



MANAGEMENT
PARTNERS, LLC

MGRSBC MEETING MINUTES

DATE OF MEETING: April 16, 2015 @ 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#5)

ATTENDING:	Mark Schiek,	SBC Chair, Lanesborough
	Paula Consolini	SBC Co-Chair, Williamstown
	Gordon Noseworthy	Interim Superintendent
	Hugh Daley	Williamstown 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
	Dave Vogel	Lanesborough
	Trip Elmore	D&W OPM
	Rachel Milaschewski	D&W OPM
	Bob Bell	Design Partnership
	Joe Drown	Design Partnership
	Dan Colli	Design Partnership

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

2. **Approval of Minutes:**

a. A short overview of the March 26, 2015 Meeting Minutes was provided by the Chair.

Motion to approve the March 26, 2015 SBC Meeting Minutes by P. Consolini, 2nd by H. Daley. VOTE: 9 approve, 1 abstain (Dave Vogel).

3. **Invoices Submitted for Approval:**

a. MGRSD Travel & Purchase Reimbursement Request dated 3-26-15 from M. Schiek for roundtrip travel to the MSBA DSP Meeting in Boston, MA in the amount of \$203.60 (Request Attached). Vote Expected.

Motion to approve MGRSD Travel & Purchase Reimbursement Request dated 3-26-15 from M. Schiek in the amount of \$203.60 by P. Consolini, 2nd by H. Daley. VOTE: 9 approve, 1 abstain (Mark Schiek).

b. MGRSD Purchase Reimbursement Request dated 4-12-15 from M. MacDonald for Refreshments provided at the Student Building Analysis & Design Group meeting

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which included 27 students, in the amount of \$204.98 (Request Attached). Vote Expected.

Motion to approve MGRSD Purchase Reimbursement Request dated 4-12-15 from M. MacDonald in the amount of \$204.98 by C. Dodig, 2nd by P. Consolini. VOTE: 9 approve, 1 abstain (Mary MacDonald).

4. Administrative Process to Date (Designer Selection) and Progress Update

a. Design Partnership Amendment No. 1 for additional Survey, Geo-Tech, Hazardous Materials and Geo-Environmental Services (Backup Attached). Vote Expected.

M. Schiek began by reiterating the discussion held at the 3-26-15 SBC meeting, which resulted in the Committee accepting the additional Geo-Tech, Hazardous Materials and Geo-Environmental Services Proposal, while waiting to accept the Surveying Proposal, as the Committee asked if Design Partnership of Cambridge (DPC) could find a possible lower price on this service.

T. Elmore from DWMP followed up by reviewing the updated Surveying Proposal, which came in \$5,000 lower than the initial proposal due to the amount of snow that has melted, resulting in a lower cost for services. He clarified that there was no change to the previously approved Geo-Tech, Hazardous Materials and Geo-Environmental Services Proposals, and went on to describe Attachment F (included in the meeting package) which is a complete summary of the total Amendment Amount of \$66,957.00. This Amendment will bring the total Designer Contract Fee to \$596,957.00, and the Amendment amount will be applied to the \$70,000.00 line item budget for Environmental and Site budget.

A member of the Committee asked if they can expect more amendments. T. Elmore explained that it is possible, and contingent upon the results of the Phase 1 Geo-Environmental Services.

C. Greene of the committee and T. Elmore both clarified that there is still a \$100,000.00 budget which remains for "other project costs", of which only \$3,000.00 has been expended to date.

After discussing the revised Survey Proposal, the committee agreed to accept the additional services and approve the total Amendment No. 1 to the Designer Contract.

Motion to accept the additional Survey Proposal and Amendment No. 1, which includes the previously approved Geo-Tech, Hazardous Materials and Geo-Environmental proposal, resulting in a total Amendment amount of \$66,957.00 to the Designer Contract by P. Consolini, 2nd by C. Galib. VOTE: Unanimous to approve.

DWMP made a comment that the approval of this Amendment will bring the Designer Contract up to date. T. Elmore stated that the project moves fast at this point, and DWMP, DPC and the District are communicating on a regular basis, keeping the project on budget and on schedule.

5. Work Group Discussion – Working Group Chair(s)

Facilities: J. Wirtes reported that the facilities group continues to collect information on the existing condition of the site and building. They are doing so by having engineers come in for evaluations, as well as pull records from the town. He mentioned that borings are scheduled to take place next week, and Eco-Genesis is also scheduled to come in. The facilities group continues to work in conjunction with DPC.

D. Colli of DPC thanked the facilities group for their amount of help thus far. There have been several consultants/engineers in the building to date including Structural and Mechanical Engineers, and the DPC team has been inspecting and evaluating the interior and exterior spaces of the building.

Education: M. MacDonald made a comment that both the Educational Planning Group and the Educational Leadership Team (ELT) have met numerous times over the last couple of weeks working diligently on producing an Education Program. She mentioned that a Student Working Group was created, who has also met and performed the same process that the other Education Groups have performed to give the students an opportunity to include their input toward the project.

B. Bell of DPC gave a brief description of the rough Educational Program that was included in the meeting package, stating that the MSBA requires a program narrative be included in the Preliminary Design Program (PDP) which is due to the MSBA on June 11, 2015. Since the Educational Program is the foundation of the project, it must be substantially completed in two weeks to stay on schedule and provide the designer enough time to produce the remaining materials for the PDP prior to submission.

T. Elmore of DWMP commented on the importance of the Ed. Program, as the design of the project is built to accommodate it. He suggested that the committee members voice any questions or comments in regards to the Ed. Program in a timely manner, as it will drive all decisions throughout the design process once it is accepted by the MSBA.

DPC, in conjunction with the Educational Working Groups, will be issuing a Preliminary Packet with the program included, prior to the next SBC Meeting on April 30, 2015 for feedback from the committee, as they will be looking for their approval of the program before it is submitted to the MSBA.

Community Outreach: P. Consolini informed the committee that there is also a Public Presentation for community input at the Elementary School in Lanesborough scheduled for May 5th at 7PM.

She then reported that there will be a Community Task Group meeting at the MG school on April 12th from 6-8PM in the meeting room to share early options and studies with the community to facilitate their feedback.

Lastly, she mentioned that there are additional suggestion boxes available to be placed around the District if anybody is interested in putting them in other locations.

6. MGR SBC Project Goals Review and Designer Process to Identify additional Goals

T. Elmore gave an update of the Project Goals Review to date – mentioning the compiled list of goals which was reviewed at the last SBC Meeting. Now that the Designer has been selected and is at the beginning stages of designing the building, he explained why it is now important for them to lead this exercise.

J. Drown of DPC indicated that the design team has been reviewing and updating the existing list of project goals (included in the meeting package), and gave an overview of their progress. He pointed out that the list is at a good spot to address any duplicates and boil it down to be more consolidated.

The Chair of the Committee suggested creating a focus group to go through the goals with DPC to create this more compact list. M. Schiek, C. Green, C. Galib and H. Daley of the Committee all agreed to assist in this process and report back with the consolidated list at the next SBC Meeting. M. Schiek added that goals may be added or subtracted to afterwards if needed, and community input is encouraged.

7. Outline Schedule for Meetings & Decisions that SBC Members will be asked to make.

DWMP stated that the schedule is right on track, as the programming meetings are soon concluding, thanks to the Designer and the Educational Working Groups. T. Elmore reiterated that the project is moving quickly, and the development of design options are beginning.

B. Bell of DPC followed up on Trip's comment, identifying that this option development will begin tomorrow, as they will start with looking at areas to build. This process starts out very conceptually, then moves into details and meeting the project goals.

8. Other Business: D. Colli of DPC pointed out that there is also a rough draft of the Site Development Plan included in the meeting package, touching on athletics, parking, envelopes, etc. They are currently working on this plan with Birchwood Design Group, their landscape Architect, as they are schedule to reach substantial completion of the Site

Development at the same time as the Educational Program in two weeks. Dan informed the committee that there would be building site options for review at the next SBC meeting and if there were obvious areas that should not be considered it would be advantageous to the Design team's efforts to eliminate those building option areas.

9. Next SBC Meeting(s) and times

- a. Thursday, April 30, 2015 at 5:30 PM
- b. Thursday, May 21st, 2015 at 5:30 PM
- c. Thursday, June 4th, 2015 at 5:30 PM, followed by a Community Meeting at 7:00 PM

10. Adjourn

***Motion to adjourn by C. Greene, 2nd by P. Consolini. VOTE: unanimous to approve.
Meeting adjourned at 6:55 PM***

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC

Rachel Milaschewski
Dore & Whittier Management Partners, 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.