



MANAGEMENT  
PARTNERS, LLC

## MGRSBC MEETING MINUTES

**DATE OF MEETING:** January 15, 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#3)

**ATTENDING:**

Mark Schiek,	SBC Chair, Lanesborough
Paula Consolini	SBC Co-Chair, Williamstown
Lynn Bassett	Bus Mgr, MGRSD
John Goerlach	Lanesboro Selectman
Carolyn J. Greene	MGR School Committee Chair
Chris Dodig	MGR School Committee
Jesse Wirtes	MG facilities supervisor
Mary MacDonald	Principal, MGRHS
Chris Galib	Lanesboro Finance Committee
Thomas H. Bartels, AIA	Williamstown
Dave Vogel	Lanesborough
Trip Elmore	D&W OPM
Rachel Milaschewski	D&W OPM

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- 1. Call to Order at 5:32 PM by M. Schiek.**
    - a. M. Schiek gave a brief introduction of the OPM to any attending members who had not yet met DWMP.
  - 2. Approval of Minutes:**
    - a. A short overview of the December 4, 2014 Meeting Minutes was provided by the Chair, to which there was no discussion.  
  
*Motion to approve the December 4, 2014 SBC Meeting Minutes by C. Greene, 2<sup>nd</sup> by M. MacDonald. VOTE: 7 approve, 2 abstain.*
  - 3. Invoices Submitted for Approval:**
    - a. DWMP November Invoice #00002 in the amount of \$10,000.00 for OPM Services (Invoice Attached). Vote Expected.  
  
*Motion to approve DWMP December, 2014 Invoice #00002 in the amount of \$10,000.00 for OPM Services by C. Greene, 2<sup>nd</sup> by J. Goerlach. VOTE: unanimous to approve (9-0).*
    - b. MGRSD Invoice #1114107892 from the Berkshire Eagle in the amount of \$479.56 for local paper advertisement. Vote Expected. (Invoice attached)

PROJECT MANAGERS  
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***Motion to approve MGRSD Invoice #1114107892 from the Berkshire Eagle in the amount of \$479.56 for local paper advertisement by M. MacDonald, 2nd by C. Galib. VOTE: unanimous to approve (10-0)***

- c. MGRSD Invoice #31 from Richard A. Jette in the amount of \$520.00 for certified public accounting. Vote Expected. (Invoice attached).

***Motion to approve MGRSD Invoice #31 from Richard A. Jette in the amount of \$520.00 for certified public accounting by P. Consolini, 2nd by J. Goerlach. VOTE: unanimous to approve (10-0)***

#### **4. Architect Hiring Process**

##### **a. Architect Selection Committee Update**

M. MacDonald began by mentioning the meeting held by the Architect Selection Committee, including L. Dore and R. Milaschewski of DWMP, to review and evaluate the proposals that were submitted for the project. She explained that the committee discussed each firm's experience, applicability to the project, and how they would meet the needs of the District, etc. After the committee discussed each firm, they broke them into groups (A, B, C and D), with Group A as the most preferred firms.

##### **b. Designer Selection Meeting with the MSBA on January 13, 2015 – Update from Reps and OPM**

M. Schiek, M. MacDonald and C. Greene of the SBC attended the Designer Selection Panel Meeting that was held on January 13, 2015, with the MSBA. The three of them went on to explain the process of reviewing, evaluating and voting on each proposal with the DSP.

C. Greene made a comment stating that Bernie Feldstein, Chair of the DSP, stressed how weighted the District's three votes were towards the selection of a designer, as the District is ultimately who will be working with the awarding firm.

M. Schiek went on to explain that after discussing each proposal with the DSP, the panel and the District's Representatives went on to vote. Immediately following, the votes were counted and the top three desired firms were selected to perform interviews. These firms were Tappe Architects, Design Partnership of Cambridge, and Jones Whitsett Architects.

T. Bartels of the SBC was concerned with the short-list of designers that had been selected, as they differed slightly from the Architect Selection Committee's top preferred firms (Groups A and B). M. MacDonald then explained why they may have changed their votes based off of the discussion had with the DSP.

Due to a strong 1<sup>st</sup> place vote, a member of the DSP suggested skipping the interviews and awarding that firm, however, the District's Representatives agreed that they would like to see the interviews prior to making a decision.

C. Greene made another comment, stating that they were able to watch two designer interviews for a different project, giving them an idea of what to expect and mentioning how the interviews will give a better sense of which firm is the best fit for the District and the project.

M. Schiek pointed out that members of each firm were present during this meeting, and the three finalists were advised to address a list of topics generated by the MSBA and the district in their presentations.

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

The OPM gave a brief overview of the schedule, indicating that the designer selection process is currently on schedule, and with the designer interviews being held on January 27<sup>th</sup>, they are hopeful to receive/negotiate a proposal from the awarded firm by January 30<sup>th</sup>, which will kick-off the start of work with the designer at the beginning of February, keeping the project on track.

#### **6. Work Group Discussion – Working Group Chair(s)**

**Facilities:** J. Wirtes reported that D. Vogel will be joining the Facilities Working Group.

**Education:** M. MacDonald reported that the educational group will be reaching out to the School Committee, and will soon be gathering members from the community, such as teachers, and possibly students for opinions and support.

**Community Outreach:** P. Consolini made mention that it may be beneficial to others in the community to make use of the updated facility, which raised a few questions in regards to keeping the public informed of the project. T. Elmore suggested that the winning firm gives their presentation to the public once the project has been awarded to them.

#### **7. Other Business**

##### **a. Updated list of SBC Members**

M. Schiek handed out a copy of the updated SBC Member list with Gordon Noseworthy listed as the new Superintendent, and the removal of Rose Ellis and John Benzinger's names. He asked if anybody had any objections or edits, as the list will soon be sent to the MSBA for approval.

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

M. Schiek mentioned that a few members of the committee sat down with the *Friends of the Arts* to discuss this matter, and came to the conclusion that the members of the committee are uncomfortable spending money towards the fire curtain due to the possible upcoming construction of the school in the near future.

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

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

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

**a. February 5, 2015**

- i. The committee has agreed to hold the next SBC meeting after the Designer Interviews are held with the MSBA, and negotiations have been made with the awarding firm.

**b. Additional 2015 Dates TBD**

11. **Adjourn**

***Motion to adjourn by D. Vogel, 2nd by J. Goerlach. VOTE: unanimous to approve.  
Meeting adjourned at 6:52 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.**