

**Winthrop School Building Assistance Committee**  
**A. T. Cummings School**

Meeting: June 21, 2012

Present:

Karin Chavis	Robert DiMento	Dave Dockendorf
Dottie Donofrio	Barbara Flavin	David Girard
Richard Lawton	Jim McKenna	MaryLou Osborne
Anthony Evangelista	Gerald Boyle	MaryAnn Williams
George Metzger, HMFH Architects		

Absent:

Gail Conlon	Monica Ford	William Holden
Martha Kelleher	Jim Letterie	John Macero
Arthur Marcella	Debi MacDonald	Adam Robertson
Vinny Crossman		

David Dockendorf called meeting to order

Motion to accept minutes of May 31, 2012

Dotti Donofrio

Second: Barbara Flavin

No Discussion

Vote: Unanimous

Motion to accept minutes of June 7, 2012 (with the corrected spelling of the word sites (sights to sites))

Dottie Donofrio

Second: Barbara Flavin

No Discussion

Vote: Unanimous

### **Financial Report**

All back up financial informational was given for previous outstanding invoices, all invoices were approved

Jim McKenna: Clarification: when the committee approves the invoices that does not show they are paid just that we have approved them...

Skanska has been working directly with the accounting dept Town and we are currently up to date

### **Deliverables Report**

Town Attorney has approved the contract between HMFH and the Town of Winthrop. It is not signed. This led to a lengthy discussion such as:

- which category costs come from basic services,
- scope of work
- terms of conditions

- what are additions to the contract
- what are amendments
- information the town may already have
- reimbursable
- additional services if needed, do they go to bid
- traffic study
- need to incorporate the stretch code

A sub committee will meet on Monday to have a detailed discussion on the contract and report back to the committee.

## **Sub Committee Groups**

### **Publicity:**

Reverse 911 calls, Pamphlets, Town Managers Blog, Newspapers Articles, Face book, , Town/School websites and Public input meetings were all brought up for discussion.

Gerry Boyle:

Stakeholder Input Meetings: updated the committee with the results of meeting with the schools. Notes were taken and MaryAnn Williams will make those available.

Gerry will continue the input meetings with Various Community Leaders and Dept Heads

Motion to have a public input meeting July 18, 2012 at Winthrop High School

Karin Chavis

Second Barbara Flavin

Vote: Unanimous

Dottie Donofrio, along with the Publicity Sub Committee will begin the campaign to get the word out for the for that meeting

Motion to place a news article in the paper

Karin Chavis

Second Barbara Flavin

Vote: Unanimous

## **New Business**

Motion to change the meeting from July 5<sup>th</sup> to July 12

Karin Chavis

Second Barbara Flavin

No discussion

Vote: Unanimous

The 26<sup>th</sup> meeting is an option for an additional meeting date. The August dates are still the same

Motion to Approve the 2012/2013 School Building Assistance Committee Calendar

With the exception of the December 20<sup>th</sup> date a possibility of being changed

Barbara Flavin

Second Tony Evangelista

No discussion

Vote: Unanimous

**Old Business**

David reminded committee members to be sworn in prior June 30<sup>th</sup>

**Next Meeting:**

July 26, 2012

**Motion to Adjourn**

Respectfully Submitted

Judi Buono