

School Building Assistance Committee

Meeting Meetings (approved, as amended, Nov 20, 2013)

November 7, 2013

Members Present: Mary Lou Osborne, Richard Lawton, Barbara Flavin, Karin Chavis, Robert DiMento, Vinny Crossman, Debi McDonald, Paul Giella, Gary Skomro, Martha Kelleher, Monica Ford, Skip Marcella, Tim Gordon, David Girard.

Members Not Present: Eileen Belastock, Anthony Evangelista, Dave Dockendorf, John Macero, Jim McKenna, Jim Letterie

Also Present: MaryAnn Williams, George Metzger, HMFH, Tina Stanislaski, HMFH, Peter J. Struzziero, Library Director, Peter Gill, Town Council President

Ms. Osborne called the meeting to order at 6:05 P.M.

Motion by Barbara Flavin, seconded by Dave Girard to approve the minutes of October 17, 2013.

No Discussion, motion passes and minutes approved. With two abstentions, Dave Girard and Richard Lawton

Financial:

Motion by Barbara Flavin, seconded by Dave Girard to approve invoice for Zack Sullivan in the amount of \$285 for the month of October 2013, maintenance of the SBAC Web site.

No Discussion, motion passes and invoiced approved.

Motion by Dave Girard second by Barbara Flavin to approve invoice for Judi Buono, Secretary in the amount of \$180 for the period August 7 thru November 6, 2013.

No Discussion, motion passes and invoiced approved.

Motion by Karin Chavis, second by Richard Lawton, to approve invoice 11944-23 from Skanska in the amount of \$5625.00.

After clarification that this was for services thru October 13, 201, motion approved and the invoice was approved.

Mary Lou Osborne recognized Town Council President Gill who congratulated the Committee on the recent Town wide positive election results for our project. He thanked SBAC, and the *Winthrop's Worth It* group for their dedication, and hard work getting the message out to the voters.

Karin Chavis and Richard Lawton also thanked Vinny Crossman for the Video regarding handicap accessibility at the High School. Mr. Crossman explained the background surrounding the video.

Also introduced was the town's new Librarian, Peter Struzziero, who has offered his support to the committee.

New Business:

Tim Gordon briefly explained the process of borrowing monies to go forward with the project.

There will be money left in the Feasibility Study funds; Mr. Gordon would like to look into moving that money into a separate account until such time that money has been borrowed for the project so there is no time lapse in keeping the project moving.

MaryAnn Williams reminded the Committee that the sooner the project proceeds we have a greater ability to save money if we get to market sooner. We are seeing cost escalation as the market recovers.

Amendments to the OPM and Designer contracts are required to proceed to the next steps for Module 6. MaryAnn was directed to begin working on the CM-at-risk application that will go to the Inspector General and update the project schedule.

Dave Girard requests that the SBAC review the contract amendments for scope of services prior to them being signed by the town.

The District needs to complete the steps necessary to secure community authorization and financial support for the project and enters into a Project Funding Agreement with the MSBA. With an executed Project Funding Agreement, the District engages OPM and Designer services and updates project budgets in ProPay. The Design Team and the OPM will be submitting amendments to their contract to the District directly to Monica Ford. Jim McKenna as Town Manager executed the contracts on behalf of the Town previously. The amendments will be consistent with the MSBA 3011 form in the Project Scope & Budget Agreement.

The certified votes for the November 5, 2013 Debt Exclusion Vote given to Mary Ann Williams and will be submitted to the MSBA.

Motion by Robert DiMento to direct the project manager to proceed with the CM at Risk application to the Inspector General, seconded by Vinny Crossman

Discussion: Does the Committee authorize the execution of the Project Funding Agreement? The Town Council President has the full legal authority and has already executed the Project Scope and Budget Agreement. The Project Scope and Budget Agreement is the basis for the Project Funding Agreement.

No further discussion, motion is passed and vote is unanimous.

Motion by Vinny Crossman, second by Robert DiMento to direct HMFH to go forward with swing space enabling, if appropriate. (The original motion, which had been withdrawn, did not contain the "appropriate" language. This was added due to concerns about adequate funding being available at this time. Tim Gordon is hoping that Town Council will approve moving the remainder of the feasibility study funding to an account that may be utilized for paying for services until the borrowing for the project takes place.) Tim Gordon explained the Vote by Town Council to authorize the borrowing is

scheduled for November 19, 2013. At that meeting, the Town Council will refer it out for approval at their December 1, 2013 meeting.

The MSBA will be sending a Project Funding Agreement to the District. The executed Project Scope and Budget Agreement is the foundation of the terms of the agreement with the MSBA.

Discussion: George Metzger from HMFH explained the options of buying new, used or leasing modular classrooms. Whichever option is chosen the modular classrooms should be delivered by the end of the school year in order to have time to set up necessary utilities, move equipment inside, etc. Vinny Crossman requested that the most economical choice for obtaining the moduls be made so that any remaining swing space monies in the budget be used to enhance the space at the Middle School for its transformation as a temporary HS.

Gary Skomro reminded the Committee that modular alter the school buildings, therefore have to be approved by the School Committee

No further discussion the motion was passed and the vote was unanimous.

Moving forward with a new school if any one feels that the time commitment may become to extensive please inform the Co-Chair at the next meeting and people so indicating will be removed from the committee. A suggestion was made that sub committees (Construction, Education, Finance, IT/Security) form focusing on their particular area of expertise and bring those thought/suggestions to a full SBAC once a month thereby lessening the time commitments of the larger body. Mary Lou indicated that she placed a call to MSBA to ascertain the appropriateness of converting some of our slots on the committee to "ex officio" status, allowing us to reduce the number of voting members.

We agreed that if these subcommittee groups meet as needed, that the full committee only needs to meet once a month. We discussed Monday vs. Wed and came up with either the first or third Wednesday for the full committee meeting. And since most work should be done in detail at the subcommittee level, the monthly meeting for the full committee shouldn't need to be long. We should adjust to the needs of the project as it goes along. Mary Lou asked that members come to the next meeting on Wednesday, November 20th at 6 p.m. at the Cummings School multi-purpose room ready to sign up for subcommittee slots.

Motion to adjourn by Karin Chavis, second Dave Girard, and motion passed and voted unanimously. Meeting adjourned at approximately 7:20 p.m.

Respectfully Submitted

Judi Buono, Secretary

