West Elementary School Building Committee Minutes  
Thursday, September 12, 2019 – 7:30AM  
SC Room – 2nd floor – School Admin Building  

Present:  
Non-Voting Members: Mark Johnson, Janet Nicosia, Tracey Spruce, Esq., Donna Walsh, Theresa Peznola, Jennifer Hunt  
PMA: Consultants: Steve Rusteika, Kevin Weeks, Brian Defilippis  

West Elementary School Building Committee Chair (SBC), Paula Colby Clements, opened the meeting at 7:35AM.  

On a Motion made by Susan McCready and seconded by Amrata Kipalani, the West Elementary School Building Committee approved the July 17, 2019 meeting minutes. The motion was approved on a 8-0 vote.  

On a Motion made by Susan McCready and seconded by Rick Almeida, the West Elementary School Building Committee approved the July 25, 2019 meeting minutes. The motion was approved on a 8-0 vote.  

Approval of Invoices and Change Orders. Vote expected  
Propay #1 was submitted and reimbursed. The Chair read off the information for the 3 invoices:  
Invoice #04303-3 dated Aug. 7, 2019 in the amount of $16,375.50.  
Invoice #04303-4 dated Sept. 9, 2019 in the amount of $9,273. Also Fed Ex invoice #6-724-04464 Sept. 2, 2019 in the amount of $30.62.  

On a Motion made by Susan McCready and seconded by Andrew Flanagan, the West Elementary School Building Committee approved all three invoices read by the Chair today. The motion was approved on a 8-0 vote.  

Update on Designer Selection Process by PMA Consultants  
PMA Consultants - Brian DeFilippis, Project Manager and Stephen Rusteika, Project Director were at the meeting to present their Power Point on an update of the designer selection process. They reviewed the slides with the Committee and answered questions on which firms had more experience with elementary schools, on who would be on the firm’s team that is finally selected; and how the Special Education program needs will be considered. Brian stated that the Education Program plan will be the basis of how all the students’ needs will be incorporated to address these specific programs. Key dates coming up to consider are the Designer Selection Process meeting with MSBA on October 1; the Designer Selection Meeting tentatively scheduled for October 15 are on the schedule.  

One question address and responded by Town Manager, Andrew Flanagan, was that we will most likely need to have a special Town Meeting in the Fall of 2020 for the appropriation of money.  

Selection of Next SBC Meeting Date and Main Subject  
After some discussion, the Chair set the next meeting date for Thurs, October 24, 2019 at 7:30AM to review the process up to date including the final decision of the designer firm.  

On a Motion made by Susan McCready and seconded by Amrata Kipalani, the West Elementary SBC voted to adjourn the meeting of September 12, 2019 at 8:20AM. The Committee voted 8-0 to adjourn.  

Respectfully,  
Alison Phelan, Recorder