Name of Committee: Heath School Building Committee (SBC)

Meeting Date: January 24, 2011 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	Will Spears (MDS)	x
Helen Charlupski	x	**Charles Simmons**		Brian Pace (MDS)	x
Barbara Scotto	x	**Jennifer Fischer-Mueller**			
George Cole	x	**Mel Kleckner**	x		
Carla Benka	x	**Stacey McCarthy**	x		
William Lupini	x	**Daniel St. Clair**	x		
Sean Cronin	x				
Michael Shepard	x	Raymond Masak (OPM)	x		
Peter Rowe	x	Margaret Clark (MDS)	x		

Public Present: None

Topic: **Meeting Minutes Approval**

Ken Goldstein made a motion to approve the minutes of December 10, 2010. The motion was seconded by Mike Shephard. The vote was unanimous to approve the meeting minutes.

Topic: **Review Overall Progress, Schedule and Budget**

Ray Masak presented the following regarding progress of the project, schedule, and budget:

Progress:

- December 15 – Town and MDS presented Preferred Scheme to the MSBA Facilities Assessment Subcommittee
- December 17 – Town and MDS formally submitted the Preferred Scheme to the MSBA

Schedule:

- January 12 (cancelled) - MSBA Board of Directors Meeting - MSBA staff makes recommendation of Preferred Schematic for Board Approval
- January 18 – Department of Education Special Education Document to be submitted to the MSBA for review and approval
- January 24 - Schematic Design to be submitted to MDS and Town estimators

- February 18 – Schematic Design submittal due for the Board of Directors Meeting
- March 30 Board of Directors Meeting – Project Scope and funding Agreement Approved by the MSBA Board of Directors

Overall Project Budget

• Construction w/ contingency	$7,707,859
• Soft Costs	$1,056,957
TOTAL	$8,764,859

Ray Masak stated that the Overall Project Budget that was presented at today's meeting was based on the estimate prepared for the Preferred Scheme and that the estimate was approximately $200,000 above the budgetary number established for the project. Ray stated that this would be evaluated further during the estimating process for the schematic design which was starting today.

Topic: **Review Development of Design**

MDS reviewed the development of the design as well as presenting options for the multipurpose space. The following discussions ensued:

Multi Purpose Space

- MDS presented two options for the location of the multipurpose space as well as requesting direction regarding the need for a stair in the classroom addition. The general consensus from the committee was that the multipurpose space should be at the end of the building rather than directly across from any classrooms. It was also agreed that although the stair would be a functional improvement, the cost could not be justified.

Cafeteria

- MDS presented the modifications to the kitchen which includes freezer space, replacing the existing cooler and a dishwashing area.
- There were no changes to the cafeteria concept.

Library

- MDS presented a possible design scenario for the library. Additional information is required regarding the additional needs of the space (increased library collection, seating, and/ or technology).

Site Work

- MDS presented a proposed concept for increasing the hard surface play area by the gym rather than replicating the area that exists. The committee requested that the architect evaluate this option further.
- MDS presented the difficulties of making the entire site accessible based on the steepness of some of the sidewalks on school property and that a variance may be required. MDS stated this issue needs to be developed further.

It was agreed that the following votes would be taken by the committee

- Ken Goldstein made a motion to instruct MDS to design the multipurpose space on the end of the building and to maximize storage which was seconded by Mike Shephard. The vote was unanimous by the SBC.
- Ken Goldstein made a motion to instruct MDS not to pursue the addition of a stairway at the classroom addition which was seconded by Bill Lupini. The vote was unanimous by the SBC.

Topic: **New Business**

None to report.

Topic: **Proposed SBC Meeting**

The next meeting of the Heath School Building Committee is scheduled for February 9 at 8:30 AM.

Respectfully submitted,

Raymond Masak, PE
Owner's Project Manager