Name of Committee: Heath School Building Committee (SBC)

Meeting Date: February 9, 2011 Time: 8:30am Meeting Location: Town Hall Room: 111

Attendees indicated by x; names in bold- voting members

Heath School Building Committee

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| **Kenneth Goldstein** | x | **Milly Katzman** | x | Will Spears (MDS) | x |
| **Helen Charlupski** | | **Charles Simmons** | | Brian Pace (MDS) | x |
| **Barbara Scotto** | x | **Jennifer Fischer-Mueller** | | | |
| **George Cole** | x | **Mel Kleckner** | x | | |
| **Carla Benka** | x | **Stacey McCarthy** | | | |
| **William Lupini** | | **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 January 24, 2011. The motion was seconded by Dan St.Clair. 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:

- January 24 - Schematic Design was submitted to MDS and Town estimators
- January28 – Town and MDS had a conference call with the MSBA to discuss their initial comments on the Preferred Design Scheme

Schedule:

- 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 $7,232,526
- Soft Costs $1,276,685

TOTAL $8,509,211

Ray Masak stated the Construction Budget that was presented at today's meeting was based on the ongoing reconciliation process being undertaken by the Town and architect's estimators' for the Schematic Design and that the estimate was approximately $200,000 below the budgetary number established for the project. Ray stated that the reconciliation process needs to continue until both estimators agree on a final number for the Construction Budget. The following discussion ensued:

- MDS Design Matrix: There was general consensus that this document was confusing and the document needed to be reformatted to clearly delineate in scope items versus possible alternates. For the Building Controls, MDS is to provide documentation justifying the need for this item. There was also a concern regarding the difference between the two estimators. Ray Masak stated that the reconciliation process was ongoing and that the estimators will eventually agree on most items as well as the final construction number.
- Contingency: There was discussion regarding the various contingencies used on a project (construction, design, and project). Ray Masak stated that contractor contingency is not used on public work under a design bid build scenario.
- Solar Panels: There was a discussion regarding the possible installation of solar panels. Ray Masak stated that based on cost, limited budget, and the payback from this technology, the cost of this technology could not be justified.
- Technology Budget: It was requested that this line item be reevaluated. Ray Masak stated he would coordinate with the school department so that the technology needs of the school are met.
- Future Project near School: There was discussion regarding the future construction project on the corner of route 9 and Reservoir Road. There was general consensus that there was a critical need to coordinate with this project to minimize impacts to the Heath School Project. Ray Masak and Mike Shepherd stated they met with representatives of the project to discuss possible impacts and mitigation strategies for Reservoir Road.
- Play Equipment: Sean Cronin noted there appeared to be overlap regarding costs related to the Heath Project and the Playground Equipment Budget that was developed as a possible CIP item. He requested that a meeting be established between the architect and the Parks Department to address this issue. Ray Masak stated he would coordinate this request.
- Site: MDS requested a public meeting to get input regarding site access issues. A meeting was tentatively setup for March 7, 2011. Ray Masak

requested that the committee consider a smaller less formal forum and that the Commission for the Disabled be part of the process.

Topic: **Review Development of Design**

MDS reviewed the development of the design. The following discussions ensued:

Classroom Space

- MDS presented exterior elevations as well as the changes made to the classroom interior spaces. It was requested that additional lockers be added on the second floor and improve the architectural treatment between the classrooms and multipurpose room.

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 proposed layout for the library including a new book/ A/V storage room.

Site Work

- 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 will be required. MDS stated this issue needs to be developed further.

Topic: **New Business**

None to report.

Topic: **Proposed SBC Meeting**

The next meeting of the Heath School Building Committee is scheduled for February 16 at 2:00 PM.

Respectfully submitted,

Raymond Masak, PE
Owner's Project Manager