

Name of Committee: Heath School Building Committee (SBC)

Meeting Date: September 20, 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>Mel Kleckner</b>	x
<b>Carla Benka</b>	x		
<b>William Lupini</b>	x	Raymond Masak (OPM -Acting)	x
<b>Sean Cronin</b>	x		
<b>Michael Shepard</b>			

Public Present: None

Topic: **Meeting Minutes Approval**

Ken Goldstein made a motion to approve the minutes of August 4, 2010 which was seconded. The vote was unanimous to approve the meeting minutes.

Topic: **Owner's Project Manager (OPM) Update**

Ray Masak stated that the Massachusetts School Building Authority (MSBA) did not require the Town to interview for the OPM position based on the fact that Ray was part of the original presentation for the Runkle School Project. Further, the MSBA also indicated that the OPM application for the Heath School project would be further reviewed once the Town hired a new project representative for the Runkle Project; the position originally envisioned for Ray Masak.

Topic: **Architect Walkthrough Update**

Ray Masak gave a brief overview of the architect walkthrough which was conducted on September 16, 2010. He stated that fifteen (15) firms attended – ten (10) were architects and five (5) were consultants and was surprised by the limited turnout. Ray was told by the larger architects that they would not be submitting on this project based on the “perceived way” the MSBA is distributing work, i.e. they did not want to minimize their chance to be selected for a larger project as they viewed Heath School renovation as a smaller project.

Topic: **Schedule Lookahead**

Ray Masak stated that the packages for designer selection were due this Wednesday, September 22, 2010 and that the MSBA Designer selection panel to review these packages was scheduled for October 19, 2010 at 8:30 AM. Ken Goldstein stated that he had received correspondence from the MSBA on this subject and he advised the other members (Barbara Scotto, George Cole) involved with the designer selection process to review this material as well. Based on scheduling issues, Ray Masak requested that the committee members involved with this process to not consider interviews. Based on considerable discussion regarding schedule impacts and that interviews provide further insight as to the personalities assigned to the project, this issue would be tabled to the next SBC meeting scheduled for October 18, 2010. At that time, the SBC would have additional information to deliberate further on the need for interviews.

Topic: **Budget review**

Ray Masak presented the Total Project Budget. He stated that this budget was prepared so he and the SBC could have a better understanding of the “soft costs” for the project. Ray stated that this budget was initially presented to the Building Commission and that they were concerned with the architects design fee (too high). Because of this concern, Ray evaluated this issue further and prepared a fee based on the MSBA’s standard contract. He stated that it appeared that fee as percentage of construction might range from 10 -12 %. The purpose of this evaluation is to minimize the time period for contract negotiations. Ray stated that the architects who were present at the site walkthrough were informed a “%:” based proposal would not be accepted and their fee would need to be task based.

General consensus of the SBC was that this was a good start regarding soft costs and that the school department needed to review the budget further. Barbara Scotto wanted to insure that the audio visual equipment and technology line item was adequately funded. Ray Masak stated he review this with the IT department (school and town side).

Topic: **Additional members**

From the last meeting, there was a discussion on having two additional members being added to the committee who would represent the community and their status as voting members. Based on input from Sean Cronin, it was determined that additional voting members could be added to the SBC. As such, Ken Goldstein requested the names of the candidates who were interested in being part of the committee from Milly Katzman. Milly presented the names of three (3) candidates and further stated that all had extensive experience in the field of design and construction. George Cole stated that he was familiar with all the candidates and that they would be a good fit for the committee. Discussion

ensued on the ultimate makeup of the committee. It was agreed that one member should be from the PTO and one member would be selected from one of the candidates from the design and construction field.

Topic: **New Business**

Carla Benka mentioned that there was a house abutting school property which was on the National Historic Register. Ray Masak stated he would work with the Preservation Commission on this issue.

Ken Goldstein asked Milly Katzman what the school communities overall perception of the project was at this time. Milly Katzman stated that the overall mood was positive but that the logistics of dealing with a construction project would need to be carefully looked at as it relates to moving classrooms. Milly Katzman also stated that she was concerned how the project might deal with common spaces as there is a real problem from a scheduling standpoint at this time. As the project has limited funding, it was agreed that that we needed to manage the expectations of the community.

Bill Lupini stated that parking will probably become an issue since the size of the school would be increasing and that a parking plan similar to the Runkle School would need to be evaluated.

Topic: **Proposed Meetings**

The next meeting of the Heath School Building Committee is Monday October 18, 2010 at 8:30 am in a location to be determined.

Respectfully submitted,

Raymond Masak  
Owner's Project Manager (Acting)