

PERMANENT BUILDING COMMITTEE SCHOOL BUILDING SUB-COMMITTEE MEETING AGENDA



Meeting Date: April 9, 2024
Meeting Time: 6:30 PM
Project Name: Clinton Middle School
Project Number: 202000640305
Meeting Purpose: SBC Meeting No. 026
Location: ZOOM
Meeting Link: <https://us06web.zoom.us/j/83613524515?pwd=NbWkCyywPaKe2qfCWbBnytVimU7dz0.1>
Meeting ID: 836 1352 4515
Passcode: 802945
One Tab Mobile: +16469313860,,83613524515#,,, *802945# US
Prepared By: Elias Grijalva

1. Call to Order & number of voting members present.
2. Previous Topics & Approval of March 12,2024, Meeting Minutes **(Vote expected)**
3. Invoices and Commitment for Approval **(Vote expected)**
 - LPA|A March Invoice No. 015, in the amount of \$43,750.00
4. MSBA Update
5. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting.
6. Public Comment
7. Next Meetings
8. Adjourn

PERMANENT BUILDING COMMITTEE
SCHOOL BUILDING COMMITTEE SUB-COMMITTEE
MEETING MINUTES



Project: Clinton Middle School
Subject: School Building Committee Meeting
Location: ZOOM
Distribution: Attendees, Project File
MSBA Module: 4- Schematic Design

Project No: 202000640305
Meeting Date: 03/12/2024
Time: 6:30 PM
Prepared By: E. Grijalva

Meeting Agenda

1. Call to Order & Number of Voting Members
2. Previous topics & MM for Approval
3. Invoices and Commitments for Approval
4. MSBA Update
5. Other topics not reasonably anticipated 48 hrs prior to meeting
6. Public Comment
7. Next Meeting
8. Adjourn
- 9.

Name

Affiliation

Steven Meyer* PBC Member- Superintendent
Chris McGown * PBC Chair
Michael Moran* PBC Member
Michael Ward* PBC Member- Town Admin
Brian Delorey* PBC Member
Chris Magliozzi* PBC Member & Vice Chair
Phil Duffy PBC Member- Director of Community
Ann Baird Public
Trip Elmore DWMP- Project Director
Elias Grijalva DWMP – Assistant PM
Peter Caruso LPA|A – Project Manager
Jamie Blume Fontaine Bros- Project Ex.
Chelsey Mutrie Fontaine Bros – VP of Precon.
Beth Paulson Fontaine Bros- Project Manager
***PBC Voting Members**

Item No.	Description	Action
25.1	<p>Call to Order & number of voting members present 6:32 pm meeting was called to order by PBC Chair C. McGown with 6 of 7 voting members in attendance.</p>	Record
25.2	<p>Previous Topics & Approval of February 20 ,2024, Meeting Minutes:</p> <p>A motion to approve the February 20, 2024, meeting minutes was submitted by S. Meyer and seconded by C. Magliozzi.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p>	Record
25.3	<p>Invoices and Commitments for Approval</p> <p>Invoice 1: DWMP February Invoice, in the amount of \$25,000.00 A motion was made by C. Magliozzi and seconded by S. Meyer for the approval of the DWMP February Invoice.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes.</p> <hr/> <p>Invoice 2: LPA A February Invoice, in the amount of \$44,088.00 A motion was made by M. Moran and seconded by B. Delorey for the approval of LPA A February Invoice.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes</p> <hr/> <p>Invoice 3: Fontaine Bros Invoice, in the amount of \$25,000.00 A motion was made by M. Moran and seconded by C. Magliozzi for the approval of LPA A February Invoice.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; All in favor, motion passes</p>	Record
25.4	<p>MSBA Update</p> <p>T. Elmore informs the committees that the Project Scope and Budget negotiations with the MSBA will be taking place on Wednesday, March 20,2024 @ 1PM. An update will be provided at the next SBC meeting.</p> <ul style="list-style-type: none"> The District and MSBA staff establish and document the project scope, budget, schedule, and MSBA financial participation to forward to the MSBA Board of Directors for their approval. The next Board of Directors meeting is taking place on April 24th,2024. 	Record

	<ul style="list-style-type: none"> • Upon Board approval of a proposed project, the District and the MSBA may enter into a Project Scope and Budget Agreement that defines the project scope, budget, schedule, and potential MSBA participation in the project. • Once the District secures community authorization and financial support, the MSBA and the District enter into a Project Funding Agreement, which also defines the scope, budget, and schedule for the project. • Once a Project Funding Agreement is executed, the District can begin submitting requests for reimbursement to the MSBA for project costs beyond the feasibility study. <p>Discussion: None</p>	
25.5	<p>Other topics not Reasonably Anticipated 48 hours prior to the Meeting: Discussion: None</p>	Record
25.6	<p>Public Comment: Discussion: None.</p>	Record
25.7	<p>Next SBC Meeting: PBC/SBC Remote Meeting: April 09, 2024 @ 6:30PM</p>	Record
25.8	<p>Adjourn: 6:49 PM A motion was made by M. Moran and seconded by B. Delorey to adjourn the meeting.</p> <p>Discussion: None; Roll Call Vote: B. Delorey (Y), C. Magliozzi (Y), M. Moran (Y), M. Ward (Y), S. Meyer(Y), C. McGown (Y); Abstentions: None; 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. Please contact me for incorporation into these minutes if you have any additions and/or corrections.

Invoice

BILL TO

Mr. Trip Elmore
 Dore & Whittier
 220 Merrimac Street
 Building 7, 2nd Floor
 Newburyport, MA 01950

DATE	INVOICE #
3/29/2024	2220-2403
TERMS	DUE DATE
Net 15	4/13/2024

DESCRIPTION							AMOUNT
Amount Now Due For Architectural Services: Re: Clinton Middle School - Feasibility Study through Schematic Design Services including Amendment No. 1 through 6.							43,750.00
SUMMARY: A/E FEE = FS - \$250,000 SD - \$350,000 Amd. #1 - \$8,140 Amd. #2 - \$28,600 Amd. #3 - \$17,600 Amd. #4 - \$11,935 Amd. #5 - \$14,190 & Amd. #6 - \$4,950 = \$685,415.							
Cost Category	Phase	Fee	Previously Invoiced	Received	Current Invoice	Balance to Invoice	
0002-0000	FS	250,000	250,000	250,000			
0002-0000	SD	350,000	262,500	262,500	43,750	43,750	
0003-0000	Env. Site	8,140	8,140	8,140			
0003-0000	Survey	28,600	28,600	28,600			
0003-0000	Site Survey	17,600	17,600	17,600			
0003-0000	Geotech	10,010	10,010	10,010			
0003-000	Flow Test	1,925	1,925	1,925			
0003-0000	Traffic Analysis	14,190	10,560	10,560		3,630	
0003-0000	Phius FS	4,950	4,950	4,950			
0004-0000	Other	451	451	451			
TOTAL		685,866	594,736	594,736	43,750	47,380	
cc: Elias Grijalva							
Total							\$43,750.00



**Clinton Middle School Project School
Building Committee Remote Meeting No.026
April 9, 2024**



1. **Call to Order & number of voting members present.**
2. **Previous Topics & Approval of March 12,2024, Meeting Minutes (Vote expected)**
3. Invoices and Commitment for Approval (Vote expected)
 - LPA|A March Invoice No. 015, in the amount of \$43,750.00
4. MSBA Update
5. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting.
6. Public Comment
7. Next Meetings
8. Adjourn

Previous Meeting Minutes for Approval : March 12, 2024

“Motion to approve March 12, Meeting Minutes by _____ , 2nd _____ ”
.

PBC Roll Call Vote:

Brian Delorey

Chris Magliozzi

Chris McGown

Michael Moran

Michael Ward

Steven Meyer

Timothy O’Toole



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 - **LPA | A March Invoice No. 015, in the amount of \$43,750.00**
4. MSBA Update
5. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting.
6. Public Comment
7. Next Meetings
8. Adjourn

LPA|A Invoice #015 for Approval:

Motion to approve the LPA|A March Invoice, in the amount of **\$43,750.00** by _____, 2nd _____"

PBC Roll Call Vote:

Brian Delorey

Chris Magliozzi

Chris McGown

Michael Moran

Michael Ward

Steven Meyer

Timothy O'Toole



BILL TO

Mr. Trip Elmore
Dore & Whittier
220 Merrimac Street
Building 7, 2nd Floor
Newburyport, MA 01950

Invoice

DATE	INVOICE #
3/29/2024	2220-2403
TERMS	DUE DATE
Net 15	4/13/2024

DESCRIPTION							AMOUNT
Amount Now Due For Architectural Services: Re: Clinton Middle School - Feasibility Study through Schematic Design Services including Amendment No. 1 through 6.							43,750.00
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0003-0000	Survey	28,600	28,600	28,600			
0003-0000	Site Survey	17,600	17,600	17,600			
0003-0000	Geotech	10,010	10,010	10,010			
0003-0000	Flow Test	1,925	1,925	1,925			
0003-0000	Traffic Analysis	14,190	10,560	10,560		3,630	
0003-0000	Phius FS	4,950	4,950	4,950			
0004-0000	Other	451	451	451			
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cc: Elias Grijalva							
Total							\$43,750.00

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MSBA SD Team Responses

04/05/2024

This document has been updated by LPA|A with comments for the purpose of preparing a coordinated response from the District, OPM, and LPA|A. Responses to comments are in red below.

ATTACHMENT A MODULE 4 – SCHEMATIC DESIGN REVIEW COMMENTS

District: Town of Clinton
School: Clinton Middle School
Owner’s Project Manager: Dore & Whittier Management Partners, Inc.
Designer Firm: Lamoureux Pagano Associates | Architects, Inc.
Submittal Due Date: February 29, 2024
Submittal Received Date: February 22, 2024
Review Date: February 22, 2024 – March 12, 2024
Reviewed by: J. Caron, V. Dagkalakou, C. Forde, K. Brown

MSBA REVIEW COMMENTS

The following comments¹ on the Schematic Design (“SD”) submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

4.1 SCHEMATIC DESIGN SUBMITTAL

Overview of the Schematic Design Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
Schematic Design Submittal Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1 DESE Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Schematic Design Binder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Schematic Design Project Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Schematic Design Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note that Module Four states that “MSBA will not accept incomplete submittals, submittals that have not been reviewed by the OPM or submittals for which the estimated project costs exceed the District’s project budget. Updates to the Total Project Budget that do not

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA’s guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project’s planning process or plans and specifications.

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6. **Public Comment**
7. **Next Meetings**
8. Adjourn

Next Meetings

POTENTIAL SBC MEETING:

MAY 7, 14, 21, 28



1. Call to Order & number of voting members present.
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8. **Adjourn**

Adjourn

“Motion to Adjourn by _____,
2nd by _____”

PBC Roll Call Vote:

Brian Delorey

Chris Magliozzi

Chris McGown

Michael Moran

Michael Ward

Steven Meyer

Timothy O’Toole

Thank You