Name of Committee: Heath School Building Committee (SBC)

Meeting Date: November 16, 2010 Time: 8:30am Meeting Location: Town Hall Room: 111

Attendees indicated by x; names in bold- voting members

Heath School Building Committee

Kenneth Goldstein	x	**Milly Katzman**	x	Todd Kirrane	x
Helen Charlupski	x	**Charles Simmons**		Will Spears	x
Barbara Scotto	x	**Jennifer Fischer-Mueller**		Margaret Clark	x
George Cole	x	**Mel Kleckner**	x		
Carla Benka	x	**Stacey McCarthy**	x		
William Lupini	x	**Daniel St. Clair**			
Sean Cronin	x				
Michael Shepard	x	Raymond Masak (OPM)	x		
Peter Rowe	x	Peter Ditto	x		

Public Present: Michael Sandman, Cameron Merrill

Topic: **Meeting Minutes Approval**

Ken Goldstein made a motion to approve the minutes of October 18, 2010. The motion was seconded by Helen Charlupski. The vote was unanimous to approve the meeting minutes.

Topic: **Review MSBA Timeline**

Ray Masak stated that the Massachusetts School Building Authority (MSBA) has requested on several occasions that the Town have the feasibility preferred solution prepared and ready for presentation to the MSBA facilities subcommittee on December 15, 2010. Based on further discussions, it was presented that the intent of fast tracking (regaining two months in the schedule) this project will allow the building to be ready for the start of school year in 2012.

Topic: **Architect Introduction and Presentation of Concept Options**

Introductions were made between the SBC and the architect, Miller Dyer Spears (MDS). After the introductions, MDS then proceeded to their presentation regarding possibe options to meet the program intent of the project. The following areas were presented: existing site analysis, classroom additions, cafeteria addition/ expansion, reuse of the auditorium as a multipurpose space,

adding a stage to the gym, library addition, and construction impacts/ staging issues. After the formal presentation, Will Spears from MDS presented a 3-D model of the options from an elevation standpoint and stated that they took a "modernist" approach to the original architect's design as a first pass for their modeling effort. After the presentation, the following issues were discussed:

- The number of classrooms will be six(6)
- Need the architect to provide examples of a gymatorium
- The makeshift classroom on the second floor mezzanine by the gym will no longer be required with the addition of the new classrooms
- Consider using unexcavated area (classroom addition) as storage
- Further discussion is needed on the extended day space
- Need to further investigate shared space between the cafeteria and the existing auditorium
- Need to further investigate of having the gym and a new multipurpose space closer together
- Need to further investigate the possibility of adding additional office space
- To improve sight lines at the cafeteria, need to explore the possibility of removing the existing METCO/ECS office
- Need to further investigate reconfiguring the cafeteria for a second food line

Topic: **Discuss approach and framework to meet MSBA Timeline**

Ray Masak requested that MDS present their schedule. Will Spears stated two meetings would be needed of the SBC to get the necessary input to be ready for the MSBA's meeting on December 15, 2010. Ray Masak stated that with the Town's input, the schedule showed the public meetings needed to get appropriate "buy-in "of the project. It was agreed that it was important to meet the MSBA's deadline and the following meetings were scheduled to support that effort:

- SBC- November 29,2010 8:30 AM
- Public Meeting- December 6, 2010 7:00 PM
- SBC- December 10,2010 8:30 AM
- Public Meeting (as needed)- December 13, 2010 7:00 PM

Topic: **New Business**

George Cole requested information on the decision making process for the SBC over the next few weeks. Will Spears stated that they would be refining the concept design and would be providing cost estimates (menu driven) for the options which will allow the SBC to decide on the ultimate project moving forward. George Cole asked Will Spears when MDS would be proceeding with the hazardous material survey and the boring program. As these issues could have

serious impacts on the cost of the project, George voiced his concern regarding doing adequate due diligence for the concept estimates. Will Spears stated these issues will be addressed and scheduled accordingly so that the information is available for the feasibility study.

Topic: **Proposed SBC Meeting**

The next meeting of the Heath School Building Committee is scheduled for November 29, 2010 at 8:30 AM.

Respectfully submitted,

Raymond Masak, PE
Owner's Project Manager