



## MEETING MINUTES

Project: Clinton Middle School  
 Subject: School Building Committee Meeting  
 Location: Google Meet  
 Distribution: Attendees, Project File

Project No:  
 Meeting Date: 08/09/2022  
 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
	Joel Bates	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 and			
✓	Kelly Turcotte	Special Education Parent Advisory			
	Laura Taylor	Parent-Teacher Association			
	Angelica Arroyo	English Learners Parent Advis. Council			
✓	Brendan Bailey				

\* SBC Voting Member

Item No.	Description	Action
1.0	<b>Call to Order:</b> 6:32 pm meeting was called to order by SBC Chair C. McGown with 6 of 7 voting members in attendance.	Record
1.2	<b>Approval of Minutes:</b> <ul style="list-style-type: none"> <li>➤ A motion to approve the 6/29/22 meeting minutes as submitted made by S. Meyer and seconded by M. Ward. Discussion: None. Abstentions: C. Magliozzi. Roll call vote: S. Meyer, M. Ward, &amp; C. McGown all in favor. Motion passes, minutes approved.</li> </ul>	Record
1.3	<b>Invoices and commitments Submitted for Approval:</b> D&W shares a presentation. <ul style="list-style-type: none"> <li>➤ T. Elmore going over typical documents that will be gone over in this section. D+W would bring up any commitments that have been made financially to pay bills. D+W would also be doing our financial overview at this point. Also bring up any contracts or budget revisions or any sort of financial information at this point.</li> <li>➤ T. Elmore mentions the contract from the MSBA to authorize the hiring of D+W. Contract to hire Dore &amp; Whittier, today under contract for the Clinton Middle School.</li> </ul>	Record
1.4	<b>Introduction of the OPM, Dore &amp; Whittier Management Partners team:</b> <ul style="list-style-type: none"> <li>➤ T. Elmore introduces himself as Project Director. Works directly with another partner at the firm, M. Burton. Both T. Elmore and M. Burton come from Turner Construction Company. T. Elmore and M. Burton started DWMP in 2011 and have done eight projects with the MSBA and have developed systems around the process to better suit the client. T. Elmore's building background has proved valuable in navigating the MSBA process.</li> <li>➤ S. Brown introduces himself as Project Executive. Explains how he is here to provide a clear project roadmap with a clear and concise direction.</li> <li>➤ M. Cox introduces himself as Project Manager of Controls. His main responsibility will be everything financial from tracking the budget daily to the MSBA submission requirements. Making sure that you're getting your reimbursement on time.</li> <li>➤ R. Rincon introduces herself as Assistant Project Manager. Main responsibility will be assisting S. Brown and M. Cox with communication and proper documentation. She will organize and schedule your meetings, provide your meeting minutes and help maintain your project website. R. Rincon mentions she will be on maternity leave soon and Introduces A. Place will be taking over for her when she goes on leave.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ T. Elmore goes over Jason Boone on handling the education programming. Dave Mentzer handling code review &amp; sustainability.</li> </ul>	
1.5	<p><b>Owner Approval Process:</b></p> <ul style="list-style-type: none"> <li>➤ S. Brown discusses different approvals such as financial or design. Part of this process is bringing everything in front of the building committee. To show where we are in the project whether it be design, changes, or financial.</li> <li>➤ S. Brown brings up working groups, bringing in different backgrounds to specialties in each area. This allows for great advisement on different key areas on a project. Mentions these groups can meet offline for better discussion and more focus. These groups have ability to meet more frequently, if need be, as well.</li> <li>➤ T. Elmore discusses this is an option not requirement, different working groups will get involved at different times depending on phase of the project. Only to introduce the concept today, will go over more in depth in later meetings.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ M. Moran asks when will site visits begin? T. Elmore responds saying we will go through school with architect. Hope to have architect late October early November. Once architect is on board site visits will be more regular.</li> <li>➤ M. Moran follows up with a question about selecting the architect. T. Elmore responds with stating that three members will join the MSBA on the Designer Selection Panel with fifteen total members. The three members include the superintendent or his/her designee. The Chief Executive Officer of the town or his/her designee. As well as one SBC Committee member.</li> <li>➤ C. Magliozzi asks about working groups and how they decide on them. T. Elmore says they can discuss if they would like to have these working groups in the next meeting.</li> </ul>	Record
1.6	<p><b>Communication Protocol:</b></p> <ul style="list-style-type: none"> <li>➤ R. Rincon discusses community engagement and having the community involved from the very beginning. Project website will be completely customizable. D+W will share information with the public, sending out flyers and inform people about upcoming meetings and project milestones. Community meetings will be held so that people have a chance to be heard as well.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ R. Rincon explains that sharing information internally with this committee, we will use an FTP site where you will be able to access all shared documents.</li> <li>➤ R. Rincon shows the project website and suggests the project website domain name be “www.clintonmiddleschoolbuildingproject.com”. R. Rincon invites others to have input on the website name. Committee is okay with name and will go live tomorrow. T. Elmore suggests that IT put the link on school website for ease of access for the public.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ S. Kerrigan asks about photos for the website and who takes them. T. Elmore responds saying the design team will come through and photograph anything deficient. There will be an existing conditions section as well.</li> </ul>	
1.7	<p><b>SBC Goals:</b></p> <ul style="list-style-type: none"> <li>➤ R. Rincon explains what the project goals are and what steps are required to publish the project goals on the website. R. Rincon will provide examples to help facilitate the goals. T. Elmore mentions how we will take all responses and try to boil down to what the message of the committee wants to be. Explains what an effective statement is. Says takes four to five meetings to create goals statement. Next meeting, we will roll out examples for the committee. R. Rincon shows example from Manchester Elementary School Project.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ S. Kerrigan asks what the meaning of these goals are. Trip Elmore states this is a way to effectively communicate to the community and design team what the goals of the project are. And is a guide or rudder to make future decisions.</li> </ul>	Record
1.8	<p><b>Draft Schedule:</b></p> <ul style="list-style-type: none"> <li>➤ T. Elmore says we are following the MSBA process of which there are eight modules. We are through eligibility and are now forming the team. After forming the team, we will jump to the feasibility study where there are two submissions to the MSBA, and they provide feedback. At the end you go to the MSBA and say which design you would like to proceed with. Then it goes to Schematic design, which is module number four, this is where you define the design and get into all the details about the project. MSBA will vote to support the project which is module five funding the project. If they do support the project, then you go onto</li> </ul>	Record

	<p>module six which is construction documents that we can bid. Module seven is actual construction of the project.</p> <ul style="list-style-type: none"> <li>➤ T. Elmore goes over the CMS MSBA Module Schedule Slide and the different phases of the project.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ M. Ward asks about the money appropriated to date, where does that get the town on the timeline shown? When would we need to anticipate asking the town for more money to move forward. T. Elmore responds saying that they have bought through the funding of the project. T. Elmore says the next time we would be going back to the community asking for more money would be summer 2024.</li> <li>➤ M. Moran asks if the schematic design includes more than one option? T. Elmore explains how feasibility is for the options and you narrow it down in that phase.</li> </ul>	
1.9	<p><b>SBC Meeting Schedule, Formats, Invitations:</b></p> <ul style="list-style-type: none"> <li>➤ T. Elmore discusses when to meet next. August 30<sup>th</sup> 6:30pm at the middle school. Mentions the designer selection meeting with MSBA on October 18<sup>th</sup>, is the target date. Notes it is very important to the MSBA that the three individuals come as a committee. T. Elmore says the State Procurement Policy is that the Committee of the designer selection panel, is the deciding factor, not the communities school building committee. So, they frown on a lot of discussion, and they don't want you voting independently of them. Can have open forum discussion where no decisions are made.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ P. Duffy asks why MSBA has choice in architect. S. Brown responds that the MSBA is very open to hearing out opinions.</li> <li>➤ M. Moran asks who negotiates architect fees? T. Elmore says D+W will negotiate once a fee proposal is received.</li> </ul>	Record
1.10	<p><b>Pro-pay System and monthly reporting access:</b></p> <ul style="list-style-type: none"> <li>➤ M. Cox discusses Propay. Propay submissions are how the MSBA tracks their budget. M. Cox handles it as he knows the system. Will get warrant schedule on a later date. Committee sees invoices before submittal. Takes roughly six weeks to get reimbursement back. BRR is a budget revision request, which moves money around but it does not increase/decrease the overall budget.</li> <li>➤ Goes into how D+W present budget of previous month.</li> </ul>	Record
1.11	<p><b>Architect RFS Review:</b></p>	Record

	<ul style="list-style-type: none"> <li>➤ The DRAFT RFS was circulated to the committee in the SBC Meeting invitation email for review and comment. S. Meyer, commented that he had reviewed the draft with D&amp;W and found that the information was consistent with the OPM RFS and that many of the sections were standard MSBA language. There were no other comments or discussion on the draft Architect RFS in the meeting.</li> <li>➤ D&amp;W commented that the RFS (Request For Services) review and MSBA selection process overview takes about seven to ten days to approve. D+W has drafted the language and is looking for approval to submit to the MSBA tomorrow.</li> </ul> <p><b>Vote</b></p> <ul style="list-style-type: none"> <li>➤ <u>Vote to send the RFS to the MSBA for their review:</u>  A motion was made by B. Delorey and seconded by C. Magliozzi to submit the designer RFS to the MSBA.  <u>Roll call vote by the representatives appointed by the Board of Selectmen:</u>  C. McGown - yes  M. Moran - yes  M. Ward - yes  S. Meyer - yes  B. Delorey - yes  C. Magliozzi - yes  <u>All in favor. Motion Passes.</u></li> </ul>	
1.12	<p><b>Architect Selection Committee:</b></p> <ul style="list-style-type: none"> <li>➤ T. Elmore explains that in the next meeting we should select the three representatives to attend the Designer Selection Committee Meeting.</li> <li>➤ They will represent the district at the MSBA Designer Selection Panel in Boston – (includes one member designated by the school committee, the superintendent of schools or his/her designee and the chief executive officer of the city or town or his/her designee.)</li> </ul>	Record
1.13	<p><b>Other Topics not Reasonably Anticipated 48 Hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
1.14	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
1.15	<p><b>Next SBC Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ August 30<sup>th</sup> at 6:30pm in the Clinton Middle School Library.</li> </ul>	Record
1.16	<p><b>Adjourn:</b> 7:42 pm A motion was made by S. Meyer and seconded by M. Ward to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.</p>	Record

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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.