West Elementary School Building Committee Minutes
Thursday, October 24, 2019 – 7:30AM
SC Room – 2nd floor – School Admin Building

Present:
Non-Voting Members: Tracey Spruce, Esq., Theresa Peznola, Paul Szymanski
PMA: Consultants: Kevin Weeks, Brian Defilippis

West Elementary School Building Committee Chair (SBC), Paula Colby Clements, opened the meeting at 7:38AM.

On a Motion made by Shelley Berman and seconded by Jennifer Hunt, the West Elementary School Building Committee approved the Sept 12, 2019 meeting minutes. The motion was approved on a 11-0 vote.

Approval of Invoices and Change Orders. Vote expected
Propay #1 was submitted and reimbursed. The Chair read off the information for the invoice:
Invoice #04303-5 dated Oct. 9, 2019 in the amount of $7,108.50.
On a Motion made by Susan McCreedy and seconded by Heather Eigen, the West Elementary School Building Committee approved the invoice read by the Chair today. The motion was approved on a 11-0 vote.

Update on Designer Selection Process by Shelley Berman, Superintendent of Schools
Shelley stated that on Oct. 1st, Shelley, Paul Rollins, and Town Manager, Andrew Flanagan were invited to the designer selection process where they needed to narrow down the designer firm selections to 3. In the end, the firms from JSA, SMMA, DiNisco were selected. On Oct 15 at MSBA offices, each of these 3 firms gave a 30-min presentation which was followed by a series of set questions and answers. Shelley distributed the list of questions that were asked at the selection process. Each question was important but question #5 had a significance because as Brian Defilippis explained – it is an investment for MSBA when they award money to a district and they want to be sure the District understands the full intricacies of a modern-day building. Janet Nicosia further explained the various systems such as lighting where it is more complex than what it used to be. Shelley believed all 3 presentations were impressive. Voting members consisted of 9 MSBA members on the panel and 3 representatives from APS – the scoring consisted of awarding 3 points to #1; 2 points to #2; 1 point to #3 choice. The votes were very close. Out of the 12 votes – SMMA got 27, JCA 24, DiNisco got 21. Shelley stated they were pleased with the results. The district is familiar with SMMA as the firm has done other projects for APS (i.e., Bancroft, HPE/WHMS). Andrew stated that the priority was that they found the firm picked was someone that they felt very comfortable and familiar with and that the common goal was to build a quality school. Paul Rollins thought that it seemed to them that MSBA seemed to be favoring JCA, but in the end after the votes were taken, they felt the right firm was selected. The SMMA principle, Lorraine Finnegan, was the lead on the Bancroft and High Plain/WHMS projects. Shelley would like SMMA to bring their presentation at an upcoming West Elem SBC meeting. We are now in the contract negotiations phase with SMMA.

Status of Negotiations with Selected Architect by PMA
Brian has begun negotiations with Lorraine Finnegan at SMMA. He hopes to finish the negotiations with SMMA by the first full week of November. The MSBA template standard contract will be matched up with the Andover template contract which will take about a week to iron out stated TM Flanagan.
The contract must also be approved by MSBA. The kickoff meeting will be set by MSBA with SMMA -- once the contract is approved. The designer panel assumes that the PreK program would be part of the Educational program plan stated the Superintendent. He also requested that Carol Green, Director of Shawsheen PreSchool, be invited for future meetings on this topic.

**Update on Education Program by Shelley Berman**
Paula explained the process on where we are regarding creating the Education program plan. SMMA will need this information. Shelley stated that the architect is very involved in helping to design the building based on the Ed Program plan. The regulations are extensive; the administrators will need to describe every particular program and explain the implications for the design. In addition, every program coordinator is writing up a document on their program and detailing how we teach that program. Shelley has a sample of other districts’ education program plans. These program documents are due at the end of the month and then will be edited into 1 document. They will then come up with a draft which will be the working draft for the architect. We want to be all inclusive so the West Elementary faculty will also have input to make any other adjustments. By the end of November, we hope to done with the process. It could be interesting to look at Bancroft’s Ed Program plan and see what was done. Although, Brian Defilippis said we are 5 years out from when Bancroft was built, so we may want to create our own document. Shelley also stated that he hoped to use the department descriptions of each our programs to be able to post them on the APS website.

**Other items not reasonably anticipated 48 hours prior to meeting.**
New Town Governance Study – Paula Colby Clements informed the Committee she is part of this new Town Study Committee. She welcomed any feedback from this Board. They will be asking various Town Committees to see how our Town works, what doesn’t, and any other pertinent information – they want the view of all the Boards.

**Public Comments may be heard by the SBC Chair.**
Rick Almeida had some questions about the designer selected and what the approach was regarding the staging of the project by SMMA. Paul Rollins believes that more information will come out during the feasibility study. No defined plans came out during the selection process; but more will be defined during the feasibility study. Shelley thought that the focus was more on new construction not renovation. MSBA did not want the firms to discuss any specific plans at the designer selection process.

**Selection of Next SBC Meeting date(s) and main subject**
After some discussion, the Chair set the next meeting date for Thurs, November 14, 2019 at 7:30AM. The following meeting was also set to be on Thurs, Dec 12, 2019 at 7:30AM.

*On a Motion* made by Susan McCready and seconded by Paul Collins, the West Elementary SBC voted to adjourn the meeting of October 24, 2019 at 8:25AM. The Committee voted 11-0 to adjourn.

Respectfully,
Alison Phelan, Recorder