

Winthrop School Building Assistance Committee

A.T. Cummings School

Meeting: **May 31, 2012**

Present: Karin Chavis, Robert DiMento, Dave Dockendorf, Barbara Flavin, Monica Ford, David Girard, Martha Kelleher, Richard Lawton, John Macero, Mary Lou Osborne, Vinny Crossman, Anthony (Tony) Evangelista, Gerald Boyle, Mary Ann Williams

Absent: Gail Conlon, Dottie Donofrio, William Holden, Jim Letterie, Arthur Marcella, Debbie McDonald, Jim McKenna, Adam Robertson.

Also in attendance: Town Council President Peter Gill

John Macero called the meeting to order at 6:05 p.m. with a quorum present.

Motion to accept the minutes of May 3, 2012 was made by Barbara Flavin, seconded by Karin Chavis. A brief discussion raised the point (made by Mary Ann Williams) that under "Deliverables Report, p. 1, second bulleted item should read: "While three stood out...they stood out **for different reasons**" (not *in different order*). The motion was amended to accept the minutes as amended and a unanimous vote was taken.

Financial Report

An invoice from SKANSKA # 1311801-PDS-11452-7 was presented for a vote to approve on a motion by Barbara Flavin, seconded by Karin Chavis. An overpayment on one bill payment to SKANSKA was raised by Mary Ann Williams during discussion. In order to rectify the overpayment properly, Mary Ann Williams from SKANSKA and Monica Ford, representing the Town of Winthrop, will make arrangements to deal with this issue. Mr. Macero proceeded with the vote for the payment of the invoice on the table which passed unanimously.

There were no Subcommittee Breakout Sessions or Subcommittee Reports

Old Business

John Macero reported on the Designer Selection meeting held at the Massachusetts School Building Authority Building on May 22, 2012. Winthrop Designees for the Designer Selection Panel: John Macero, Gerald Boyle and Mary Lou Osborne met with the MSBA's Designer Panel (11 members present ,one was absent) to select the designer. Mr. Macero explained the voting process to our committee and presented copies of the voting sheet used at the 5/22 meeting to explain the results of the vote. HMFH was the clear first choice, followed by Dinisco Design in second place (after a tie with Flansburgh Architects was broken by additional votes). Gerry Boyle noted that the reason for the need to break the tie for the second place firm was that in the event that Winthrop was unable to successfully negotiate a contract with the first ranked firm, we would be obligated to negotiate with the second ranked firm.

Mr. Macero explained further that there was a determination made to not interview designer applicants, based on a vote at the same 5/22 meeting. He also noted the kudos given by the chair of the Designer Selection Panel to SKANSKA for the preparation work done to get to this stage in the process.

The next step in the process is to negotiate a successful contract for services between the Town of Winthrop and HMFH. Mr. Macero spoke of a first meeting with the HMFH team and the Winthrop members of the Designer Selection group on May 30th. The meeting raised the desire by all to gather input from stakeholders. The contract is already specified by MSBA so both sides know what to expect. Winthrop has its budget for the services required and HMFH will present a fee proposal within a few weeks, after gathering pricing input from its subconsultants. A request was made to perhaps add more names to the signature page of the contract. MSBA needs to approve of any additions. The contract will be given to town legal counsel (Kopelman and Paige, P.C.) to scrutinize prior to town approval.

New Business

Gerry Boyle distributed a draft schedule of Stakeholder meetings which he quickly put together to try to accommodate some stakeholders before the end of the school year. School Committee and PTO meetings were to be added to the list. A suggestion was made to not just meet with MS and HS staff but with the staffs of the elementary schools. There was some discussion about other stakeholders to include for future meetings, whether individual meetings with the group or whether to invite groups to future community-wide meetings. Those in attendance suggested groups such as Winthrop Rotary, Winthrop Chamber of Commerce, Viking Pride Foundation, etc. The media and public relations subcommittee will be make arrangements with these groups and media outlets such as WCAT (Ron Vecchia's Community Forum and Judie VanKooiman's show) and Channel 15 at WHS to reach stakeholders. Members are invited to bring contact info for stakeholder groups to the next meeting on June 7th.

Robert DiMento suggested that the Town Council might add a community relations item to their agenda to report back on these upcoming meetings and suggested that the Town Manager's Blog was a good way to advertise these meetings. Mr. Macero offered to send copies of the minutes of our meeting to the Town Council President. Dave Dockendorf asked if HMFH would need us to come up with a list of questions that they could prepare to answer at these meetings. Gerry responded that HMFH would recap the overall process and facilitate some free-form discussions to gather info to develop the options. Mary Ann Williams added that the info on existing conditions, utilization of space, class configurations and education plan would inform the discussions going forward.

David Girard requested that a one sheet summary of all bills approved should be provided to us at meetings. Mr. Macero will ask Judi to provide the requested summary. Mary Ann Williams referred us to two documents on the MSBA website: **Module 3 - Feasibility Study** and **Module 4 - Schematic Design**. The documents may be downloaded from the site. Mary Ann offered to provide hard copies to those who might want them.

It was noted that appointments to our committee are scheduled to expire at the end of June. Town Council President Peter Gill who was in attendance thanked our members for the willingness to serve on

the committee and announced that he would be adding committee appointments to the Town Council agenda for June 19th. Mr. Gill will try to get the appointments for our committee to be extended for three years. Mr. Gill suggested that members could initial next to their names on the committee list to indicate that they wanted to renew their appointments. Anyone who wanted to be renewed, but not for a three year term, should so note next to their names. Mr. Macero circulated the list of School Building Assistance Committee members to those in attendance. The same list will be brought to the June 7th meeting for others to indicate their willingness to renew their appointments. The list will then be sent to Mr. Gill for action by the Town Council.

The next meeting will be held on Thursday, June 7, 2012 at 6:30 p.m. in the Multi-purpose room at the Cummings School. HMFH will have representatives present to begin their conversations with us. Mr. Macero reported that he will not be present at this meeting due to his commitment to a student trip to Washington, D.C. next week.

Motion made to adjourn at 6:53 p.m. by Barbara Flavin, seconded by Dave Dockendorf and passed unanimously.

Respectfully submitted,

Mary Lou Osborne

Documents used at the meeting: SKANSKA invoice 1311801-PDS-11452-7, Minutes of May 3, 2012 meeting, Designer Selection Panel Voting Sheet from 5/22 MSBA meeting, Stakeholder Input Meetings Draft Schedule, listing of School Building Assistance Committee appointees from town website.