

**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: 11/01/2022
 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
x	Brendon Bailey	School Committee Chair	x	Steve Brown	DWMP
	Matthew Varakis	School Committee Vice-Chair	x	Mike Cox	DWMP
	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			
x	Chris Magliozzi*	Vice-Chair of PBC			
x	Michael Moran*	PBC Member			
	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			

* SBC Voting Member

Item No.	Description	Action
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4.1	<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
4.2	<p>Previous Topics & Approval of September 27,2022 Meeting Minutes: A motion to approve the 09/27/2022 meeting minutes as submitted made by M. Moran and seconded C. Magliozzi.</p> <p>Discussion: None.</p> <p>Roll Call Vote: (Y) M. Ward, (Y), M. Moran (Y), C. Magliozzi (Y), C. McGown(Y)</p> <p>Motion passes, September 27, 2022, meetings are certified as approved.</p>	Record
4.3	<p>Invoices and commitments Submitted for Approval: C. McGown calls out for an approval for D&W invoice #3 for \$9,000.00, for the month of September.</p> <p>C. Magliozzi makes a motion to accept and pay the D&W invoice, and M. Moran seconds.</p> <p>Discussion: T. Elmore introduces Mike Cox, who has created a financial sheet update, that he will be submitting every month.</p> <p>M. Cox with every monthly financial report will also come a reimbursement request. My question is, “who would sign it or does anyone in the committee have the authority to sign on behalf of the committee?” Again, these would be for the reimbursement on invoices already approved by the committee. This is for the state to give you the 69% reimbursement.</p> <p>M.Ward I believe we have given Dr. S. Meyer that authority to submit to the state on behalf of the committee. Initially when we were in communication with the MSBA, I think we gave that authority to S. Meyer. so, I think he might be the one on record.</p> <p>M.Cox I will issue the paperwork to S. Meyer tomorrow morning and get his signature so we can your reimbursement on the first two Dore & Whittier invoices.</p> <p>T. Elmore ask one more question? Who is going to be tracking the money on Clinton side?</p> <p>M.Ward again I think it would be S. Meyer. He was going to be the project manager and be the point contact on the town side. Committee will be involved</p>	Record

in approving anything but if there is any questions or paperwork on something on behalf of the town. S. Meyer was going to be the point.

T. Elmore the question goes into this a little bit deeper into accounting. The question is who managing the ledger?

M. Ward we will be processing this billing through our town accountant. Our town accountant will certainly keep internal records for the town. I'm sure the school will keep their own accounting records. I'm sure Dore & Whitter will be keeping their own record. We have to pay this through the town accountant. They will keep record of anything we're doing through the town.

T. Elmore informs the group that M. Cox will be our centralized financial person, monthly he will make sure that our records and the MSBA records are the same. Occasionally we like to go to the town and compare financials with the town. That's why I'm inquiring.

M.Ward on behalf of the town that would be our official record, that would be through our town accountant. If there are any questions, it needs to be directed to Diane Magliozzi.

T. Elmore states at some point we should probably get Mike and Diane to review how they are managing accounts. That way if at any point of time there is confusion, we can all be on the same page.

T. Elmore refers to the original discussion, you had a motion and a second. For Dore and Whittier Invoice No.3.

C.McGown any more discussion? We'll do roll call vote.

Roll Call Vote: M. Ward, (Y), M. Moran (Y), C. Magliozzi (Y), M. McGown (Y)

Motion passes, invoice is approved for payment.

C.McGown talks about Clinton Offset Printers invoice for \$510.00. This was in relation to scanning some documents and saving it on a thumb drive. Does anyone want to make a motion to pay the invoice?

C. Magliozzi makes a motion to accept and pay and M. Moran seconds it.

Discussion: None

Roll Call Vote: M. Ward, (Y), M. Moran (Y), C. Magliozzi (Y), C. McGown (Y)

Motion passes, invoice is approved for payment.

	<p>M.Ward reiterates the process. The invoices will be approved by the committee, that will send out a warrant, that will be digitally signed by the committee then sent to the accountant. The accountant will process the payment. Then S. Meyer and Dore & Whittier will work together to get whatever information is needed to the MSBA.</p> <p>T. Elmore states that there is one final step that was missed. The warrant information must go to M. Cox, to get reimbursed, he must enter the warrant number in order to get reimbursement.</p> <p>C. McGown states after it's all sign. I will email the warrant cover sheet to M. Cox, so he will have the date and warrant number every time.</p>	
4.4	<p>Architect Proposal Submission results from RFS</p> <p>T. Elmore names off the architects that submitted proposals.</p> <ol style="list-style-type: none">1. Lamoureux Pagano Associates Architect2. Finegold Alexander Architects3. Tappe Architects4. Kaestle Boos Associates5. Studio G Architects6. Flansburgh Architects <p>All six architectural firms are veterans MSBA architects, these are all stable talented firms that are very familiar with the MSBA process. Included in the package information on the OneDrive, you have access to all six proposals for reviewing, that was recently uploaded around 3pm. The MSBA said we are very lucky to have received six MSBA architects.</p> <p>M.Moran states he has worked with four out of the six architects in the past. It's a good list. I would work with them again.</p> <p>T. Elmore discusses that each firm have completed schools, which is positive. They know how to design within reason to a budget, bringing in the latest design and use of the building. They know how to follow the MSBA rules very well. We are halfway through the process of getting an architect. The proposals will be going to the MSBA this week, some paperwork needs to get completed, we have the upcoming meeting for the DSP meeting on November 29th.</p> <p>We will include the entire committee email list and we'll just inform the MSBA who the three representatives are and that the rest of the committee has the desire to witness the meeting. An invite will be sent out and you must respond to the invite in advance of the meeting which will then trigger another email with the meeting information. If you have any questions, feel free to email me.</p>	Record

	<p>T. Elmore explains the MSBA process when reviewing the proposals. Once the proposals are opened and reviews. The MSBA will then talk to the 15 committee members and ask for feedback. After that round is done, the chair will describe the ranking system process. For your first-choice architect, they will receive three points, second choice gets two points and third choice one point. So, everyone will provide a number. Once everyone has provided their choice. The numbers will be tallied up and there typically are two to three architects that are top ranked.</p> <p>If the number system is close, then the top ranked architects will be invited back to do a presentation on the next DSP meeting. The same ranking system will be used after the presentation to select an architect.</p> <p>Architects can also be selected on proposal only. For example, say one proposal got 40 points and the next one is 18 points. An award would be based on that, but someone will need to make a motion to do so.</p>	
4.5	<p>SBC Project Goals formatted, discussion to post to the website. E. Grijalva presents the group with the formatted goals to publish on the website for one final review.</p> <p>T. Elmore as project progresses. We can always modify this, as committee members see fit.</p> <p>C.McGown agrees we can post it on the website.</p> <p>Discussion: None</p>	Record
4.6	<p>Working Group Updates:</p> <p>T. Elmore updates the members about the working group. On the 27th we received an almost complete education program and compliments to the school, administration and the people that have helped because this is not a light lift. It's a great starting document. Once the architect is on board, we can hand them this information.</p>	Record
4.7	<p>Other topics not Reasonably Anticipated 48 hours prior to the Meeting: ➤ Discussion: None.</p>	Record
4.8	<p>Public Comment: ➤ Discussion: None.</p>	Record
4.09	<p>Next Meeting: ➤ SBC Meeting No. 5 – November 29th, 2022</p>	Record

	<p>M.Ward ask the question “ When do we anticipate the contract documents and timeframe will be.</p> <p>T. Elmore talks about the timetable. We’ll use the most likely scenario. On the 29th, the six architects will be reduced to two to three top ranking. Two to three weeks later the architect interview happens. The first place is selected. Immediately after that I have a discussion with the selected architect to request their proposal and discuss our budget and make sure they stay within the budget.</p> <p>The selected architect will then submit a letter to the district for approval to sign up. which their fee proposal, and shortly after we will have out kickoff meeting with the committee and architectural firm. They will do their presentation and then we will set up a schedule for the next month or two. In the meantime, we have provided them with the educational program, and they have the facility documents for the existing facility. The first real meeting with them would be around the first of January due to the holidays.</p>	
4.11	<p>Adjourn: 7:13 pm A motion was made by S. Meyer and seconded by M. Moran. to adjourn the meeting.</p> <p>Discussion: None.</p> <p>Roll Call Vote: M. Ward, (Y), M. Moran (Y), C. Magliozzi (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.