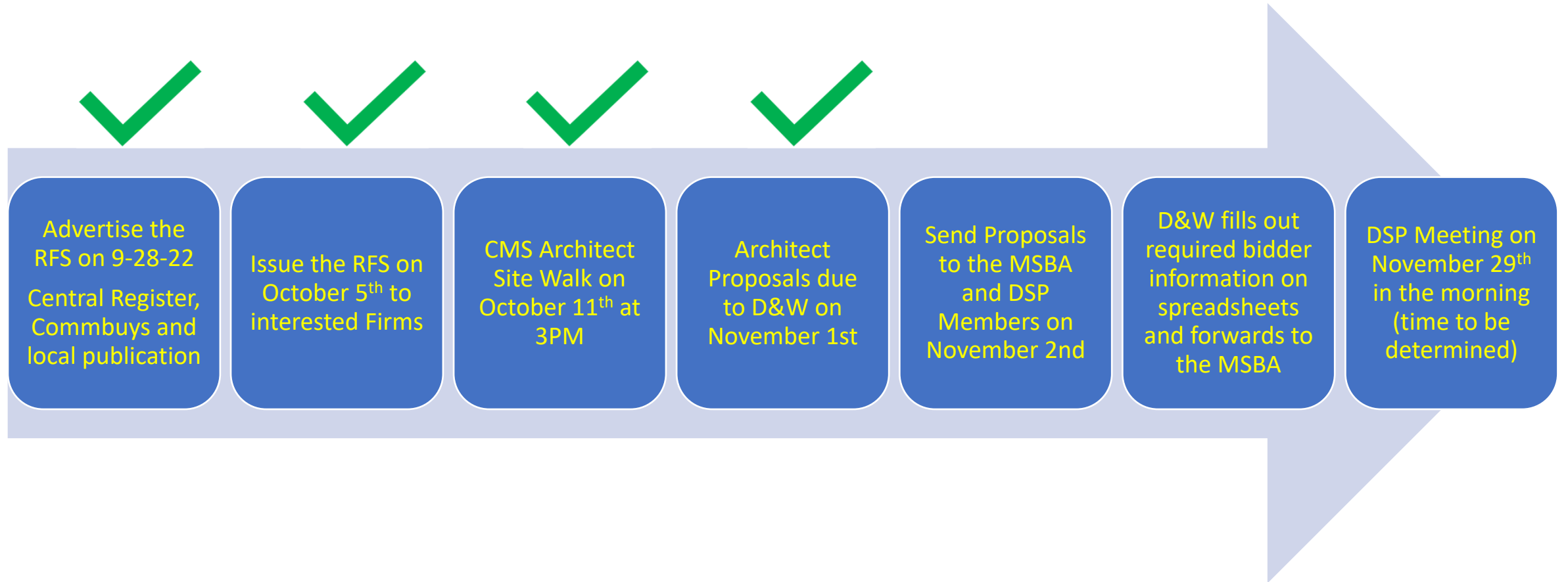
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Architect Proposal submission results from RFS

- 1. Lamoureux Pagano Associates, Architects**
- 2. Finegold Alexander**
- 3. Tappe Architects**
- 4. Kaestle Boos Associates, Inc**
- 5. Studio G Architects**
- 6. Flansburgh**

Architect RFS Process Update



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SBC Goals – Survey Updates

Step 1 – Project Goals

- ✓ Ensure the fair representations of the school district and the community at large during the decision-making process. Also, be transparent and actively and frequently engage and inform all stake holders.

Step 2 – Gathering SBC Member Project Goals

- ✓ Questionnaire

Step 3 – Combining SBC Member Project Goals

- ✓ Compile responses

Step 4 – Creating Project Goals Statements

- ✓ Looking for SBC member(s) to help condense the responses into statements that represent the sentiment of the Clinton community

Step 5 – Format Project Goals for the website

- ✓ Publish on the website

Clinton Middle School - Proposed Summary Statement of Goals

All, please take a moment to vote on the proposed summary statements we went over at our last SBC below.

If you would like to add or change please detail that in the "other" option.

Thank you!

Please leave your name below:



Short answer

Short answer text



Required



Education Goals - (Example: "Teaching spaces need to be flexible for changing teaching techniques.") - **Proposed Summary Statement: "Versatile and comfortable learning spaces with flexible furnishings that facilitate collaborative and hands on learning that can be reconfigured to accommodate and support different teaching styles, class organization, technology, and curriculum."** *

Agree

Education Goals

Versatile and comfortable learning spaces with flexible furnishings that facilitate collaborative and hands-on learning that can be reconfigured to accommodate and support different teaching styles, class organization, technology, and curriculum.

Building/Facility Goals

The building should elevate the user's experience and support educational structure, playfulness, the community, and student individuality. The space needs to have lots of daylight, fresh air, efficient buildings systems, and durable and maintainable finishes.

Site Goals

The building should be oriented to enhance natural lighting and passive heating and cooling. The project needs to maximize operational efficiencies on site with the high school structure and curriculum. Site access and traffic flows need to be efficient and enhance vehicle and student safety.

Security & Student Safety Goals

The building key card access should be limited to faculty and students during school hours. All rooms should be lockable for safety "lockdowns" and have remote access alarms and security cameras. Entrances should have vestibules with two door entry system with opening buzzers and video cameras. Upper elementary (grades 4-6) and junior high (grades 7-8) should be separated, perhaps with common areas (admin, gym, cafeteria) between them.

Community Goals

The building should be an emblem of pride for the Town that supports student learning first and community use second. The building could be used for after school functions and learning, an emergency shelter, and as a center for youth sports with access to the gymnasium without access to the classrooms.

Other Goals

The building design should be complementary to surrounding structures. The design should take maintenance and storage into account, and if a new building is determined to be the best solution, consider all options for the existing structure.

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Working Group Updates:

Education Working Group

CLINTON – CLINTON MIDDLE SCHOOL PROJECT
MODULE 3 – PRELIMINARY DESIGN PROGRAM

EDUCATIONAL PROGRAM

EDUCATIONAL PROGRAM

DRAFT – 10-27-2022 - SCM

Overview

The following educational program narrative is the result of collaborative efforts between Clinton Public Schools and their designer, Dore + Whittier. It communicates the District’s existing and future educational program offerings, defines expected educational activities, and provides an in-depth description of the District’s position on key curriculum goals, objectives, and policies. Information contained in this section is organized to align with the expectations identified in the MSBA Module 3, Section 3.1.2.

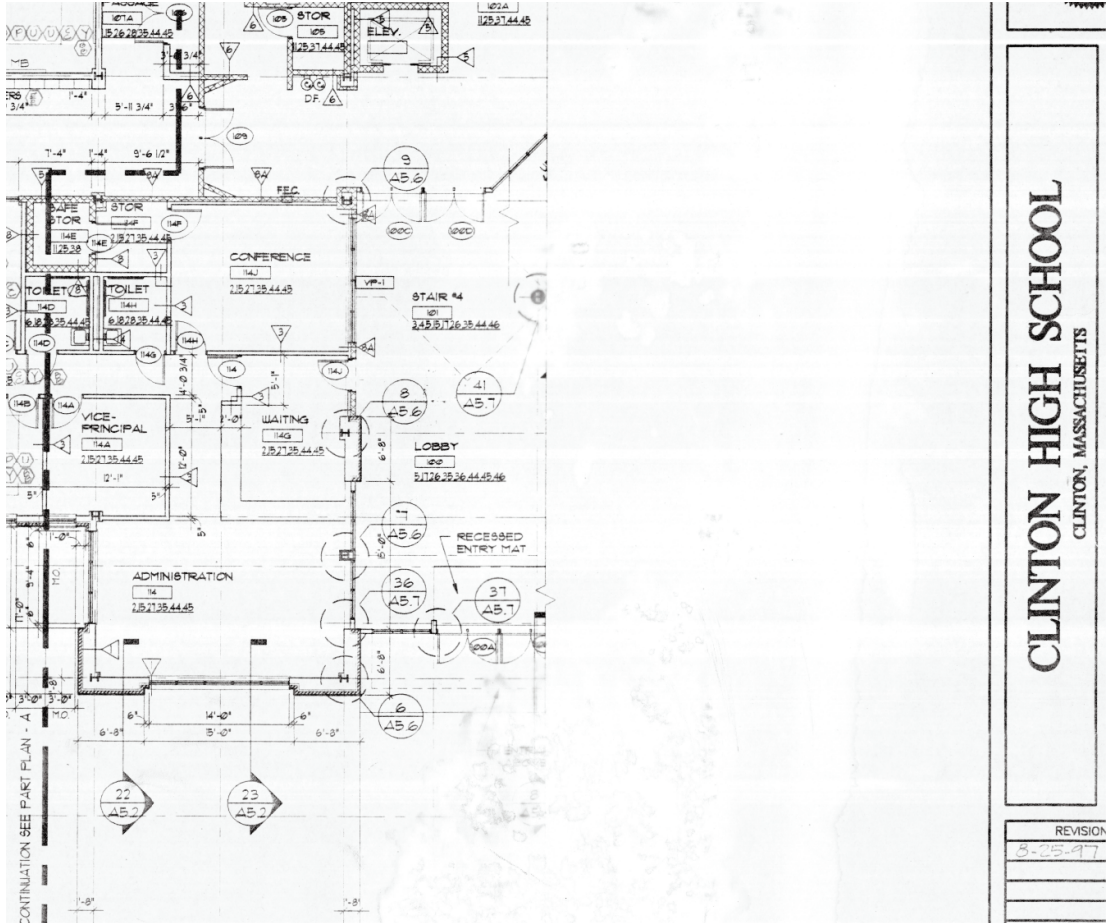
The educational program applies to a new or renovated facility serving one of two agreed-upon enrollments:

- **Enrollment 1:** 600 students, 5th through 8th grade
- **Enrollment 2:** 750 students, 4th through 8th grade

Ultimately, the intent of this section of the Preliminary Design Program document is to establish a clear roadmap for the development of a few conceptual design alternatives based on the criteria outlined, and to create a basis for evaluation to identify a preferred alternative. Regardless of the grade configuration, much of this document will remain the same; therefore, the District has structured this as a single narrative.

To provide context through which to view this document, the Clinton Public Schools Mission Statement, Vision Statement, and Core Values are listed below:

Facilities Working Group



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 - 1. November 15th, 2022 – to be determined**
 - 2. November 29th, 2022**
- 10. Adjourn**
 - 1. Roll call vote to Adjourn >**



**Michael Ward
Steven Meyer
Chris McGown
Chris Magliozzi
Michael Moran
Brian Delory
Timothy O'Toole**

