

School Building Committee

Meeting Minutes

Bourne Veterans Memorial Community Center

239 Main St. Buzzards Bay, MA 02532

Meeting No. 2 - July 16, 2015

I. Call to order

Chairman Potter called to order the meeting of the School Building Committee at 7:00 PM on July 16, 2015.

II. Roll call

Each member introduced themselves to its newest member, Dr. William Towne. Dr. Towne shared some of his background with the group.

Members Present: James Potter, Chairman, Selectman, Peter Meier, William Meier, Jonathan Nelson (arrived 7:08 PM), Rick Howe, Edward Donoghue, Liz Carpenito, Superintendent Steven Lamarche, Dr. William Towne, Richard Lavoie and Joel Seeley of SMMA.

Members Excused: Laura Scena and Mary Jo Coggeshall

Documents: Agenda, Peebles Elementary School Project Schedule

III. Agenda Items

1. Approval of Minutes

Mr. Seeley had emailed the members the Minutes from the May 26, 2015 meeting. **Mr. Meier motioned to accept the Minutes of May 26, 2015. Mr. Howe seconded.** The Minutes were approved **6-0-3**. Dr. Towne, Mr. Lavoie and Mr. Meier abstained.

2. Approval of Invoices and Commitments

None to Approve

3. Designer Procurement Status

Mr. Seeley explained that since the group's last meeting on May 26, 2015, at which the draft RFS (Request for Services) was reviewed. The RFS was finalized and submitted to the (MSBA) Massachusetts School Building Authority for approval. Mr. Meier, Mr. Donoghue, Superintendent Lamarche

and Mr. Seeley attended the MSBA Owner's Project Manager Review Panel. The panel confirmed SMMA as the OPM. MSBA approved the draft RFS and a public notice was placed in the local newspaper as well as the Central Register for designer selection and the availability of the RFS. It was also available to be downloaded from the SMMA's procurement website. An informational meeting was held at Peebles. Fourteen architects, three engineers and one landscape architect attended. Mr. Donoghue and Mr. Seeley gave them all an overview of the project and provided a tour through Peebles. They then toured Bournedale.

Proposals will be submitted on July 21, 2015. Mr. Seeley will submit them to the MSBA who will then schedule a time to review the submitted proposals with their Designer Selection Panel. (DSP)

Mr. Seeley then offered an explanation of the process. He explained that the hiring of the architect is done at the state level. The MSBA has a Designer Selection Panel of which there are 13 members comprised of MSBA staff, appointees from building trades and the A.G.'s Office. He added that we collect the proposals from the architects at the local level, the state oversees the selection of the architect. Three appointed members from our committee will be the representatives to the DSP. The DSP will then review all of the proposals and numerically rank them. Usually the top two or three are asked to return two weeks later for an interview. Prior to delivering the proposals to the MSBA, Mr. Seeley will contact the references from the amount of firms who submitted proposals.

Mr. Seeley added that this is a very structured process. The proper steps need to be followed accordingly and have been thus far.

August 18th has been tentatively selected as the date to meet with the DSP.

Mr. Seeley then took a few minutes to review the Project Schedule.

Mr. Lavoie asked about the timeline of selecting the architect, if it's before or after the decision is made to rehab or build new. Mr. Seeley stated it would be before. This ensures the architect has the expertise in both new construction and/or renovation and other criteria. Mr. Seeley added that we shouldn't have any preconceived notions yet; the process will unfold those.

Once an architect is hired, they will have to study a renovation only option, a renovation and addition option and a new construction option. We have three alternatives that we've agreed to with MSBA; a K-4 250 student alternative, a K-4 725 student alternative and a K-5 885 student alternative.

The architect will have to understand and develop options meeting those requirements.

There are three reports that MSBA is looking for.

The first report, the Preliminary Design Program (PDP), will reflect a myriad of all options and the implications and costs for them. The report will need to indicate the community's top 3 options. This report is reviewed by MSBA at the staff level.

The second report, the Preferred Schematic Report (PSR), refines those top 3 with the ultimate selection of a top 1. This report is submitted for MSBA Board of Directors approval.

The third report, the Schematic Design report (SD), is the refinement of top 1, with the final cost estimate and final analysis. This also requires MSBA Board of Directors approval. All costs are finalized which will then be presented at Town Meeting, provided MSBA Board of Directors approves the project.

Mr. P. Meier inquired as to the debt exclusion and if it goes down, would there be reimbursement or would the process have to start over again? Mr. Seeley explained that for the communities who don't have a successful Town vote, the MSBA's position is that they will work with the Town. A brief discussion transpired concerning the pending override.

Mr. Potter stated that Town Meeting had voted to move forward with this project. He feels that once an architect is selected and real proposals are narrowed down, that will be the time to engage the community and engaging other boards such as Board of Selectmen and Finance Committee. He feels that keeping the community informed will be the best approach so there aren't any surprises.

Mr. W. Meier inquired as to whether the MSBA has ever rejected an architect? Mr. Seeley advised that all of the architects submitting proposals are recognized for their work in the public school market. Mr. Potter asked for a list of which companies attended the informational session. Mr. Seeley will send to the group a list of those who actually submit a proposal.

4. Selection of Designer Proposal Review Subcommittee / Selection of DSP Representatives

Mr. Seeley explained that 3 -5 committee members would need to be selected to form a subcommittee to review the submitted proposals. In addition to the

subcommittee, the group needs to select 3 committee members to represent the group at the DSP Proposal Review Meeting. After a brief discussion, **Mr. Howe motioned to appoint Mr. Lavoie, Dr. Towne and Mr. Donoghue to the subcommittee and Mr. Potter, Mr. Lamarche and Mr. Nelson as the representatives. Mr. Peter Meier seconded.** The motion carried unanimously. Mr. Potter would like to open the subcommittee review meetings up to whoever from the committee wants to attend.

5. Committee Questions

None

6. Public Comment

None

Mr. Potter added that the calculation error with MSBA has been rectified.

7. Next Meeting Date

Open – TBD

The newly formed subcommittee decided to meet on August 20, 2015 at 7:00 PM at the Veterans Memorial Venter to review the submitted proposals. Mr. Seeley will reschedule the DSP Proposal Review Meeting which was tentatively scheduled for 8/18/15.

IV. Adjournment

Mr. P. Meier motioned to adjourn. Mr. Lavoie seconded. The motion carried unanimously. The meeting adjourned at 7:47 PM

Minutes submitted by: Carol Mitchell

PROJECT MEETING SIGN-IN SHEET

Project: Pebbles Elementary School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: Bourne Community Center, 234 Main Street
 Buzzards Bay, Massachusetts
 Distribution: Attendees, (MF)

Project No.: 15041
 Meeting Date: 7/16/2015
 Meeting No: 2
 Time: 7:00pm

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	onsetjp@juno.com	Chairman, School Building Committee
	Peter J. Meier	pmeier@townofbourne.com	Chairman, Bourne Board of Selectmen
	Christopher Hyldborg	chrish@alpha-1.com	Chairman, Bourne School Committee
	Laura Scena	laurascena@yahoo.com	Member, School Committee
	William Towne	Wtowne11@comcast.net	Member, Finance Committee
	Richard A. Lavoie	RichL.Lavoie@gmail.com	Member, Bourne Finance Committee
	William Meier	Dusty22752@aol.com	Building Trade Expert
	Mary Jo Coggeshall	mjcoggeshall@gmail.com	At-Large
	Frederick H. Howe	rickhowe9@gmail.com	Board of Health
	Steven M. Lamarche	slamarche@bourneps.org	Superintendent of Schools, BPS
	Edward S. Donoghue	EDonoghue@bourneps.org	Director of Business Services, BPS
	Thomas M. Guerino	tguerino@townofbourne.com	Town Administrator
	Jonathan Nelson	jnelson@townofbourne.com	Director of Facilities, BPS
	Elizabeth A. Carpenito	ecarpenito@bourneps.org	Principal
	Kathy Anderson	kanderson@bourneps.org	Elementary/Special Education Secretary
	Joel Seeley	jseeley@smma.com	SMMA
	Carol Mitchell	cmitchos71@gmail.com	Secretary

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AGENDA

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	7/16/2015
Meeting Location:	Bourne Veterans Memorial Community Center	Meeting Time:	7:00 PM
Prepared by:	Joel Seeley	Meeting No.:	2
Distribution:	Committee Members (MF)		

1. Call to Order
2. Welcome William Towne to the School Building Committee
3. Approval of Minutes
4. Approval of Invoices and Commitments
5. Designer Procurement Status
6. Selection of Designer Proposal Review Subcommittee
7. Selection of DSP Representatives
8. Committee Questions
9. Public Comments
10. Next Meeting
11. Adjourn

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Updated: June 25, 2015

TOWN OF BOURNE, MASSACHUSETTS
PEEBLES ELEMENTARY SCHOOL
 PROJECT SCHEDULE

ID	Task Name	Duration	Start	Finish	2015	2016	2017
1	RETAIN OPM	58 days	3/18/2015	6/8/2015			
2	Submit OPM Proposals	0 days	3/18/2015	3/18/2015			
3	OPM Interview	2 days	4/8/2015	4/9/2015			
4	Negotiate OPM Contract	7 days	4/9/2015	4/17/2015			
5	Submit Documents to MSBA OPM Panel	0 days	4/29/2015	4/29/2015			
6	MSBA OPM Panel Meeting	0 days	6/8/2015	6/8/2015			
7	RETAIN DESIGNER	86 days	5/27/2015	9/23/2015			
8	Draft Designer RFS and Submit to MSBA	11 days	5/27/2015	6/10/2015			
9	MSBA Approve Draft RFS	9 days	6/10/2015	6/22/2015			
10	Submit to Central Register	0 days	6/23/2015	6/23/2015			
11	Notice in Central Register	0 days	7/1/2015	7/1/2015			
12	Briefing Session	0 days	7/14/2015	7/14/2015			
13	Submit Designer Proposals	0 days	7/21/2015	7/21/2015			
14	MSBA DSP Proposal Review Meeting	0 days	9/1/2015	9/1/2015			
15	MSBA DSP Interview Meeting (if required)	0 days	9/15/2015	9/15/2015			
16	Negotiate Designer Contract	5 days	9/17/2015	9/23/2015			
17	FEASIBILITY STUDY (FS)	183 days	9/15/2015	6/1/2016			
18	Develop Preliminary Design Program (PDP)	44 days	9/15/2015	11/13/2015			
19	Community Presentations	22 days	11/13/2015	12/15/2015			
20	Submit PDP to MSBA Staff	0 days	12/15/2015	12/15/2015			
21	Develop Preferred Schematic Report (PSR)	44 days	12/15/2015	2/16/2016			
22	Community Presentations	44 days	2/16/2016	4/15/2016			
23	Submit PSR to MSBA FAS	0 days	4/15/2016	4/15/2016			
24	MSBA Board Meeting	0 days	6/1/2016	6/1/2016			
25	SCHEMATIC DESIGN (SD)	85 days	6/1/2016	9/28/2016			
26	Develop Schematic Design	47 days	6/1/2016	8/4/2016			
27	Submit Schematic Design to MSBA	0 days	8/4/2016	8/4/2016			
28	MSBA Board Meeting	0 days	9/28/2016	9/28/2016			
29	LOCAL VOTES						
32	DESIGN AND CONSTRUCTION (TBD)						

