

Name of Committee: Heath School Building Committee

Meeting Date: August 4, 2010 Time: 8:30am Meeting Location: Town Hall Room: 111

Attendees indicated by x; names in bold- voting members

Heath School Building Committee

<b>Kenneth Goldstein</b>	x	<b>Milly Katzman</b>	x
<b>Helen Charlupski</b>	x	<b>Charles Simmons</b>	x
<b>Barbara Scotto</b>	x	<b>Jennifer Fischer-Mueller</b>	
<b>George Cole</b>	x		
<b>Carla Benka</b>			
<b>William Lupini</b>	x	Raymond Masak (OPM )	x
<b>Sean Cronin</b>	x		
<b>Michael Shepard</b>	x		

Public Present: None

Topic: **Owner's Project Manager**

Ken Goldstein kicked off the meeting and requested the name of the Owner's Project Manager (OPM). Mike Shepard reviewed the OPM process and stated it was ultimately decided that an employee of the Town (Ray Masak) would provide this service. Ray Masak stated that he prepared and submitted the MSBA application for OPM services and that he was anticipating being interviewed on September 13 by the MSBA, if necessary

Topic: **Project Overview**

Peter Rowe gave a brief overview of the project. He stated that initially the school department looked at portables but after discussion with the Building Commission, it was agreed that a permanent solution would be more cost effective. A concept design was prepared and a Statement of Interest was submitted to the MSBA. The MSBA did a facility evaluation and their board voted in March to share in the cost of the feasibility/ schematic design.

Topic: **Open Meeting Law/ Conflict of Interest**

Ken Goldstein stated that the group needed to be cognizant of the new open meeting law. Ray Masak stated that Town Counsel was going to review this updated law with him as they relate to the Heath School Building Committee. A question was raised relative to 2-3 staff members (who are on the committee) getting together in the coordination of a project as to whether under the new law

this constituted a meeting. This issue will be discussed with Town Counsel as well.

K. Goldstien stated that all committee members had to review and take the test regarding the Conflict of Interest Law. Ray Masak will review this matter internally to insure all committee members have taken the test and the proper documentation is on file.

**Topic: Project Scope/ Designer Selection**

The overall scope of the project of was discussed. Mike Shepard stated that we needed to avoid scope creep based on the discussions that occurred at the Heath School community meeting surrounding the multipurpose room. M. Shepard stated that this was not part of the original concept design. Milly Katzman stated the multipurpose room was a priority. Barbra Scotto questioned the size of the existing library. Helen Charlupski stated we needed to be open to all alternatives. Bill Lupini stated that it was imperative for the cafeteria to be able to seat 3 lunches for MSBA funding. Based on an email received from Carla Benka, the use of modular construction was reviewed as well.

After further discussion and the committee's review of the scope section of the Request for Designer Services Package being prepared by R. Masak, it was agreed that the scope of the feasibility study will evaluate the following spaces/ systems including accessibility:

- Multipurpose room
- Cafeteria
- Library
- MEP infrastructure
- Cost benefit analysis of modular construction at this site

**Topic: Schedule**

Ray Masak gave a short presentation on the overall project schedule. The following key dates were noted:

- September 13, 2010 - Tentative Date - OPM Interview with MSBA
- October 5, 2010- Tentative Date- MSBA Designer Selection Panel – Selection of design firms for interviews
- October 19, 2010- Tentative Date -MSBA Designer Selection Panel - Interviews of designer and selection of one design firm
- March 16, 2010: Feasibility/ Schematic Design completed for May Town meeting
- September 30, 2012- Completion of Project

Ray Masak stated there were some key assumptions in the schedule, ie MSBA gives the Town approval to advertise the RFS concurrently with the OPM selection process and that the Town gets on the MSBA's agenda for the dates noted above. It was also noted that schedule was fairly aggressive. Sean Cronin stated that warrant articles need to be completed 75 days prior to Town meeting and should be reflected in the schedule.

Topic: **Committee Makeup**

There was a discussion on having two additional members be added to the committee who would represent the community and their status as voting members. Sean Cronin will review this matter with the MSBA and present his findings at our next meeting. It was noted that member nominations must take into account the conflict interest law.

Topic: **Proposed Meetings**

The next meeting of the Heath School Building Committee is Monday September 20, 2010 at 8:30 am in a location to be determined.

Respectfully submitted,

Raymond Masak  
Owner's Project Manager