

Name of Committee: Runkle School Building Committee

Meeting Date: November 3, 2008

Time: 8:30 a.m.

Meeting Location: Old Lincoln School, Room 202

Members Present: Nancy Daly, Chairman, BOS, Richard Kelliher, Town Administrator, Helen Charlupski, School Committee, William Lupini, Superintendent of Schools, Sean Cronin, Deputy Town Administrator, Michael Shepard, Building Commissioner, Tony Guigli, Project Director, Julie Hackett, School Department, David Sumemrgrad, Principal, Glenn Cunah, School Committee.

Public Present: Scott Newman and Karen Breslawski, parents

Topic: Approval of Minutes

- The Committee unanimously approved the minutes of October 20, 2008.

Topic: Update of Project

- T. Guigli summarized the designer selection process for this project as established by the MSBA. Their Designer Selection Panel (DSP) consists of 12 members appointed by the MSBA and 3 members from the Awarding Authority. The three members from the Awarding Authority are the CEO of the Town, a member of the School Committee and the Superintendent of Schools (or his designee). In this case, it was agreed that Mr. Kenneth Kaplan would be the designee of the Superintendent, Ms. Nancy Daly is the CEO, and Ms. Helen Charlupski would represent the School Committee. The Selectmen will be asked to approve the nominees.
- The DSP for this project will meet on Tuesday December 9, 2008. T. Guigli to provide agenda when it is known.
- The Request for Designer Services (RFS) was let on October 29, 2008. Responses are due on November 25, 2008, with an information session at the Runkle School scheduled for November 13, 2008 at 10:00 a.m.
- The Town has forwarded all information needed by the MSBA for their enrollment projections.
- The Town recently received the draft Feasibility Study Agreement (FSA) from MSBA and is reviewing it.
- R. Masak and T. Guigli to attend seminars in the month of November in order to receive MCPPO certification, which is required for in-house Owners' Project Manager (OPM).
- T. Guigli to estimate the funds needed for Town Meeting approval for feasibility study and all project related work through May of 2009.
- T. Guigli states the goal is still to have construction start in June 2010, but fall of that year is more likely, given the time needed for feasibility and to coordinate with the Town funding cycles and the MSBA.