

PERMANENT BUILDING COMMITTEE  
 SCHOOL BUILDING COMMITTEE SUB-COMMITTEE  
 MEETING MINUTES



Project:	Clinton Middle School	Project No:	20200640305
Subject:	School Building Committee Meeting	Meeting Date:	12/19/2023
Location:	ZOOM	Time:	6:30 PM
Distribution:	Attendees, Project File	Prepared By:	E. Grijalva
MSBA Module:	4- Schematic Design		

**Meeting Agenda**

1. Call to Order & Number of Voting Members
2. Senior Center Carriage House Design Services
3. Previous Topics and Approval of December 19, 2023, MM
4. Invoices and Commitments for Approval
5. LPA|A Update – FF & E, Building Design and Proprietary
6. Construction Management @ Risk Update
7. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
8. Public Comment
9. Next Meeting
10. Adjourn

<b>Name</b>	<b>Affiliation</b>
Steven Meyer*	Superintendent – PBC Member
Chris McGown *	Head of DPW - Chair of PBC
Michael Moran*	PBC Member
Chris Magliozzi*	Vice Chair of PBC
Michael Ward*	Town Administration – PBC Member
Matthew Varakis	School Committee- Vice Chair
Phil Duffy	Director of Community & Eco Dev.
Trip Elmore	DWMP- Project Director
Elias Grijalva	DWMP – Assistant PM
Eric Moore	LPA A – Principal in Charge
Peter Caruso	LPA A – Project Manager
Sean Brennan	LPA A – Project Architect
David Fontaine Jr	Fontaine Bros
Beth Paulson	Fontaine Bros
Mark Abdella	Fontaine Bros
Jamie Blume	Fontaine Bros
Chelsey Mutrie	Fontaine Bros
Brian Davies	Fontaine Bros
MJ Lafond	Sr. Supt.
Brendan	unknown
<b>*PBC</b>	<b>Voting</b>
<b>Members</b>	

Item No	Description	Action
20.1	<p><b>Call to Order:</b> 6:32PM meeting was called to order by PBC Chair, C. McGown with 5 of 7 members in attendance.</p>	Record
20.2	<p><b>Senior Center Carriage House Design Services</b></p> <p><b>M.Ward</b> provides update on the Senior Center Carriage Housing project.</p> <ul style="list-style-type: none"> <li>• <b>Purpose:</b> Turn the Senior Carriage House into a fitness center</li> <li>• Received numerous inquiries, but only received (1) qualification submission from SSB Architects           <ul style="list-style-type: none"> <li>○ Received a late submission, waiting on Attorney General's Office to determine how to handle the late proposal.</li> <li>○ <b>SSB Architects</b> specialized in historic renovation, with relevant projects in their portfolio.</li> </ul> </li> <li>• <b>Next Steps:</b> <ul style="list-style-type: none"> <li>○ Waiting on a response from Attorney General office on the late proposal</li> <li>○ Forming a subcommittee to interview SSB Architects or deciding on re-bidding.</li> </ul> </li> </ul> <p><b>RFQ Subcommittee:</b> Chris McGown, Chris Magliozzi, Michael Ward</p> <p><b>Discussion:</b>  <b>C. McGown</b> comments that we should wait to hear back from the Attorney General and interview both companies.</p>	Record
20.3	<p><b>Previous Topics &amp; Approval of December November 14,2023, Meeting Minutes:</b></p> <p>A motion to approve the 11/14/2023 meeting minutes was submitted by <b>M. Ward</b> and seconded by <b>C. Magliozzi</b>.</p> <p><b>Discussion:</b> None; <b>Roll Call Vote:</b> C. Magliozzi (Y), S. Meyer(Y), M. Moran (Y), M. Ward (Y), C. McGown (Y); <b>Abstentions:</b> None</p> <p>All in favor, motion passes, November 14, 2023, meetings are certified as approved.</p>	Record
20.4	<p><b>Invoices and Commitments for Approval:</b></p> <p><u>Invoice 1: DWMP Invoice #016, for the month of November, in the amount of \$15,000.00</u>  A motion was made by <b>C. Magliozzi</b> and seconded by <b>M. Moran</b> for the approval of the DWMP November invoice.</p> <p><b>Discussion:</b> None; <b>Roll Call Vote:</b> C. Magliozzi (Y), S. Meyer(Y), M. Moran (Y), M. Ward (Y), C. McGown (Y); <b>Abstentions:</b> None</p> <p>All in favor, motion passes to approve DWMP November invoice.</p>	Record

	<p><u>Invoice 2: LPA A Invoice #011, for the month of November, in the amount of \$57,040.00</u>          A motion was made by <b>S. Meyer</b> and seconded by <b>M. Moran</b> for the approval of the LPA A November invoice.</p> <p><b>Discussion:</b> None; <b>Roll Call Vote:</b> C. Magliozzi (Y), S. Meyer(Y), M. Moran (Y), M. Ward (Y), C. McGown (Y); <b>Abstentions:</b> None</p> <p>All in favor, motion passes to approve LPA A November invoice.</p>	
	<p><u>LPA A Amendment No.006 for approval, in the amount of \$4,950.00</u></p> <p><b>S. Brennan</b> explains due to recent changes to the building code and the adoption of rules for additional incentive points, we are proposing a change order to engage Passivhaus consultant for an early study to validate potential cost savings with the Passivhaus approach.</p> <p>A motion was made by <b>M. Moran</b> and seconded by <b>S. Meyer</b> for the approval of the LPA A Amendment No.006 request.</p> <p><b>Discussion:</b> None; <b>Roll Call Vote:</b> C. Magliozzi (Y), S. Meyer(Y), M. Moran (Y), <b>M. Ward (Y)</b>, C. McGown (Y); <b>Abstentions:</b> None</p> <p>All in favor, motion passes to approve LPA A November invoice.</p>	
20.5	<p><b>Construction Management @ Risk Update</b></p> <p><b>T. Elmore</b> comments that (3) outstanding proposals were received from highly qualified construction companies.</p> <p><b>Results</b> (Refer to Meeting Packet to view the scorecard)</p> <ul style="list-style-type: none"> <li>• <b>1<sup>st</sup>:</b> Fontaine Bros</li> <li>• <b>2<sup>nd</sup>:</b> Shawmut Design and Construction</li> <li>• <b>3<sup>rd</sup>:</b> Consigli Construction</li> </ul> <p>A motion was made by <b>M. Moran</b> and seconded by <b>C. Magliozzi</b> to approve Fontaine Bros as the recommended CM for the Clinton Middle School project.</p> <p><b>Discussion:</b> None</p>	Record

20.6	<p><b><u>LPA A Update</u></b></p> <p><b>P. Caruso</b> shares room data sheets on major spaces in the building, indicating what furniture, fixtures and equipment are in those specific rooms.</p> <p><b>Furniture, fixtures, and equipment</b></p> <ul style="list-style-type: none"><li>• Typical Classrooms</li><li>• Typical Science Lab</li><li>• Cafeteria</li><li>• Media Center<ul style="list-style-type: none"><li>○ Destiny System will be maintained.</li></ul></li></ul> <p><b>*Refer to Meeting packet for a list of furniture, equipment/technology in each space.</b> <b>*Red font indicates items that need to be confirmed by LPA A subconsultants</b></p> <p><b>M.Moran</b> asks if there will be any gas in the science labs? <b>P. Caruso</b> replies, there will not be any gas in the science labs.</p> <p><b>Proprietary Technology Items</b></p> <ul style="list-style-type: none"><li>• Network Switches – Extreme networks</li><li>• Wireless Access Devices – Cisco Meraki</li><li>• Telephone System- Mitel</li><li>• Integrated Security System- Verkada</li></ul> <p><b><u>Geothermal System &amp; Photovoltaic System</u></b></p> <ul style="list-style-type: none"><li>• None of these systems are currently captured in the last cost estimate, once the CM is on board, we can have a more meaningful conversation with them relative to budget and logistics to determine if either are a right fit for the project.</li><li>• Potential for incentives, especially federal incentives with the inflation reduction act.</li><li>• Intention is to include these systems in the schematic design estimates for the project scope and budget agreement with the MSBA.</li></ul> <p><b>M.Moran</b> asks, do you know what the operating cost savings are for Geothermal. <b>E. Moore</b> replies we'll have to get cost information and present this data at a different PBC meeting. <b>M. Ward</b> comments this is something worth looking at, but what does it entail in terms of looking at it. <b>T. Elmore</b> states the Green Engineer has done the geothermal analysis and they are already part of LPA A team, I suggest inviting Chris Schaffner from the Green Engineer to join our next PBC meeting for an education session.</p> <p><b><u>Security System</u></b></p> <ul style="list-style-type: none"><li>• (3) Types of Security Systems that included in the design and cost estimate<ul style="list-style-type: none"><li>○ Video Surveillance, Intrusion Detection and Access Control</li></ul></li></ul> <p><b>S. Brennan</b> demonstrates the updated building design.</p> <ul style="list-style-type: none"><li>• Redesign exterior building envelope with improved aesthetics per the feedback received.</li><li>• Will be carrying (1) operable window in the classrooms, opening about 4-5 inches.</li><li>• PV Ready</li></ul>	Record
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	<ul style="list-style-type: none"> <li>• Car Charging Stations = 10% of parking spot</li> </ul> <p>*Refer to meeting packet for building design visuals</p> <p><b>Discussion:</b>  <b>M. McGown</b> comments that he likes this rendition more than the first one. It's more in line with what we were looking for.  <b>P. Duffy</b> comments that he's very happy with the massing and the materials. Some of the details can be refined as we move forward.  <b>C. Magliozzi</b> comments it's a big improvement from the first version, I'm interested in exploring options for more development of the roof edge at the top, and in understanding the placement and design of skylights on the large side of the building.  <b>T. Elmore</b> asks do you think by January 9<sup>th</sup>, you'll have any of your interior elevations?  <b>S. Brennan</b> replies potentially, if not will be ready for the next PBC meeting.</p>	
20.7	<p><b><u>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</u></b></p> <p><b>E. Moore</b> announces that Katie Crockett will no longer be the principal in charge as she is retiring at the end of the year. The MSBA requires notifications for any changes in leadership or major staffing projects. I will be the new Principle in Charge for this project.</p> <p><b>Discussion:</b> None</p>	Record
20.8	<p><b><u>Public Comment:</u></b>  <b>Discussion:</b> None</p>	Record
20.9	<p><b><u>Next Meeting:</u></b></p> <p>01.09.2023 – CMS Building Committee Remote Meeting No.021 @6:30PM – Location: Zoom      02.06.2024 – CMS Building Committee Remote Meeting No.022 @6:30PM – Location: Zoom      02.13.2024 – All Boards Meeting – In-Person; Location: TBD      02.20.2024 – CMS Building Committee Remote Meeting No.023 @6:30PM – Location: In-Person</p> <p><b>Discussion:</b> None</p>	Record
20.10	<p><b><u>Adjourn: 7:58PM</u></b> a motion was made by <b>C. Magliozzi</b> and seconded by <b>M. Ward</b> to adjourn the meeting.</p> <p><b>Roll Call Vote:</b> C. Magliozzi (Y), S. Meyer(Y), M. Moran (Y), M. Ward (Y), C. McGown (Y);  <b>Abstentions:</b> None      All in favor, the meeting is adjourned.</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.