

PERMANENT BUILDING COMMITTEE SCHOOL BUILDING SUB-COMMITTEE MEETING AGENDA



Meeting Date: September 27, 2022
Meeting Time: 6:30 PM
Project Name: Clinton Middle School
Project Number:
Meeting Purpose: SBC Meeting No. 3
Meeting Location: Remote meeting held via Zoom – Link below
Link: <https://us06web.zoom.us/j/83925563532?pwd=dmV5STk4T2FndkJPShg5MElxaU9rUT09>

1. Call to Order & number of voting members present:
2. Permanent Building Committee Other Business
 - 2.1. Savage Field Softball Field Lighting System Replacement
 - 2.2. Veterans Athletic Complex Field House Roof Replacement
3. Clinton Middle School Project
 - 3.1. Previous Topics and Approval of August 30th, 2022 Meeting Minutes:
 - 3.2. Invoices and commitments submitted for Approval:
 - D&W invoice #2, for the month of September \$9,000.00
 - 3.3. Discussion on working groups, focus group, advisory group to the SBC
 - Designer Selection Panel (DSP) Members - 3 Representatives to represent the district at the MSBA DSP are T. Zapantis, M. Ward, and S.Meyer.
 - Education focus group – Education Program Development – Steve Meyer
 - Facilities focus group – Brian Farragher
 - 3.4. SBC Goals
 - Survey updates
 - 3.5. Architect RFS update:
 - Next step is to advertise the Architects RFS October 5th, 2022
4. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
5. Public Comment
6. Next Meetings
7. Adjourn



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

Project: Clinton Middle School
 Subject: School Building Committee Meeting
 Location: CMS Library
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 08/30/2022
 Time: 6:30 PM
 Prepared By: A. Place

Present	Name	Affiliation	Present	Name	Affiliation
✓	Michael Ward*	Town Administrator		Mike Burton	DWMP
	Sean Kerrigan	Selectman	✓	Trip Elmore	DWMP
✓	Brendon Bailey	School Committee Chair		Steve Brown	DWMP
✓	Matthew Varakis	School Committee Vice-Chair		Mike Cox	DWMP
✓	Steven Meyer*	Superintendent		Rachel Rincon	DWMP
✓	Brian Farragher	Director of Facilities	✓	Aidan Place	DWMP
✓	Chris McGown*	Chair of PBC, Head of DPW			
	Courtney Harter	CMS Principal			
✓	Shane McCarthy	Teacher			
✓	Bill McGrail	Finance Committee Co-Chair			
✓	Chris Magliozzi*	Vice-Chair of PBC			
✓	Michael Moran*	PBC Member			
✓	Brian Delory*	PBC Member			
	Timothy O'Toole*	PBC Member			
	Phil Duffy	Director of Community & Econ. Dev.			
✓	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
2.1	<p>Call to Order: 6:35 pm meeting was called to order by SBC Chair C. McGown with 6 of 7 voting members in attendance.</p>	Record
2.2	<p>Previous Topics & Approval of August 9, 2022 Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the 8/9/22 meeting minutes as submitted made by M. Moran and seconded by S. Meyer. Discussion: None. Abstentions: B. McGrail. Roll call vote: S. Meyer, M. Ward, C. McGown, M. Moran, & C. Magliozzi. All in favor: Motion passes, minutes approved. 	Record
2.3	<p>Invoices and commitments Submitted for Approval: D&W shares a presentation.</p> <ul style="list-style-type: none"> ➤ T. Elmore goes over D&W invoice #1 for \$9,000.00, for the month of August, which is a part of D&W's designer selection fee of \$39,000 is broken up into four months. M. Moran makes a motion to accept and pay the D&W invoice, S. Meyer seconds. Discussion: C. McGown asks if any of this money is reimbursable. T. Elmore answers saying that Clinton is 75%+/- reimbursable by the MSBA. Once the warrant is signed, D&W should be copied on an email. Once D&W receives the warrant and it is entered in Propay system, Clinton will receive a check from MSBA within 45 days. Vote is unanimous in favor. Motion passes. 	Record
2.4	<p>Discussion on working groups, focus group, advisory group to the SBC:</p> <p>T. Elmore goes over examples of various working groups used by other communities in the past. Clinton can invite other people in the community to be apart of the working groups. They make recommendations, not decisions, to the committee, then the committee can review the recommendations as well as have other discussions on a topic prior to a binding decision.</p> <ul style="list-style-type: none"> ➤ The designer is selected by a state mandated process by which the designers are reviewed and potentially interviewed in the MSBA designer selection panel meeting, of which Clinton gets three members to participate in a fifteen-member group. The guidelines for the group that Clinton provides is made up of the superintendent or his or her designee, the school committee or their designee and the Chief Executive Officer or their designee. T. Elmore asks if any thoughts have been given to that. S. Meyer responds saying that the group will include T. Zapantis, M. Ward, and S. Meyer. There was further discussion about the process: <ul style="list-style-type: none"> ○ M. Varakis asks where the other 12 members come from. T. Elmore responds saying they act as individuals. There are various positions that are appointed by government agencies. 	Record

	<p>The MSBA appoints two members on the committee, the building trades have a committee member, and others are appointed. The MSBA has the prescribed rules of setting that up on their website. D&W can forward that to the committee.</p> <ul style="list-style-type: none">○ M. Moran asks if designer goes through pre-qualification to get on the list. T. Elmore responds saying no, that they submit their proposals that are reviewed in the DSP, as well as spend a long time trying to get their first project. This is due to needing a history of doing school buildings. This is a major component of the designer RFS. Many times, architects have said they've had to compete on projects for years before they get their first job.○ S. Meyer asks if the committee scores the RFS. T. Elmore responds saying that the MSBA does not want the committee to make decisions on a designer prior to going to the designer selection panel. The committee can discuss the experience of different designers but not decide on who to pick.○ C. McGown asks if the committee interviews any of the architects. T. Elmore responds saying no, the architects are interviewed by the designer selection panel. The committee can attend and view the interview process as it is remote.○ S. Meyer asks about if the list of architects is shortened or if there will be many interviews. T. Elmore responds saying once D&W get proposals from architects, we will send them out electronically to the MSBA DSP and the SBC committee to review. Then the committee and D&W can review proposals and look at the pros and cons of each firm, the committee cannot decide on a designer. Then at the Designer Selection Panel the members will vote, each member can rank who they think should be the designer. Then they will vote for the first-place with three points. The second-place vote with two points. Then the third-place vote with one point. This goes around to the fifteen members of the DSP committee. They add up first place, second place and third place. Typically, then they will invite two to four designers to interview. The interview takes place two weeks later, each firm gets twenty-five minutes. They go through the same process as before; the highest scoring designer gets selected.○ M. Ward asks about the model school program. T. Elmore responds saying to still exists, but it is rarely exercised as an option. The committee won't make these decisions until the feasibility study has been done and discussed.○ M. Varakis asks if they can see a tour of certain schools to see examples. T. Elmore responds saying the architect or D&W can make arrangements to have a building tour.	
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	<ul style="list-style-type: none"> ○ M. Moran asks when schematic design starts. T. Elmore says this phase starts when the designer is brought on board. The architect will first identify the education program, which is going to be drafted out for them prior to them coming on board. Then they will spend a month with all their consultants going through this building and identifying everything that either works or doesn't work and needs to be replaced. Then they will put a scope together of what this building would cost to just repair it and bring it up to code standards for the next fifty years. This becomes the base repair model. Base repair is usually a big number due to multiple factors such as building code, ADA compliance, and market conditions. They also look at renovation, Addition/Renovation, and new building. M. Moran asks if the base repair is reimbursable, and T. Elmore responds saying that it isn't unless it includes meeting the educational needs identified in the early stages. ○ K. Turcotte asks if in the design process could include rooms that are designed to be designed to have multiple functions that are flexible spaces. T. Elmore responds saying yes that is discussed among the committee. Working groups can serve as a great medium for this type of discussion as well. ➤ Executive advisory group – T. Elmore asks about forming an executive advisory group that will meet prior to SBC meetings to organize the agenda. The committee agrees that M. Varakis & S. Meyer will be a part of this group. ➤ Educational programming and learning technology group – The committee agrees that this group will be S. Meyer, the principal, and S. McCarthy. ➤ Facilities focus group – The committee agrees that B. Farragher, C. McGown & M. Moran will be a part of this group. ➤ Public relations committee – T. Elmore explains how this isn't necessary now but will be in the future. M. Varakis says he would like D&W opinion on how best to communicate to the public. T. Elmore responds saying how D&W uses different communication systems to inform the public on certain things. K. Turcotte says how regular updates could be a good solution and has worked in the past. 	
2.5	<p>Communication Protocol:</p> <ul style="list-style-type: none"> ➤ Project website – File Sharing and website reporting which the committee will want to think about how ➤ A. Place talks about how the website went live last week and there you can find meeting agendas, meeting packets, and meeting minutes. This week the existing conditions video that Clinton had made is now on the 	Record

	<p>website as well. The website URL is: Clintonmiddleschoolbuildingproject.com</p> <ul style="list-style-type: none"> ➤ S. Meyer asks if the website is shareable in its current condition. A. Place responds saying that it is. T. Elmore asks if the link can be shared and posted on the school website as well. ➤ B. McGrail asks about the website being bilingual. T. Elmore says that they have this capability. The only problem D&W has found is that everything needs to be carefully reviewed. Because the software packages do not necessarily translate perfectly. S. Meyer says there is a community outreach center that can help with this as well. T. Elmore says D&W has hired a new Assistant Project Manager who is bilingual in English and Spanish. 	
2.6	<p>SBC Goals:</p> <ul style="list-style-type: none"> ➤ Survey Updates ➤ A. Place says how D&W got several responses for the different goals. D&W now has compiled these goals and made proposed summary statements based on the responses. ➤ C. McGown suggests sending out goal statements with a poll that includes the original example statement with proposed goal statement and then a vote for yes, no, and other comments. 	Record
2.7	<p>Architect RFS update:</p> <ul style="list-style-type: none"> ➤ T. Elmore says the architect RFS has been pushed back six weeks. The Designer RFS will be issued for interest on October 5th. Proposals will be due on November 1st. D&W can report out after how many proposals we received. D&W Will put the RFS in the central register. T. Elmore says we are on schedule still. 	Record
2.8	<p>Other topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ M. Moran asks about square footage reimbursement number from the MSBA. T. Elmore responds saying the MSBA is at \$360 square foot cap as of now. We expect that they're gathering the data on actual recent bid prices and if they see a trend that is supported by the data they will go to the board and request an increase. ➤ M. Moran asks if there is a mandate for solar panels on schools. T. Elmore says that all schools are required to be ready for solar panels but not installed. 	Record
2.9	<p>Public Comment:</p> <ul style="list-style-type: none"> ➤ None. 	Record
2.10	<p>Next SBC Meeting:</p> <ul style="list-style-type: none"> ➤ SBC Meeting No. 3 - September 27th 6:30pm on Zoom 	Record
2.11	<p>Adjourn: 7:42 pm A motion was made by S. Meyer and seconded by M. Moran. to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.</p>	Record

Project: Clinton Middle School
Meeting: School Building Committee
Meeting No. 2 - 08/30/2022
Page: 6

Sincerely,

DORE + WHITTIER

Aidan Place

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 #3
September 27th , 6:30 PM – Remote TEAMS
meeting**

PBC & SBC Remote Meeting Agenda – September 27th, 2022, 6:30PM

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PBC Discussion

- Savage Field Softball Field Lighting System Replacement

- Veterans Athletic Complex Field House Roof Replacement

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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

Project: Clinton Middle School
 Meeting: School Building Committee
 Meeting No. 2 – 08/30/2022
 Page: 2

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PBC & SBC Remote Meeting Agenda – September 27th, 2022, 6:30PM

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D & W Invoice #2, Month of September. "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 00002
Date 09/21/2022

Project 22-0126 CLINTON SCHOOL
DEPARTMENT

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Pre Designer Selection	39,000.00	9,000.00	9,000.00	21,000.00	18,000.00
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	9,000.00	9,000.00	266,000.00	18,000.00

Invoice total **9,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00002	09/21/2022	9,000.00	9,000.00				
	Total	9,000.00	9,000.00	0.00	0.00	0.00	0.00

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Discussion on
working
groups, focus
group,
advisory
groups to the
SBC

Designer Selection Panel (DSP) Members

1. Tina Zapantis
2. Michael Ward
3. Steve Meyer

Educational programming and learning technology focus group

1. Steve Meyer
2. Courtney Harter
3. Shane McCarthy

Facilities focus group

1. Brian Farragher
2. Chris McGown
3. Michael Moran

Executive Advisory Group

1. Steve Meyer
2. Mark Varakis

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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

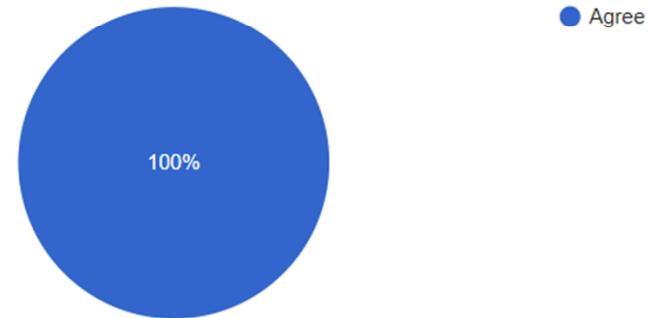
Education Goals - (Example: "Teaching spaces need to be flexible for changing teaching techniques.") - **Proposed Summary Statement: "Versatile and comfortable learning spaces with flexible furnishings that facilitate collaborative and hands on learning that can be reconfigured to accommodate and support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

Agree

Education Goals

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."**

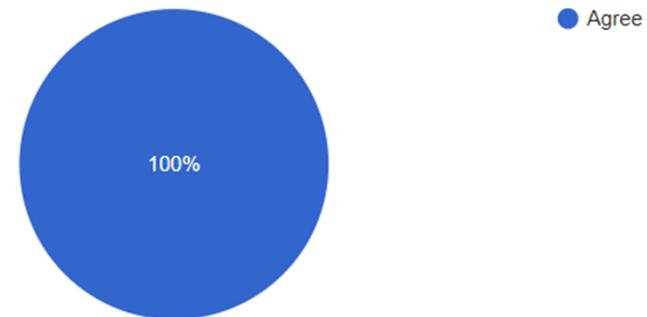
4 responses



Building/Facility Goals

Building/Facility Goals - (Example: "The building should have good air quality, natural light, and some open spaces." OR "The building surfaces should be durable and easily maintained.") - **Proposed Summary Statement: "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 building systems, and durable and maintainable finishes."**

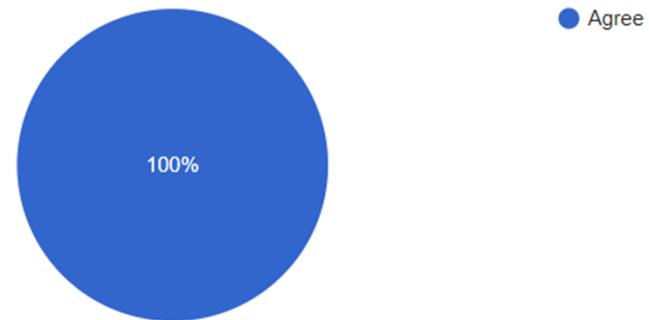
4 responses



Site Goals

Site Goals - (Example: The site circulation should have separate bus and parent drop off areas to reduce circulation issues.) - **Proposed Summary Statement: "The building should be orientated 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 needs to be efficient and enhance vehicle and student safety."**

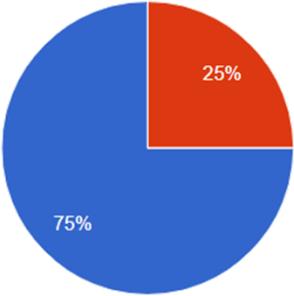
4 responses



Security and Student Safety Goals

Security and Student Safety Goals - (Example: "The building should be designed to have safety zones throughout the building in the case of an emergency.") - **Proposed Summary Statement:** "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. The grade configurations should be separated so the upper elementary grades (4-6) and the more junior high grades (7-8) are kept kind of separate with maybe the common areas (office, gym, cafeteria) in between them."

4 responses



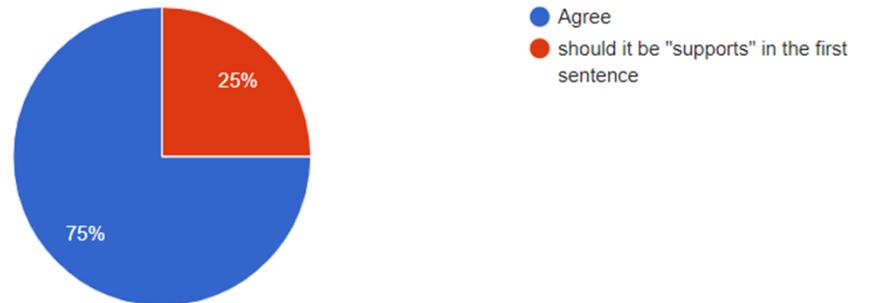
- Agree
- Maybe a better way to word it than "kind of separate" and "with maybe"

Community Goals

Community Goals - (Example: "The buildings common public use spaces can be accessed without the public having access to all areas.") - **Proposed Summary Statement:** "The building should be an emblem of pride for the Town that **support** the 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 classrooms."



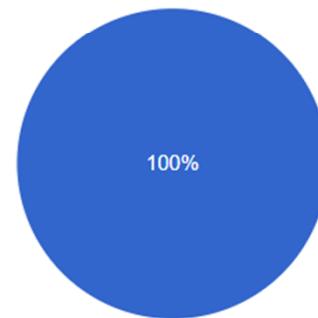
4 responses



Other Goals

Other Goals - (Example: "The building should compliment the other structures in the area.") - **Proposed Summary Statement: "The building design should be complimentary to the other 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."**

4 responses



● Agree

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 - D & W invoice #2, for the month of September , \$9,000.00
 - 3.3 Discussion on working groups, focus group, advisory groups to the SBC
 - Designer Selection Panel (DSP) Members – 3 Representatives to represent the district at the MSBA DSP are T. Zapantis, M.Ward, S.Meyer
 - Education focus group – Education Program Development – Steve Meyer
 - Facilities focus group – Brian Farragher
 - 3.4 SBC Goals
 - Survey Updates
 - 3.5 Architect RFS update:
 - **Next step is to advertise the architects RFS pm October 5th, 2022**
4. **Other Topics not Reasonably Anticipated 48 hours prior to the Meeting**
5. **Public Comment**
6. **Next Meetings**
7. **Adjourn**

Architect RFS Process Update

Advertise the RFS on 9-28-22
Central Register,
Commbuys and
local publication

Issue the RFS on
October 5th to
interested Firms

CMS Architect
Site Walk on
October 11th at
3PM

Architect
Proposals due
to D&W on
November 1st

Send Proposals
to the MSBA
and DSP
Members on
November 2nd

D&W fills out
required bidder
information on
spreadsheets
and forwards to
the MSBA

DSP Meeting on
November 29th
in the morning
(time to be
determined)

PBC & SBC Remote Meeting Agenda – September 27th, 2022, 6:30PM

1. **Call to Order & number of voting members present**
2. **Permanent Building Committee other business**
 - 2.1. Savage Field Softball Field Lighting System Replacement
 - 2.2. Veterans Athletic Complex Field House Roof Replacement
3. **Clinton Middle School Project**
 - 3.1 Previous Topics and Approval of August 30th, 2022, Meeting Minutes.
 - 3.2 Invoices and Commitments submitted for Approval:
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5. **Public Comment**
6. **Next Meetings**
7. **Adjourn**

Regular SBC Meetings

September 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 	28	29	30	

October 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 	30			

 Proposed SBC Meeting(s)

 Target Designer Selection Panel Meeting (DSP)

PBC & SBC Remote Meeting Agenda – September 27th , 2022, 6:30PM

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 - Survey Updates
 - 3.5 Architect RFS update:
 - Next step is to advertise the architects RFS pm October 5th, 2022
4. **Other Topics not Reasonably Anticipated 48 hours prior to the Meeting**
5. **Public Comment**
6. **Next Meetings**
7. **Adjourn**
 - Roll “ call” vote: M. Ward , S.Meyer , C. McGown, C. Magliozzi , M. Moran , B. Delory , T. O’Toole