

**PROJECT MINUTES**

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	11/14/2016
Re:	School Building Committee Meeting	Meeting No:	29
Location:	Bourne Veteran’s Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	<b>Voting Member</b>
✓	Peter J. Meier	Board of Selectmen	<b>Voting Member</b>
	Christopher Hyldburg	Chairman, School Committee	<b>Voting Member</b>
✓	Natasha Scarpato	Member, School Committee	<b>Voting Member</b>
✓	Donna Buckley	Member at Large	<b>Voting Member</b>
	Richard A. Lavoie	Finance Committee	<b>Voting Member</b>
✓	William Meier	Building Trade Expert	<b>Voting Member</b>
		Member at Large	<b>Voting Member</b>
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	<b>Voting Member</b>
✓	Steven M. Lamarche	Superintendent of Schools, BPS	<b>Voting Member</b>
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		Local Official Responsible for Building Maintenance	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
29.1	Record	Call to Order, 6:30 PM, meeting opened.
29.2	Record	A motion was made by F. Howe and seconded by W. Meier to approve the 10/27/2016 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
29.3	Record	A motion was made by P. Meier and seconded by F. Howe to approve Warrant No. 13. No discussion, motion passed unanimous by those attending
29.4	Record	P. Meier updated the committee on the BTV taping this morning by C. Hyldburg. The video focused on the upcoming December 6th vote.
29.5	Record	S. Lamarche provided an update on the lead results from the state study performed at Peebles.
29.6	Record	S. Lamarche and J. Potter reviewed the fees and commitments incurred to date with the Peebles projects and discussed the approximately \$180,000 cost savings. K. Kovacs stated the High School Capacity Task #2 will be the final invoice from the Flansburgh and it was agreed by the Committee that Task #3 work is no longer applicable.
		COMMUNITY OUTREACH
29.7	Committee	The Committee discussed upcoming activities in preparation for the vote. The following events will further inform the public on the project, Committee Members to attend: <ul style="list-style-type: none"> <li>• Council on Aging on November 17th</li> <li>• Existing Peebles tours on November 19th and December 3rd</li> <li>• Peebles Project will have a table at Santa's Workshop</li> </ul>
29.8	Record	J. Potter summarized the open and transparent nature of the Peebles process with emphasis on the following: <ul style="list-style-type: none"> <li>• Televised meetings</li> <li>• Pamphlets/videos/handouts</li> <li>• Response to questions from the public</li> <li>• Keeping the public updated throughout the process</li> </ul>
29.9	Record	Old or New Business: None
29.10	Record	Next <b>SBC Meeting: December 1, 2016 at 6:30 pm</b> at the Bourne High School Library.
29.11	Record	A Motion was made by W. Meier and seconded by F. Howe to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Roadshow Schedule, MSBA Project Approval Letter, Peebles Tour Posters

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

## PROJECT MEETING SIGN-IN SHEET

Project: Peebles Elementary School Feasibility Study Project No.: 15041  
 Prepared by: Joel Seeley Meeting Date: 11/14/2016  
 Re: School Building Committee Meeting Meeting No: 29  
 Location: Bourne Veterans Memorial Community Center Time: 6:30pm

Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	<a href="mailto:onsetjp@juno.com">onsetjp@juno.com</a>	Chairman, School Building Committee
	Peter J. Meier	<a href="mailto:pmeier@townofbourne.com">pmeier@townofbourne.com</a>	Bourne Board of Selectmen
	Christopher Hyldburg	<a href="mailto:chrish@alpha-1.com">chrish@alpha-1.com</a>	Chairman, Bourne School Committee
	Natasha Scarpato	<a href="mailto:scarpato4@comcast.net">scarpato4@comcast.net</a>	Bourne School Committee
	Donna Buckley	<a href="mailto:d.j.buckley23@gmail.com">d.j.buckley23@gmail.com</a>	Member-At-Large
	Richard A. Lavoie	<a href="mailto:RichL.Lavoie@gmail.com">RichL.Lavoie@gmail.com</a>	Member, Bourne Finance Committee
	William Meier	<a href="mailto:Dusty22752@aol.com">Dusty22752@aol.com</a>	Building Trade Expert
	Frederick H. Howe	<a href="mailto:rickhowe9@gmail.com">rickhowe9@gmail.com</a>	Member-At-Large
	Steven M. Lamarche	<a href="mailto:slamarche@bourneps.org">slamarche@bourneps.org</a>	Member-At-Large, Board of Health
	Edward S. Donoghue	<a href="mailto:EDonoghue@bourneps.org">EDonoghue@bourneps.org</a>	Superintendent of Schools, BPS
	Thomas M. Guerino	<a href="mailto:tguerino@townofbourne.com">tguerino@townofbourne.com</a>	Director of Business Services, BPS, MCPPO
	Elizabeth A. Carpenito	<a href="mailto:ecarpenito@bourneps.org">ecarpenito@bourneps.org</a>	Town Administrator
	Elizabeth A. Carpenito	<a href="mailto:ecarpenito@bourneps.org">ecarpenito@bourneps.org</a>	Director of Facilities, Town of Bourne
	Kathy Anderson	<a href="mailto:kanderson@bourneps.org">kanderson@bourneps.org</a>	Principal, BES
	Janey Norton	<a href="mailto:jnorton@bourneps.org">jnorton@bourneps.org</a>	Elementary/Special Education Secretary
	Kent Kovacs	<a href="mailto:kkovacs@flansburgh.com">kkovacs@flansburgh.com</a>	Principal, PES
	Betsy Farrell Garcia	<a href="mailto:bgarcia@flansburgh.com">bgarcia@flansburgh.com</a>	Flansburgh Architects
	Joel Seeley	<a href="mailto:jseeley@smma.com">jseeley@smma.com</a>	Flansburgh Architects
			SMMA

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**AGENDA**

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	11/14/2016
Meeting Location:	Bourne Veterans Memorial Community Center	Meeting Time:	6:30 PM
Prepared by:	Joel Seeley	Meeting No.:	30
Distribution:	Committee Members (MF)		

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review MSBA Board Meeting
5. Preparation for Ballot Vote
6. Old or New Business
7. Public Comments
8. Next Meeting: December 1, 2016
9. Adjourn

TOTAL PROJECT BUDGET STATUS REPORT

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	Budget Balance	% Comtd to Date	Actual Spent to Date	% Spent to Date	Projected Expenditure/Commitments	Balance to Spend
<b>FEASIBILITY STUDY AGREEMENT</b>											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 140,000.00	\$ (15,000.00)	\$ 125,000.00	\$ 117,100.00	\$ 7,900.00	94%	\$ 97,600.00	83%	\$ 19,500.00	\$ 27,400.00
0002-0000	A/E Feasibility Study/Schematic Design	\$ 500,000.00	\$ (115,875.00)	\$ 384,125.00	\$ 384,125.00	\$ -	100%	\$ 342,000.00	89%	\$ 42,125.00	\$ 42,125.00
0003-0000	Environmental & Site	\$ 90,000.00	\$ 50,000.00	\$ 140,000.00	\$ 77,803.00	\$ 62,197.00	56%	\$ 65,164.00	84%	\$ 12,639.00	\$ 74,836.00
0004-0000	Other	\$ 20,000.00	\$ 80,875.00	\$ 100,875.00	\$ 29,797.13	\$ 71,077.87	30%	\$ 672.13	2%	\$ 29,125.00	\$ 100,202.87
	<b>SUBTOTAL</b>	<b>\$ 750,000.00</b>		<b>\$ 750,000.00</b>	<b>\$ 608,825.13</b>	<b>\$ 141,174.87</b>	<b>81%</b>	<b>\$ 505,436.13</b>	<b>83%</b>	<b>\$ 103,389.00</b>	<b>\$ 244,563.87</b>

Venue	Location	Date	Time	SBC Champion	SBC Attendees	Venue Contact	Presentation	Notes
Selectmen	Community Center	Tuesday, August 23, 2016	7:00PM	Jim Potter			Yes	Complete
Capital Outlay	Community Center	Wednesday, September 14, 2016	8:30AM	Jim Potter			Yes	Complete
Finance Committee	Community Center	Monday, September 19, 2016	7:00PM	Rich Lavoie	RH,		Yes	Complete
School Committee	BHS Media Center	Wednesday, October 5, 2016	6:30PM	Steve Lamarche	RH,		Yes	Complete
School Committee	Peebles School	Wednesday, November 9, 2016	6:30 PM	Steve Lamarche			No	Tour Peebles School before meeting
Peebles ES Open House	Peebles ES	Thursday, August 25, 2016	4:00 PM	Janey Norton		Janey Norton	No, handouts only	Complete
Bournedale ES Open House	Bournedale ES	Thursday, August 25, 2016	4:00 PM	Liz Carpenito		Liz Carpenito	No, handouts only	Complete
Middle School Back to School Night	Middle School	Thursday, September 8, 2016	5:30 PM	Kathy Anderson	NS, KA	Melissa Ryan	No, handouts only	Complete
BATV Interview	BATV	Thursday, September 15, 2016	2:00 PM	Joel Seeley	SL, CH, NS	Jenn McGrail		Complete
Peebles ES Back to School Night	Peebles ES	Thursday, September 15, 2016	5:30 PM	Janey Norton	KA,	Janey Norton	No, handouts only	Complete
Community Forum No. 9	Peebles ES	Tuesday, September 20, 2016	6:00PM	Jim Potter	RH,	Janey Norton	Yes	Complete
Bournedale ES Back to School Night	Bournedale ES	Thursday, September 22, 2016	5:30 PM	Liz Carpenito	KA,	Liz Carpenito	No, handouts only	Complete
High School Teachers Conference	High School	Thursday, October 6, 2016	4:00 PM	Steve Lamarche	KA,	Amy Cetner	No, handouts only	Complete
Bourne PTA	Peebles ES	Tuesday, September 20, 2016	6:00PM	Steve Lamarche			Yes	Complete
Rotary Club of Bourne/Sandwich	Upper Cape Cod Technical School	Thursday, September 8, 2016	7:40 AM	Chris Hylburg	CH, PM, SL	Bob Dutch	Yes	Complete
Pocasset Village Association	Pocasset Community Center	Saturday, September 10, 2016	9:30AM	Liz Carpenito	RH,		Yes	Complete
Cataumet Civic Association				Liz Carpenito	RH,			No annual meeting, invited to Community Tour
Sagamore Highlands Association				Liz Carpenito	RH,			No annual meeting, invited to Community Tour
Council on Aging	Community Center	Thursday, October 6, 2016	2:00 PM	Peter Meier	RH?		Yes	Complete
Peebles Community Tour	Peebles ES	Saturday, September 24, 2016	1:00 PM	Janey Norton		Janey Norton	No	Complete
Republican Town Committee	Community Center	Monday, October 3, 2016	?	Jim Potter			Yes	Complete
Community Center	Community Center	Wednesday, September 28, 2016	10:00 AM	Steve Lamarche			No	Complete
Peebles Community Tour	Peebles ES	Saturday, October 15, 2016	1:00 PM	Janey Norton			No	Complete
Town Meeting	BHS	Monday, October 17, 2016	7:00 PM	Jim Potter			Yes	Complete
Bourne Public Library	?	?	?	Janey Norton	?	?	?	Need date/time
Men's Breakfast	Community Center	?	?	Peter Meier	?	?	?	Need to confirm date/time
High School Play	High School	Thursday, November 10, 2016	6:45 PM	Kathy Anderson	KA, ED	KA	No	Table
High School Play	High School	Friday, November 11, 2016	6:45 PM	Kathy Anderson	KA	KA	No	Table
High School Play	High School	Saturday, November 12, 2016	1:15 PM	Kathy Anderson	SL	SL	No	Table
High School Play	High School	Saturday, November 12, 2016	6:45 PM	Kathy Anderson	?	?	No	Table
High School Play	High School	Sunday, November 13, 2016	1:15 PM	Kathy Anderson	CH	?	No	Table
Santa's Secret Workshop and Holiday Fair	Middle School	Saturday, December 3, 2016	10:00 AM	Liz Carpenito	LC	?	No	Table - 10AM-3PM - Bourne MS - Lobby location requested
Peebles Community Tour	Peebles ES	Saturday, November 19, 2016	1:00 PM	Janey Norton	DB, JN	Janey Norton	No	
Peebles Community Tour	Peebles ES	Saturday, December 3, 2016	1:00 PM	Janey Norton	DB, JN	Janey Norton	No	
BourneTV Taping	BATV	?	?	Steve Lamarche	PM, CH	Jen McGrail	No	Need date/time
Council on Aging	Community Center	Thursday, November 17, 2016	1:00 PM	Kathy Anderson	JP, PM, KA	Felicita Monteiro	Yes	Need 15 minute presentation
Bourne Women's Club		Wednesday, November 2, 2016	12:45 PM	Kathy Anderson	KA, JN, LC			Complete
Aptucxet Garden Club of Bourne	?	?	?	Liz Carpenito	?	?	?	Need date/time
Upper Cape Technical High School Craft Fair	Upper Cape Technical High School	November 19-20, 2016	?	Steve Lamarche	?	?	?	Table - 10AM to 3:30PM
Selectmen's Meeting	Community Center	Tuesday, November 29, 2016	?	Jim Potter	?	?	No	Public Comment
Council on Aging Wednesday Soup & Sandwich	Community Center	Wednesday, November 30, 2016	11:30 AM	Kathy Anderson	KA, LC	Felicita Monteiro	?	11:30AM-1:00PM
Ballot Vote		Tuesday, December 6, 2016						

# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chairman, State Treasurer*

**Maureen G. Valente**  
*Chief Executive Officer*

**John K. McCarthy**  
*Executive Director / Deputy CEO*

November 9, 2016

Mr. Thomas M. Guerino  
Bourne Town Administrator  
Bourne Town Hall  
24 Perry Avenue, Room 101  
Bourne, MA 02532-3441

Re: Town of Bourne, James F. Peebles Elementary School

Dear Mr. Guerino:

I am pleased to report that the Board of the Massachusetts School Building Authority (the "MSBA") has voted to approve the James F. Peebles Elementary School Project (the "Proposed Project") in the Town of Bourne (the "Town") to replace the existing James F. Peebles Elementary School with a new District-wide, grades 3-5 elementary school on the existing site.

The Board approved an estimated maximum Total Facilities Grant of \$14,686,949, which does not include any funds for potentially eligible owner's or construction contingency expenditures. In the event that the MSBA determines that any owner's and/or construction contingency expenditures are eligible for reimbursement, the maximum Total Facilities Grant for the Proposed Project may increase to as much as \$15,150,082. The final grant amount will be determined by the MSBA based on a review and audit of all project costs incurred by the Town, in accordance with the MSBA's regulations, policies, and guidelines and the Project Funding Agreement. The final grant amount may be an amount less than \$14,686,949.

Pursuant to the MSBA's regulations, the Town has 120 days after the date of the MSBA's Board vote to acquire and certify local approval for an appropriation and all other necessary local votes or approvals showing acceptance of the cost, site, type, scope, and timeline for the Proposed Project. After receipt of the certified votes demonstrating local approval, the MSBA and the Town will execute a Project Funding Agreement which will set forth the terms and conditions pursuant to which the Town will receive its grant from the MSBA. Once the Project Funding Agreement has been executed by both parties, the Town will be eligible to submit requests for reimbursement for Proposed Project costs to the MSBA. The Project Scope and Budget Agreement signed by the Town and the MSBA will form the basis for the Project Funding Agreement.

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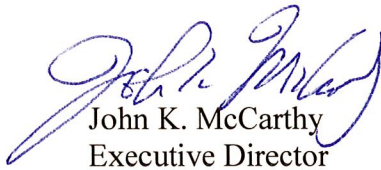
November 9, 2016

Bourne Project Scope and Budget Board Action Letter

We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board's approval of the Proposed Project in the Town of Bourne to replace the existing James F. Peebles Elementary School with a new District-wide, grades 3-5 elementary school on the existing site.

I look forward to continuing to work with you during the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



John K. McCarthy  
Executive Director

Cc: Legislative Delegation  
Donald J. Pickard, Chair, Bourne Board of Selectmen  
Anne-Marie Siroonian, Chair, Bourne School Committee  
Steven Lamarche, Superintendent, Bourne Public Schools  
Edward Donoghue, Director of Business Services, Bourne Public Schools  
James Potter, Chair, Bourne School Building Committee  
Joel Seeley, Owner's Project Manager, Symmes Maini & Mckee Associates  
Kent Kovacs, Designer, Flansburgh Associates  
File: 10.2 Letters (Region 6)



# *Peebles Elementary School Community Tour*

**Join us for a community tour on December 3<sup>rd</sup>**

to experience and learn about the existing conditions of this 63 year old school and the cost to keep it going.



**Tour Location: Peebles Elementary School Lobby**

**Date/Time: December 3<sup>rd</sup>, First Tour at 1:00 PM / Last Tour at 3:00 PM**

***Tours will be approximately 25 minutes***

**Websites:** <http://www.townofbourne.com/school-building-committee> & <http://www.newpeebles.weebly.com>

**Project Email:** [sbc@townofbourne.com](mailto:sbc@townofbourne.com)

**Project Management: SMMA**

**Flansburgh Architects**

**Sponsored by the School Building Committee**

# *Peebles Elementary School Community Tour*

**Join us for a community tour on November 19<sup>th</sup>**

to experience and learn about the existing conditions of this 63 year old school and the cost to keep it going.



**Tour Location: Peebles Elementary School Lobby**

**Date/Time: November 19<sup>th</sup>, First Tour at 1:00 PM / Last Tour at 3:00 PM**

***Tours will be approximately 25 minutes***

**Websites:** <http://www.townofbourne.com/school-building-committee> & <http://www.newpeebles.weebly.com>

**Project Email:** [sbc@townofbourne.com](mailto:sbc@townofbourne.com)

**Project Management: SMMA**

**Flansburgh Architects**

**Sponsored by the School Building Committee**