

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

Project: Clinton Middle School
 Subject: School Building Committee Meeting
 Location: 100 West Boylston Street, Clinton, MA 01510
 Distribution: Attendees, Project File

Project No: 202000640305
 Meeting Date: 01/10/2023
 Time: 6:30PM
 Prepared By: E. Grijalva

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

* SBC Voting Member

Item No.	Description	Action
7.1	<p>Call to Order: 6:37 pm meeting was called to order by PBC Chair C. McGown with 6 of 7 voting members in attendance.</p>	Record
7.2	<p>Previous Topics & Approval of December 20th, 2022, Meeting Minutes: A motion to approve the 12/20/2022 meeting minutes as submitted made by B. Delory and seconded by S. Meyer.</p> <p>Discussion: None.</p> <p>Vote: M. Ward (Y), S. Meyer (Y), C. McGown (Y), C. Magliozzi (Y), M. Moran(Y) B. Delory (Y)</p> <p>All in favor, motion passes, December 20th, 2022, meetings are certified as approved.</p>	Record
7.3	<p>Invoices and commitments Submitted for Approval: C. McGown calls out for a motion to approve DWMP progress payment No. 5.</p> <p>Invoice 1: DWMP December Invoice No.5 in the amount of <u>\$8,000.00</u>.</p> <p>A motion was made by S. Meyer and seconded by B. Delory for the approval of DWMP Invoice No.4.</p> <p>Discussion: None</p> <p>Roll Call Vote: M. Ward (Y), S. Meyer (Y), C. Magliozzi (Y), M. Moran (Y), B. Delory (Y), C. McGown (Y)</p> <p>All in favor, motion passes, to approve DWMP December invoice for payment.</p> <hr/> <p>C. McGown requests T. Elmore to explain the LPA A amendment No.1, in the amount of <u>\$8,140.00</u>.</p> <p>T. Elmore explains there are five areas that are considered scopes outside of LPA A basic service: 1) Survey, 2) Geotechnical, 3) Geo-environmental, 4) Traffic Consultant, 5) Hazmat.</p> <p>As part of the Preliminary Design Program submission (PDP), we are required to perform a phase 1 Geo-Environmental. In this phase, the Geo-environmental consultant does paper research, digging through the history and seeing what they can find. After their research is complete, they will issue a report. LPA A requested a quote from Universal Environmental Consultants to conduct a phase 1 Environmental Site Assessment and a Hazardous Material Inspection, which will be done by their subconsultant Lord Associates.</p> <p>Essentially, this amendment captures two of the five scopes that are outside the basic services.</p>	Record

	<p>Amendment No. 001: LPA A Contract Amendment in the amount of <u>\$8,140.00</u>.</p> <ul style="list-style-type: none">• Universal Environmental Consultants: Hazardous Material Inspection; \$2,860.00• Lord Associates: Phase 1 Environmental Assessment; \$5,280.00 <p>A motion was made by B. Delory and seconded by C. Magliozzi for the approval of the LPAA Contract Amendment.</p> <p>Discussion: None</p> <p>Vote: M. Ward (Y), S. Meyer (Y), C. Magliozzi (Y), M. Moran (Y), B. Delory (Y), C. McGown (Y)</p> <p>All in favor, the motion passes, to approve LPAA Amendment No. 001.</p>	
7.5	<p>Lamoureux Pagano Associates, Architect Introduction :</p> <p><u>Project Team</u></p> <ul style="list-style-type: none">• Kathryn Crockett – Principal Architect• Eric Moore – Sr. Project Architect• Sean Brennan – Project Architect• Peter Caruso Jr. – Project Manager• Christina S. Bazelmans- Programming & Sustainable Design <p>K. Crockett briefly talks about the firm. LPA A has been based in Worcester for over 50 years. Over that time, we have had the privilege of working for most municipalities, non-profit organizations, and many companies within the region. We strategically put forward some of our most senior people for the Clinton Project. As mentioned during the interview process, we have a great deal of MSBA experience, from New Construction, CM@ Risk, Science Lab projects, and complete renovation. Additionally, our firm works to develop projects to suit the characteristics of the community and we look forward to bringing out all those good characteristics Clinton has to offer.</p> <p>S. Brennan explains as outsiders, we really ingrain ourselves with you guys, really try to understand what makes you tick, what your citizens want to hear about, what your constituents are most interested in, and really try to not only resonate with them, speak to those concerns but also captured in the essence of this project. Because this is really a reflection and community, how much education means to you all, and how much it means to these kids too. And we really hope that through this process, you'll see how much we do care about that. And we really want to capture it in some meaningful way.</p> <p>Eric Moore talks about Module 3 & 4 and upcoming submissions in the next couple of months. Preliminary focusing on the first upcoming submission Preliminary Design Program (PDP)</p> <p>Module 3 – Feasibility Study</p>	Record

Preliminary Design Program Submission (PDP) – Target Submission Date March 2023

- Education Program
 - Working with the District to prepare the educational program.
- Initial Space Summary
 - Working with the District. MSBA has a guideline space summary template. Plug in the enrollment and it will automatically populate the number of spaces.
- Evaluation of Existing Conditions
 - Documentation of existing conditions on the site
- Preliminary Evaluation of Alternatives
 - Identify all the preliminary alternatives.
 - Base Repair, Renovation/Addition, New Construction

We have to provide information to the committee so that you know the estimated construction cost and competitive cost level of disruption to the students and staff, and faculty. We conclude the PDP, by having the committee choose (3) options for further study. The OPM will submit the PDP and we wait till the MSBA reviews and make their comments, in which we move forward with the Preferred Schematic Report.

Preferred Schematic Report Submission (PSR) – Target Submission Date June 2023

- Evaluating the 3 options chosen by the committee in the PDP. In this phase, we identify the single (1) preferred option solution to move forward into Schematic Design (SD).

The OPM will submit the PSR and wait till the MSBA reviews and make their comments before moving to SD.

Module 4 Schematic Design (SD) – Target Submission Date: February 2024

- Refining the one option that was chosen. Providing a lot more detail Traffic studies, room data sheets, and construction delivery methods.

The OPM will submit the SD for the MSBA board approval, and following the approval is the vote for the local authorization of funds to move forward into Design Development, which will be discussed as we get through each submission.

C. Bazelmans talks about the education programming portion of the project. We'll be teaming up with New Vista Design, which is a national expert on educational programming. We already scheduled our first Hybrid community visioning session for January 30th, from 6 PM – 8 PM.

We were able to dive into the educational programming that the district had drafted together prior to LPA|A joining the team. With that information, we were able to identify basic organization and concepts that is kind of the backbone structure for the visioning sessions and our focus groups moving forward.

I also want to point out, that LPA|A has a lot of experience working with diverse communities, both culturally and socioeconomically. We understand as we move forward in this process, that we have to make a special effort to ensure all voices are heard in the community.

S. Brennan talks about how fantastic the site location is. We couldn't have asked for a better site to be able to explore all the options. You got the adjacent resources with the reservoir and the site is flat, which makes it ideal for construction. The biggest thing that we really needed to do and was part of Amendment No. 001, you just recently approved in the gathering of resources; just understanding where are the costs, you know, is it stormwater management? Is it geotechnical? Is it in hazmat abatement is it so all these amendments that just came forward, and this for an information gathering period? This is going to bring to light a lot of these things that will have a direct impact on what we can and can't do.

Discussion:

B. McGrail asked LPAA, what level of expertise does your firm have in designing a secure facility?

S. Brennan's response "we have quite a bit of experience. So as Katie mentioned, we've been doing schools for 40-plus years. One example I'll point two is a recent experience that I had, with the town of Shrewsbury elementary school for 800 students. We have different protocols that we use, for example, bullet-resistant glass and all the main entries to prevent intrusions. It's really a holistic approach to back it way out. We start with the siting of the building approaches, behavioral approaches to the building, understanding, you know, the district's security protocols. we interface with the police, and the fire department response calls. We start with the sightings, and we get into the building. And then we get into those protocols.

K. Crockett adds to the security discussion. One thing like Sean said, especially in the middle, elementary, and even the high school levels, you want the community to feel welcome in the building. These techniques that we use are not necessarily highly visible, but they are integrated throughout the building. One major one, which is different than what you have here is to have a vestibule. So that one school starts. once school starts, you can lock in any visitors that come in and have to go through the administrative process. So, there are a lot of techniques like that, that we try to work as strengths, everyone to understand what your protocols are, and then develop something that's appropriate for your community.

7.6	<p>Working Plan Update</p> <p>S. Brennan shares with the group a detailed work plan for upcoming meetings leading into the PDP submission that will require a vote to send to the MSBA.</p> <p>3.1.2 - 01.16 – 02.10 –Visioning and Programming 3.1.3 – Week of 02.10 – Initial Space Summary 3.1.4 - 01.16-02.03 – Existing Conditions 3.1.5 – 01.16 – 02.17 – Site Evaluation 3.1.6 – 01.16 – 03.06 - Option Development 3.1.7 – Week of 03.13 - Building Committee Approval 3.2 – Submitted by 03/28- PDP MSBA Submission</p> <p>A motion was made by S. Meyer and seconded by B. Delory for the approval of the LPAA Work Plan.</p> <p>Vote: M. Ward (Y), S. Meyer (Y), C. Magliozzi (Y), M. Moran (Y), B. Delory (Y), C. McGown (Y)</p> <p>All in favor, motion passes, to approve LPAA Workplan</p> <p>Refer to the meeting material for further details on the working plan*</p>	Record
7.7	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting.</p> <p>Discussion: None.</p>	
7.8	<p>Next Meeting:</p> <ul style="list-style-type: none"> • February 07, 2023 • March 07, 2023 or March 15th, 2023 – To be determined <p>Discussion: None</p>	Record
7.9	<p>Adjourn 8:06 pm A motion was made by B. Delory and seconded by C. Magliozzi to adjourn the meeting.</p> <p>Discussion: None.</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.