

**Mountview School Building Committee
Meeting Minutes
April 10, 2012**

APR 25 9 42 AM '12
HMLD Building

6PM

Present: Chairman Paul Challenger, Peter Brennan, David White, Nancy Galkowski, Jacquie Kelly, Margaret Watson, Gary Kaczmarek, Chris Lucchesi, Tom Pandiscio (arrived at 6:33PM)

Others Present: Mike Pagano, Lamoureux-Pagano
Bill Senecal, Lamoureux-Pagano
Elizabeth Helder, Recording Secretary

Absent: Erik Githmark, Michael Sherman

Others Absent: Ken O'Brien, Holden Board of Selectmen

1. Feasibility and Schematic Design Architect Discussion

Chairman Challenger announced that the MSBA had ranked Lamoureux-Pagano as the top architectural firm for the feasibility and schematic design phase of the project. He introduced Mike Pagano and Bill Senecal with Lamoureux-Pagano to the members of the Committee. Mr. Pagano thanked the Committee for advocating for LPA's services to the Design Panel at the MSBA, as it meant that the Town had great confidence in the work of LPA. He said he was pleased to continue his working relationship with the Town. A proposed contract agreement is currently being reviewed by the Town Manager's office. He said the Committee would be pleased with the regulatory and administrative staff at the MSBA as many changes have occurred at the MSBA to vastly improve the agency. It is a much cleaner, open working relationship. He said one of the biggest changes was the Pro-Pay system which has greatly improved the reimbursement process.

Mr. Kaczmarek handed out a Feasibility Study – Draft Work Plan document to the Committee. Mr. Pagano reviewed it and said that the Committee must satisfy the Preliminary Evaluation of Alternatives and that the MSBA will closely scrutinize the Committee's work. Additionally, the Committee will need to prove to the MSBA project scenario options that include "no-build", redistricting the students, or converting an existing building in Town into a school, as well as renovating the currently building, prior to proving that the Town needs to build new. He said that the Committee has to prove and demonstrate to the MSBA that a new building is the best option for the Community. The Committee concurred with Mr. Pagano on this point.

Mr. Pagano will serve as the Principal Architect on the Project. Mr. Senecal will be the Project Architect assigned full time to the project. He will manage the in-house team at LPA as well as the consulting engineers. Approximately 70 people from many different firms will work on the project. Mr. Pagano confirmed that he is also the Principal Architect on the Auburn High School project. However, he assured the Committee that he was 100% committed to the Town of Holden. He said he had been following the activities of the Committee for the last two years.

The Committee discussed who would be involved in the contract negotiations. Mr. Kaczmarek, Mr. Challenger and Ms. Galkowski will meet with Mr. Pagano to discuss the terms of the agreement. Ms. Watson said that to formalize the contract, the Committee should vote to affirm its choice of LPA.

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Mr. Pagano and Mr. Senecal left the meeting at 6:30PM.

Mr. Kaczmarek said the MSBA has already inquired if the contract had been signed. They are ready to begin work on the project. The MSBA has a standard feasibility and schematic design schedule of 26-weeks. The Committee agreed that if the contract is settled before the April 24th meeting, the Committee should meet briefly to vote to approve the contract in order to start the process faster.

Mr. Kaczmarek reported that he is having difficulty with the MSBA's OPM reporting website. The MSBA is aware of the trouble. Mr. Kaczmarek submitted a summary project update since January 2012. Mr. Kaczmarek is currently preparing an RFS for Cost Estimating Services. He informed the Committee that the project has been assigned a new Field Coordinator - Mike Lawson and a new Project Manager - Chris Alles.

Dr. Pandiscio arrived at the meeting at 6:33PM.

The Committee reviewed the MSBA's proposed schedule of project completion dates, the ability to meet these dates, and anticipating when to schedule a Town Meeting. Mr. White said that the feasibility and schematic design phase is the "meat and potatoes" of the project and it is important to have a comprehensive and thoroughly vetted proposal. It is important not to rush this process and to make educated and informed decisions. If the schedule is delayed by two or three months but the Committee receives a well thought out plan, then the delay is worth it. Dr. Pandiscio said it would be best to introduce the design concept to WRSD staff in May or June 2012 and not wait until September 2012. Ms. Galkowski said she did not want to hold a Town Meeting in the summer months of 2013 due to low attendance for such an important decision. Mr. Kaczmarek will work out the schedule with Mr. Pagano.

Dr. Pandiscio left the meeting at 6:56PM.

2. New Business

The Chairman mentioned that Mr. Pagano has a standing committee meeting with another client for Tuesday's evenings. The Committee will need to consider changing its meeting schedule in the future. The next meeting is April 24, 2012, unless a contract agreement is reached with LPA early enough to warrant calling an interim meeting to approve it.

3. Adjournment

Motion by David White, seconded by Peter Brennan, it was **UNANIMOUSLY VOTED TO ADJOURN THE APRIL 10, 2012 MEETING AT 6:58PM.**

APPROVED: