

**SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING
OCTOBER 1, 2008**

The first meeting of the School Building Committee was held on Wednesday, October 1, 2008, at the Franklin Municipal Building, Franklin, Massachusetts. The meeting was called to order at 5:05 p.m. Members present were Christopher Feeley, Scott Mason, Edward Cafasso, Paula Mullen, Maureen Sabolinski, Pamela Gould, Michael D'Angelo, Lou Allevato, Thomas Mercer, Thomas Cameron, William Goode, Scott Nathan, Rob Halter and Jeffrey Nutting. Absent was Michael LeBlanc.

1. **Swearing in of Members** - Committee members not previously sworn in were done so by the Town Clerk.

2. **Introduction** - Jeffrey Nutting, Town Administrator, welcomed everyone and provided notebook manuals with pertinent information to each member. Members introduced themselves individually, providing a brief history.

3. **Election of Officers** – The following motions were made by S. Mason and seconded by E. Calafasso:

Motion: To appoint Thomas Mercer as Chair of the Committee
Vote: Approved 14- 0 (Yes 14 No 0 Abstained 0)

Motion: To appoint Christopher Feeley as Vice-Chair of the Committee
Vote: Approved 14 – 0 (Yes 14 No 0 Abstained 0)

A further motion was made by C. Feeley and seconded by L. Allevato, as follows:

Motion: To appoint Scott Mason as Clerk of the Committee
Vote: Approved 14 – 0 (Yes 14 No 0 Abstained 0)

4. **Establish Meeting Schedule** – After discussion, it was determined that meetings generally will be held at 6:00 p.m. on the 2nd and 4th Wednesdays of the month in the Municipal Building Training Room, with flexibility for holidays, etc. However, remaining October meetings will be October 8th (6 p.m.) and Tuesday, October 28th (5:30 p.m. at Franklin High School).

5. **Establishment of Goals** – Mr. Nutting and Mr. D'Angelo explained that the main goals are renovations to a forty-year old high school in order to bring it up to code and retain accreditation, as well as needed improvements to three existing elementary schools; i.e. Kennedy School – approximately \$600,000 - \$800,000; Parmenter School - \$200,000; and Davis Thayer School - \$2,000,000 - \$3,000,000.

6. **Review of Documents** – Mr. Nutting explained the documents provided in the manuals distributed to the members, which included websites which members could reference online for additional information.

7. **Discussions Topics & Future Steps:**

A. **MSBA Process** – Maureen Sabolinski explained the process of refreshing the Statement of Interest form for submission to the Massachusetts School Building Authority by November 17, 2008 for request for funding. It was suggested that a letter be sent to the MSBA advising them that a committee has been formed and the letter be reviewed with Rep. Jim Vallee prior to being sent. The Chair agreed to work with Mr. Nutting and Mr. Feeley to draft a letter.

B. **Cost effectiveness** of a large renovation project versus new construction was discussed. High School has structural problems, cafeteria undersized and old equipment, old heating and cooling systems, etc. The Whitman-Hanson High School was given as an example of an approximate project cost to compare. Mr. Goode suggested that some members tour Whitman-Hanson in the future to see what they had accomplished within that cost range.

C. **Public Construction Laws** –

1) Mr. Nutting explained the classic Chapter 149, which involves specifications and bidding process with a general contractor submitting bids for the project;

2) When over a million dollars is involved, a project manager must be hired. In the future the Town's Building Commissioner, David Roche, and Purchasing Agent, Norma Collins, will become involved with this committee.

3) Newest option is Construction Management Risk – Make a deal up front with a design firm that does that type of work and that firm becomes the general contractor. Mr. Nathan referred to contacting an attorney/engineer who has expertise in that area and it was suggested that he be asked to attend the first meeting in November to discuss that option.

D. **Staff support** – Mr. Nutting advised that Attorney Mark Cerel represents the Town on any legal issues and would review all documents prior to signature and the committee will have other staff support on issues as they go forward.

E. **Funding method** – options to fund either by the Town itself or through the MSBA process were discussed.

F. **Portable Classroom Issue** – Mr. D'Angelo gave background on condition and expected life of portable classrooms, five of which are leased and eighteen owned.

G. **Enrollment** – Difficulty of projecting future enrollment, with studies constantly changing. May, 2006 and February, 2008 enrollment projections in booklet. Current enrollment at the high school is 1,621.

H. Tour of Facilities – the Chair established that members plan to tour the high school on October 28th meeting night, meeting at 5:30 p.m. at the school lobby and following that tour do a walk-through at the Davis Thayer School.

8. Other: Mr. Nutting reviewed compliance with open meeting laws when using e-mail among committee members, as well as ethics and conflict of interest laws, copies of which are available at the Town Clerk's office.

The Chair advised that he would e-mail the next meeting agenda to the members. This concluded the meeting and a motion was made by S. Mason and seconded by E. Cafasso:

Motion: That the meeting be adjourned at 6:25 p.m.

Vote: Approved 14 – 0 (Yes 14 No 0 Abstained 0)

Respectfully submitted,

Brenda J. Hutchinson

SBCMinutes 10-1-08
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