



MANAGEMENT  
PARTNERS, LLC

### MGRSBC MEETING MINUTES

**DATE OF MEETING:** December 4, 2014 @ 5:30 P.M. in the Mount Greylock Regional School Meeting Room S103 in Williamstown, MA

**PROJECT:** Mount Greylock Regional Middle High School  
Dore & Whittier Project #MP

**SUBJECT:** School Building Committee Meeting (D&W#2)

**ATTENDING:**

Mark Schiek,	SBC Chair, Lanesborough
Paula Consolini	SBC Co-Chair, Williamstown
Lynn Bassett	Bus Mgr, MGRSD
Hugh Daley	Williamstown Selectman
Carolyn J. Greene	MGR School Committee Chair
Jesse Wirtes	MG facilities supervisor
Mary MacDonald	Principal, MGRHS
Lyndon Moors	Faculty, MGRHS
Thomas H. Bartels, AIA	Williamstown
Dave Vogel	Lanesborough
Paul Sieloff	Lanesborough
Trip Elmore	D&W OPM
Rachel Milaschewski	D&W OPM

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1. **Call to Order at 5:35 PM by M. Schiek.**

- a. M. Schiek made an announcement thanking Dr. Rose Ellis and John M. Benzinger for their participation in the committee, as Rose is soon retiring, and John has stepped off the committee for personal reasons.

2. **Approval of Minutes:**

- a. A short overview of the November 6, 2014 Meeting Minutes was provided by T. Elmore/M. Schiek.

A few comments were made addressing the language in some portions of the minutes, which will be revised and re-distributed to the committee.

*Motion to approve the November 6, 2014 SBC Meeting Minutes by C. Greene, 2<sup>nd</sup> by D. Vogel. VOTE: 11 approve, 1 abstain.*

3. **Invoices Submitted for Approval:**

- a. DWMP November Invoice #00001 in the amount of \$10,000.00 for OPM Services (Invoice Attached). Vote Expected.

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The committee had asked the OPM to explain their payment schedule for clarification, and suggested that the work performed in each invoice is acknowledged prior to being approved.

***Motion to approve DWMP November, 2014 Invoice #00001 in the amount of \$10,000.00 for OPM Services by P. Consolini, 2nd by C. Greene. VOTE: unanimous to approve.***

- b. MGRSD Invoice #38696 from WJ Blueprint & Digital Graphics for digital printing services of the original floor plans in the amount of \$620.00 (Invoice Attached). Vote Expected.

***Motion to approve MGRSD Invoice #38696 from WJ Blueprint & Digital Graphics in the amount of \$620.00 for Digital Printing Services by M. MacDonald, 2nd by P. Consolini. VOTE: unanimous to approve.***

**4. Ethics Course certificate Submission Update**

- a. L. Bassett has been collecting the Ethics Course Certificates, and will confirm when she has received them all committee members. No Comments were made.

**5. Architect Hiring Process**

- a. **RFS and distribution progress update – OPM**

DWMP gave a brief overview of the Designer RFS process thus far, stating that there is an impressive amount of interested firms who are all good candidates for the project; This being said, it is unnecessary to hold a second walk-through, as we expect to get enough proposals based off of the amount of inquiries we have received, and the long list of attendees who showed up for the walk-through. (Walk-Through Sign-In Sheet and RFS Distribution Tracking Log attached as hand-outs)

Following the walk-through, the deadline for proposals is December 17, 2014. Once DWMP receives the hard copies of the proposals, they will be mailed to the district and the MSBA for their review. The district will also be able to access them electronically.

J. Wirtes was recognized for his help with the walk-through.

- b. **Selection of an Architect Selection Committee – SBC Chair(s). Vote Expected.**

M. Schiek mentioned that he had contacted Perri Petricca about joining the Architect Selection Committee, as he would be an asset due to his experience with construction projects of this size. Perri had agreed to join the committee.

After further discussion, the committee agreed that there should be members from both Williamstown and Lanesborough. The remaining members were chosen as good candidates for that reason, as well as their familiarity to architecture and/or to similar building projects.

**Selected Members:** Carrie Greene, Mary MacDonald, Mark Schiek, Perri Petricca, Thomas H. Bartels AIA, Paula Consolini, and Dave Vogel.

***Motion to approve Carrie Greene, Mary MacDonald, Mark Schiek, Perri Petricca, Thomas Bartels, Paula Consolini, and Dave Vogel as the Architect Selection Committee members by L. Bassett, 2<sup>nd</sup> by H. Daley. VOTE: unanimous to approve.***

#### **6. Architect selection/Feasibility/Schematic Design Schedule update – OPM**

DWMP made a few small changes to the schedule provided in the SBC Binders and re-distributed the updated schedule to the committee. No discussion was held.

#### **7. Work Group Discussion – SBC Chair(s)**

DWMP went into further explanation from the last SBC meeting about the importance of working groups. The committee discussed the likelihood of forming working groups, and reiterated that they are optional and can be formed at any part of the project. T. Elmore suggested that a Facilities, Public Relations/Community Outreach, and Educational working groups are essential to have from the beginning of the project, as they will provide necessary information for the design of the building, student needs, and community involvement.

The committee has begun to form these working groups, and will continue to discuss this matter prior to the next SBC meeting.

#### **8. Other Business**

##### **a. Present building issues:**

J. Wirtes reported that the building is in stable condition so far this winter.

##### **b. Fire Curtain – community inquiries:**

M. Schiek mentioned that members of the community (Friends of the Arts) have expressed their concern towards this issue, and have offered to help if they can. The committee agreed that the Fire Curtain should be addressed and will discuss holding an external meeting for this topic.

##### **c. Other:**

The SBC members were concerned with the recent vote in the Great Barrington Regional School District where the vote failed and the OPM was asked if they could gather any information about the process and potential reasons for the district not passing the project. The OPM agreed to do some research and get back to the SBC with any findings.

9. **Other Items not Reasonably Anticipated 48 Hours Prior to Meeting:** None.

10. **Public Comments may be heard by the SBC Chair(s):** None.

11. **Next SBC Meeting(s) and times**

a. **January 15, 2015**

i. The committee is looking into the possibility to move the SBC meetings to Wednesdays instead of Thursdays. An update will be provided, once determined.

b. **Additional 2015 Dates TBD**

c. **NOTE:** *DWMP stated that there will be a larger attendance of people once the Architect has been selected and it is a possibility that the SBC meetings could be more frequent. The committee may have to look into an alternative meeting space, due to volume.*

12. **Adjourn**

*Motion to adjourn by H. Daley, 2nd by P. Consolini. VOTE: unanimous to approve.  
Meeting adjourned at 7:13 PM*

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC**

Rachel Milaschewski  
Owners 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. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.