

## SSBC MINUTES

### Minutes of the Meeting of the SSBC

April 13, 2010

**Location:** North Reading High School, Cafeteria  
**Attendees:** Chuck Carucci (Chair), Ed Stiles, Don Kelliher, Laurie Witts, John Faucher, Wayne Hardacker, Janene Imbriano, Robert Juusola (Dorr & Whittier), Brad Dorr (Dorr & Whittier), Gerald Venezia (School Committee), John Bernard, and Keith Manville, Superintendent.

- \* Meeting opened @ 6:30 p.m. by Chuck Carucci, Chair
- \* Motion to accept Minutes of March 30<sup>th</sup> meeting made by Janene and seconded by Laurie. Vote taken and unanimously accepted.

#### Presentation:

Brad Dorr made a presentation of the time line for the Feasibility Study. We must follow the proper process as instructed by the state. The funds for the Feasibility Study must be approved by the voters at Town Meeting on Monday, June 7<sup>th</sup>.

If approved at Town Meeting, we will then begin the planning stage of the process. Our Town is extremely lucky to have been selected to participate since not every city/town is given this opportunity. The next step will be to hire an Owners Project Manager (O.P.M.) from the state list. We will also need to notify the state that we intend to go forward and prepare a Schematic Design in accordance with the state's guidelines.

In the event Dorr & Whittier are not allowed to represent the Town as the engineering firm, we will have to put the project out to bid in accordance with the state's rules.

Once the Feasibility Study is accepted by the MSBA, the town will have 120 days to vote on whether to fund the project. We should know what our (%) percentage of reimbursement will be by then. At this point we will become partners with the state.

### **Appointments:**

Formation of two new Sub-committees:

1. Greg Doble, (Chair), Laurie Witts, Janene Imbriano and Jerry Venezia to meet with Dorr and Whittier at their office to formulate a "Power Point Presentation" for the June 7<sup>th</sup> Town Meeting.
2. Ed Stiles and Wayne Hardacker to report back to us with upgrades and repairs that must be done at all schools.

### **Marketing the Project to the Town:**

Discussion about the many available avenues to market the project to town voters, and agreement that it will be a great task. We need to begin now by spreading the word as best we can during the month of May.

Some suggestions were:

- \* Making presentations at all elementary schools and preschools.
- \* Internet - website - face book
- \* Transcript
- \* Public access cable TV
- \* Various community forums

### **Next Meeting:**

Scheduled for April 27, 2010 @ 6:30 p.m. North Reading High School Cafeteria

### **Adjournment:**

Meeting closed @ 7:55 p.m.