



**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

Project No: 202000640305
 Meeting Date: 11/29/2022
 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 | | Rachel Rincon | DWMP |
| | Brian Farragher | Director of Facilities | | Aidan Place | DWMP |
| x | Chris McGown* | Chair of PBC, Head of DPW | x | Elias Grijalva | DWMP |
| x | Courtney Harter | CMS Principal | | | |
| x | Shane McCarthy | Teacher | | | |
| | Bill McGrail | Finance Committee Co-Chair | | | |
| | Chris Magliozzi* | Vice-Chair of PBC | | | |
| | Michael Moran* | PBC Member | | | |
| x | Brian Delory* | PBC Member | | | |
| | Timothy O'Toole* | PBC Member | | | |
| x | 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 | | | |
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* SBC Voting Member

| Item No. | Description | Action |
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| 5.1 | <p>Call to Order: 6:33 pm meeting was called to order by PBC Chair C. McGown with 4 of 7 voting members in attendance.</p> | Record |
| 5.2 | <p>Previous Topics & Approval of November 1,2022 Meeting Minutes: A motion to approve the 11/01/2022 meeting minutes as submitted made by M Ward and seconded by B. Delory.</p> <p>Discussion: None. Abstain, S. Meyer. Roll Call Vote: (Y) M. Ward, (Y), B. Delory(Y), C. McGown(Y).</p> <p>Motion passes, November 1st, 2022, meetings are certified as approved.</p> | Record |
| 5.3.1 | <p>Invoices and commitments Submitted for Approval: C. McGown reviews the first invoice and calls out a motion to approve progress payment No. 3 for Dore & Whittier, in the amount of \$9,000.00, for the month of October.</p> <p>M. Ward makes a motion to accept and pay the D&W invoice, and S. Meyer seconds.</p> <p>Discussion: None Abstain: None Roll Call Vote: (Y) M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y) Motion passes, to approve the invoice for payment.</p> | Record |
| 5.3.2 | <p>Invoices and commitments Submitted for Approval: C. McGown reviews the second invoice on the agenda and calls out a motion to approve the Clinton Off Set Printers for blueprints, in the amount of \$120.00, for the month of October</p> <p>M. Ward makes a motion to accept and pay the Clinton Off Set Printers, and S. Meyer seconds.</p> <p>Discussion: M. Ward ask if this invoice is related to the middle school project.</p> <p>C. McGown responded with yes, it is. It was for downloading the high school plans onto a thumb drive.</p> <p>T. Elmore explains that it was a response to one of the architect’s questions as to whether they could get some plans of the high school, to see potential opportunities.</p> <p>Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)</p> | Record |

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| | Motion passes, to approve the invoice for payment. | |
| 5.3.3 | <p>Invoices and commitments Submitted for Approval: C. McGown reviews the third invoice listed on the agenda and calls out a motion to approve the Gatehouse Media invoice, in the amount of \$337.68</p> <p>M. Ward makes a motion to accept and pay the Gatehouse Media Invoice, and S. Meyer seconds.</p> <p>Discussion: M. Ward asks the question “if the Gatehouse Media invoice was for a legal notice?</p> <p>C. McGown responds the invoice was for a local advertisement in the paper for the designer services.</p> <p>T. Elmore confirms C. McGown’s answer. Per the Massachusetts procurement rules, we are required to post a local advertisement, a central register advertisement, and a COMMBUYS advertisement.</p> <p>Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)</p> <p>Motion passes, to approve the invoice for payment.</p> | |
| 5.3.4 | <p>Invoices and commitments Submitted for Approval: C. McGown reviews the final invoice on the agenda and calls out for a motion to approve the W.P.I Construction Invoice in the amount of \$35,700.00, for the work completed at the Athletic Complex fieldhouse.</p> <p>M. Ward makes a motion to approve and pay the W.P. I Construction Invoice, and B. Delory seconds.</p> <p>Discussion: M. Ward asks if this is the final invoice or a partial invoice.</p> <p>C.McGown confirms that this is the one and only invoice.</p> <p>Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)</p> <p>Motion passes, to approve the invoice for payment.</p> | |
| 5.4 | Update by the local architect selection committee members attending the MSBA Designer Selection meeting: | Record |

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| | <p>S. Meyer explains to the group that we had a couple of pre-meetings with Dore & Whitter to discuss the pros and cons of each proposal, so we went into the meeting with a good plan. We felt that Lamoureux Pagano, Kaestle Boos Associates, and Flansburgh were the three best from our review. So, out of the three architects we were hoping to get interviewed, we ended up getting two, Lamoureux Pagano, Flansburgh, and Finegold Alexander.</p> <p>These three architects will be moving to the interview process, which will be held on December 13th. All three architects will do a presentation and after the presentations are completed, there will be a discussion, which will allow us to move forward with one of the three architects.</p> <p>T. Elmore reiterates the next meeting will be on December 13th starting at 8:30 am, where the interviews of the 3 architect firms will take place. The exact grading process will take place in the next meeting. So, on the 13th, you will have a designer selected.</p> <p>The next step would be to negotiate an acceptable agreement to get through the feasibility and schematic design phase. Once the proposal is negotiated, we will be bringing that proposal to the public-school building committee on December 20th, to approve the contract.</p> | |
| 5.5 | <p>Working Group Updates:</p> <p>T. Elmore quickly explains that once the architect gets on board, they will review the educational program and add to it in the upcoming months.</p> <p>S. Meyer states that he wants to have a couple of other people read through it and make some minor adjustments before we hand it to the designer.</p> <p>T. Elmore advises the committee, one of the areas that the MSBA won't negotiate will be anything related to SPED programs. Anything that is justifiable from a SPED standpoint, and the square footage that goes with it, the MSBA will push back on. I'll warn you, that as we increase square footage, you're increasing local shares. The MSBA only reimburses up to \$360 per square foot for construction costs. Construction costs today are running somewhere between \$450 and \$550, so even though you can get more square footage, just keep in mind that the MSBA caps it at \$360 a square foot. With today's number, the district would pick up any other portion of that cost one hundred percent.</p> <p>M. Ward asks if there is a percentage reimbursement as well other than the \$360SQ cap.</p> <p>T. Elmore's response is there are several MSBA caps on the project. One of the caps is the construction cost per square foot which is capped at \$360. What does that mean? The first \$360 of the construction cost will be calculated against your agreed reimbursement rate. I believe the reimbursement rate is north of 75%.</p> | Record |

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| | <p>So, in your case, you might have 25% percent of the \$360 local share but let's say that the construction costs come in at \$500SQ foot, so that means not only do you pick up the 25% of \$360, but you also pick up the other \$140 which is one hundred percent non-reimbursable.</p> <p>They also have site costs capped at eight percent and Furniture, fixture, and Equipment (FFE) capped at \$2,400 per student. There are multiple caps that come into play. So, you might be thinking you've got 75% reimbursement on this project, but it may be closer to 40%-50% reimbursement of the total cost. We will be able to give the committee the best range as we go through the options.</p> | |
| 5.6 | <p>Other topics not Reasonably Anticipated 48 hours prior to the Meeting: Discussion: None.</p> | Record |
| 5.7 | <p>Public Comment: ➤ Discussion: None.</p> | Record |
| 5.8 | <p>Next Meeting: ➤ SBC Meeting No. 6 – December 20, 2022</p> | Record |
| 5.9 | <p>Adjourn 7:01 pm A motion was made by B. Delorey and seconded by S. Meyer. to adjourn the meeting.</p> <p>Discussion: None.</p> <p>Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)</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.