

PERMANENT BUILDING COMMITTEE SCHOOL BUILDING SUB-COMMITTEE MEETING AGENDA



Meeting Date: December 20, 2022
Meeting Time: 6:30 PM
Project Name: Clinton Middle School
Project Number: 202000640305
Meeting Purpose: SBC Meeting No. 6
Meeting Location: Remote meeting held via Zoom
Link: <https://us06web.zoom.us/j/88478590162?pwd=bEN6K2paZ3NmZGZhNTA0RytkbUhjdz09>

1. Call to Order & number of voting members present:
2. Previous Topics and Approval of November 29, 2022 Meeting Minutes: **Roll call vote expected.**
3. Invoices and commitments submitted for Approval: **Roll call vote expected for each invoice**
 - 3.1. D&W invoice #4, for the month of November in the amount of \$9,000.00.
 - 3.2. Central Mass Signal Invoice, in the amount of \$60,862.53
4. Summary and Results of the MSBA DSP Meeting
5. Approval of Designer Feasibility & Schematic Proposal. **Roll call vote expected.**
6. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
7. Public Comment
8. Next Meetings
9. Adjourn: **Roll call vote expected.**



**PERMANENT BUILDING COMMITTEE
SCHOOL BUILDING COMMITTEE SUB-COMMITTEE
MEETING MINUTES**

Project: Clinton Middle School
 Subject: School Building Committee Meeting
 Location: Zoom
 Distribution: Attendees, Project File

Project No: 202000640305
 Meeting Date: 11/29/2022
 Time: 6:30 PM
 Prepared By: E. Grijalva

Present	Name	Affiliation	Present	Name	Affiliation
x	Michael Ward*	Town Administrator		Mike Burton	DWMP
	Sean Kerrigan	Selectman	x	Trip Elmore	DWMP
	Brendon Bailey	School Committee Chair	x	Steve Brown	DWMP
x	Matthew Varakis	School Committee Vice-Chair		Mike Cox	DWMP
x	Steven Meyer*	Superintendent		Rachel Rincon	DWMP
	Brian Farragher	Director of Facilities		Aidan Place	DWMP
x	Chris McGown*	Chair of PBC, Head of DPW	x	Elias Grijalva	DWMP
x	Courtney Harter	CMS Principal			
x	Shane McCarthy	Teacher			
	Bill McGrail	Finance Committee Co-Chair			
	Chris Magliozzi*	Vice-Chair of PBC			
	Michael Moran*	PBC Member			
x	Brian Delory*	PBC Member			
	Timothy O'Toole*	PBC Member			
x	Phil Duffy	Director of Community & Econ. Dev.			
	Kelly Turcotte	Special Education Parent Advisory			
	Laura Taylor	Parent-Teacher Association			
	Angelica Arroyo	English Learners Parent Advisor Council			

* SBC Voting Member

Item No.	Description	Action
5.1	<p>Call to Order: 6:33 pm meeting was called to order by PBC Chair C. McGown with 4 of 7 voting members in attendance.</p>	Record
5.2	<p>Previous Topics & Approval of November 1,2022 Meeting Minutes: A motion to approve the 11/01/2022 meeting minutes as submitted made by M Ward and seconded by B. Delory.</p> <p>Discussion: None. Abstain, S. Meyer. Roll Call Vote: (Y) M. Ward, (Y), B. Delory(Y), C. McGown(Y).</p> <p>Motion passes, November 1st, 2022, meetings are certified as approved.</p>	Record
5.3.1	<p>Invoices and commitments Submitted for Approval: C. McGown reviews the first invoice and calls out a motion to approve progress payment No. 3 for Dore & Whittier, in the amount of \$9,000.00, for the month of October.</p> <p>M. Ward makes a motion to accept and pay the D&W invoice, and S. Meyer seconds.</p> <p>Discussion: None Abstain: None Roll Call Vote: (Y) M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y) Motion passes, to approve the invoice for payment.</p>	Record
5.3.2	<p>Invoices and commitments Submitted for Approval: C. McGown reviews the second invoice on the agenda and calls out a motion to approve the Clinton Off Set Printers for blueprints, in the amount of \$120.00, for the month of October</p> <p>M. Ward makes a motion to accept and pay the Clinton Off Set Printers, and S. Meyer seconds.</p> <p>Discussion: M. Ward ask if this invoice is related to the middle school project.</p> <p>C. McGown responded with yes, it is. It was for downloading the high school plans onto a thumb drive.</p> <p>T. Elmore explains that it was a response to one of the architect’s questions as to whether they could get some plans of the high school, to see potential opportunities.</p> <p>Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)</p>	Record

	Motion passes, to approve the invoice for payment.	
5.3.3	<p>Invoices and commitments Submitted for Approval: C. McGown reviews the third invoice listed on the agenda and calls out a motion to approve the Gatehouse Media invoice, in the amount of \$337.68</p> <p>M. Ward makes a motion to accept and pay the Gatehouse Media Invoice, and S. Meyer seconds.</p> <p>Discussion: M. Ward asks the question “if the Gatehouse Media invoice was for a legal notice? C. McGown responds the invoice was for a local advertisement in the paper for the designer services. T. Elmore confirms C. McGown’s answer. Per the Massachusetts procurement rules, we are required to post a local advertisement, a central register advertisement, and a COMMBUYS advertisement.</p> <p>Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)</p> <p>Motion passes, to approve the invoice for payment.</p>	
5.3.4	<p>Invoices and commitments Submitted for Approval: C. McGown reviews the final invoice on the agenda and calls out for a motion to approve the W.P.I Construction Invoice in the amount of \$35,700.00, for the work completed at the Athletic Complex fieldhouse.</p> <p>M. Ward makes a motion to approve and pay the W.P. I Construction Invoice, and B. Delory seconds.</p> <p>Discussion: M. Ward asks if this is the final invoice or a partial invoice. C.McGown confirms that this is the one and only invoice.</p> <p>Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)</p> <p>Motion passes, to approve the invoice for payment.</p>	
5.4	Update by the local architect selection committee members attending the MSBA Designer Selection meeting:	Record

	<p>S. Meyer explains to the group that we had a couple of pre-meetings with Dore & Whitter to discuss the pros and cons of each proposal, so we went into the meeting with a good plan. We felt that Lamoureux Pagano, Kaestle Boos Associates, and Flansburgh were the three best from our review. So, out of the three architects we were hoping to get interviewed, we ended up getting two, Lamoureux Pagano, Flansburgh, and Finegold Alexander.</p> <p>These three architects will be moving to the interview process, which will be held on December 13th. All three architects will do a presentation and after the presentations are completed, there will be a discussion, which will allow us to move forward with one of the three architects.</p> <p>T. Elmore reiterates the next meeting will be on December 13th starting at 8:30 am, where the interviews of the 3 architect firms will take place. The exact grading process will take place in the next meeting. So, on the 13th, you will have a designer selected.</p> <p>The next step would be to negotiate an acceptable agreement to get through the feasibility and schematic design phase. Once the proposal is negotiated, we will be bringing that proposal to the public-school building committee on December 20th, to approve the contract.</p>	
5.5	<p>Working Group Updates:</p> <p>T. Elmore quickly explains that once the architect gets on board, they will review the educational program and add to it in the upcoming months.</p> <p>S. Meyer states that he wants to have a couple of other people read through it and make some minor adjustments before we hand it to the designer.</p> <p>T. Elmore advises the committee, one of the areas that the MSBA won't negotiate will be anything related to SPED programs. Anything that is justifiable from a SPED standpoint, and the square footage that goes with it, the MSBA will push back on. I'll warn you, that as we increase square footage, you're increasing local shares. The MSBA only reimburses up to \$360 per square foot for construction costs. Construction costs today are running somewhere between \$450 and \$550, so even though you can get more square footage, just keep in mind that the MSBA caps it at \$360 a square foot. With today's number, the district would pick up any other portion of that cost one hundred percent.</p> <p>M. Ward asks if there is a percentage reimbursement as well other than the \$360SQ cap.</p> <p>T. Elmore's response is there are several MSBA caps on the project. One of the caps is the construction cost per square foot which is capped at \$360. What does that mean? The first \$360 of the construction cost will be calculated against your agreed reimbursement rate. I believe the reimbursement rate is north of 75%.</p>	Record

	<p>So, in your case, you might have 25% percent of the \$360 local share but let's say that the construction costs come in at \$500SQ foot, so that means not only do you pick up the 25% of \$360, but you also pick up the other \$140 which is one hundred percent non-reimbursable.</p> <p>They also have site costs capped at eight percent and Furniture, fixture, and Equipment (FFE) capped at \$2,400 per student. There are multiple caps that come into play. So, you might be thinking you've got 75% reimbursement on this project, but it may be closer to 40%-50% reimbursement of the total cost. We will be able to give the committee the best range as we go through the options.</p>	
5.6	<p>Other topics not Reasonably Anticipated 48 hours prior to the Meeting: Discussion: None.</p>	Record
5.7	<p>Public Comment: ➤ Discussion: None.</p>	Record
5.8	<p>Next Meeting: ➤ SBC Meeting No. 6 – December 20, 2022</p>	Record
5.9	<p>Adjourn 7:01 pm A motion was made by B. Delorey and seconded by S. Meyer. to adjourn the meeting.</p> <p>Discussion: None.</p> <p>Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)</p>	Record

Sincerely,
DORE + WHITTIER
 Elias Grijalva
 Assistant Project Manager
 Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.



Clinton Middle School Project

Permanent Building Committee &

School Building Committee Meeting #6

December 20, 2022 , 6:30 PM – Remote ZOOM meeting

PBC & SBC Remote Meeting Agenda – December 20, 2022, 6:30PM

1. **Call to Order & number of voting members present**
2. **Previous Topics and Approval of November 29, 2022, Meeting Minutes Roll Call Vote expected (Roll Call Vote)**
3. Invoices and Commitments were submitted for Approval:
 - 3.1 D & W invoice #4, for the month of November, in the amount of \$9,000. 00.
 - 3.2 Central Mass Signal Invoice, in the amount of \$60,862.53
4. Summary and Results of the MSBA DSP Meeting
5. Approval of Designer Feasibility & Schematic Proposal
6. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
7. Public Comment
8. Next Meetings
9. Adjourn



November 29, 2022, Meeting Minutes for approval:

“Motion to approve the November 29, 2022, Meeting Minutes by _____, 2nd by _____.”

Roll Call Vote

- Michael Ward
- Steven Meyer
- Chris McGown
- Chris Magliozzi
- Michael Moran
- Brian Delory
- Timothy O’Toole

Item No.	Description	Action
5.1	Call to Order: 6:33 pm meeting was called to order by PBC Chair C. McGown with 4 of 7 voting members in attendance.	Record
5.2	Previous Topics & Approval of November 1, 2022 Meeting Minutes: A motion to approve the 11/01/2022 meeting minutes as submitted made by M Ward and seconded by B. Delory. Discussion: None. Abstain, S. Meyer. Roll Call Vote: (Y) M. Ward, (Y), B. Delory(Y), C. McGown(Y). Motion passes, November 1st, 2022, meetings are certified as approved.	Record
5.3.1	Invoices and commitments Submitted for Approval: C. McGown reviews the first invoice and calls out a motion to approve progress payment No. 3 for Dore & Whittier, in the amount of \$9,000.00, for the month of October. M. Ward makes a motion to accept and pay the D&W invoice, and S. Meyer seconds. Discussion: None Abstain: None Roll Call Vote: (Y) M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y) Motion passes, to approve the invoice for payment.	Record
5.3.2	Invoices and commitments Submitted for Approval: C. McGown reviews the second invoice on the agenda and calls out a motion to approve the Clinton Off Set Printers for blueprints, in the amount of \$120.00, for the month of October M. Ward makes a motion to accept and pay the Clinton Off Set Printers, and S. Meyer seconds. Discussion: M. Ward ask if this invoice is related to the middle school project. C. McGown responded with yes, it is. It was for downloading the high school plans onto a thumb drive. T. Elmore explains that it was a response to one of the architect’s questions as to whether they could get some plans of the high school, to see potential opportunities. Roll Call Vote: M. Ward, (Y), S. Meyer (Y), B. Delory(Y), C. McGown(Y)	Record

PBC & SBC Remote Meeting Agenda – December 20, 2022, 6:30PM

1. Call to Order & number of voting members present
2. Previous Topics and Approval of November 29, 2022, Meeting Minutes Roll Call Vote expected (Roll Call Vote)
3. **Invoices and Commitments were submitted for Approval:**
 - 3.1 **D & W invoice #4, for the month of November, in the amount of \$9,000. 00.**
 - 3.2 **Central Mass Signal Invoice, in the amount of \$60,862.53**
4. Summary and Results of the MSBA DSP Meeting
5. Approval of Designer Feasibility & Schematic Proposal
6. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
7. Public Comment
8. Next Meetings
9. Adjourn



D & W Invoice #4, Month of November.

“Motion to approve D & W Invoice #4, in the amount of \$9,000.00 by _____, 2nd by _____.”

Roll Call Vote

- Michael Ward
- Steven Meyer
- Chris McGown
- Chris Magliozzi
- Michael Moran
- Brian Delory
- Timothy O’Toole

Dore and Whittier Management Partners, LLC
260 Merrimac Street
Bldg. 7
Newburyport, MA 01950

Clinton Middle School
100 West Boylston Street
Clinton, MA 01510

Invoice number 00004
Date 11/30/2022

Project 22-0126 CLINTON SCHOOL DEPARTMENT

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Pre Designer Selection	39,000.00	27,000.00	9,000.00	3,000.00	36,000.00
Feasibility Study	125,000.00	0.00	0.00	125,000.00	0.00
Schematic Design	120,000.00	0.00	0.00	120,000.00	0.00
Total	284,000.00	27,000.00	9,000.00	248,000.00	36,000.00

Invoice total **9,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00003	10/27/2022	9,000.00		9,000.00			
00004	11/30/2022	9,000.00	9,000.00				
Total		18,000.00	9,000.00	9,000.00	0.00	0.00	0.00

Central Mass Signal Invoice, for approval

“Motion to approve the central mass signal invoice #3495, in the amount of \$60,862.53 by _____, 2nd by _____.”

Roll Call Vote

- Michael Ward
- Steven Meyer
- Chris McGown
- Chris Magliozzi
- Michael Moran
- Brian Delory
- Timothy O’Toole

Invoice

Date	Invoice #
11/22/2022	3495

Bill To
Town of Clinton 242 Church Street Clinton, MA 01510

Terms	Contract Number
Net 30	Savage Field

Item	Description	Est Amt	Qty	Total %	Curr %	Prior %	Est Rate	Est Qty	Prior Qty	Amount
Misc	Add On #1 10/19/2022 Furnish, and install the necessary materials to install (QTY-4) protective bollards around outfield poles labeled C3, and C4, including the following: Installation of pollards -Excavation -pollards -Setting of pollards -Concrete encasement of bollard below grade -Concrete pour in bollard for strength -Backfill -Restoration	9,400.00	0	0.00%	0.00%		9,400.00	1	0	0.00
Extra	Add On #2 TBD Additional excavation equipment (HYDRO-VAC) for MUSCO foundations	0.00	0				0.00	1	0	0.00

Total	\$60,862.53
Payments/Credits	\$0.00
Balance Due	\$60,862.53

Phone #
508-393-0511

PBC & SBC Remote Meeting Agenda – December 20, 2022, 6:30PM

1. Call to Order & number of voting members present
2. Previous Topics and Approval of November 29, 2022, Meeting Minutes Roll Call Vote expected (Roll Call Vote)
3. **Invoices and Commitments were submitted for Approval:**
 - 3.1 D & W invoice #4, for the month of November, in the amount of \$9,000. 00.
 - 3.2 Central Mass Signal Invoice, in the amount of \$60,862.53
4. **Summary and Results of the MSBA DSP Meeting**
5. Approval of Designer Feasibility & Schematic Proposal
6. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
7. Public Comment
8. Next Meetings
9. Adjourn



Summary and Results of the MSBA DSP Meeting

	Finegold Alexander	Flansburgh	LPAA
Karl Brown	3	1	2
Veatriki Dagkalakou	3	1	2
David Eisen	3	1	2
John Ferrante	2	1	3
Barbara Hansberry	2	1	3
Beth McDougal	1	2	3
Michael McGurl	3	1	2
Leo Peters	2	1	3
Rachel Shanley	2	1	3
Meredith Sullivan	2	1	3
Christine Verbitzki	2	1	3
Ken Wertz	3	1	2
Steven Meyer (CMS)	1	2	3
Michael Ward (CMS)	2	1	3
Matt Varakis (CMS)	1	2	3
TOTALS	32	18	40
rank	2	3	1



Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

December 13, 2022

Mr. Steven Meyers
Superintendent of Schools
150 School Street
Clinton, MA 01510
Email: smeyer@clinton.k12.ma.us

RE: Designer Selection
Clinton Middle School
MSBA ID: 202000640305

Dear Superintendent Meyer,

On Tuesday, December 13, 2022, the Massachusetts School Building Authority Designer Selection Panel ("DSP") interviewed the finalists for the above-referenced project. The following individuals represented at the DSP:

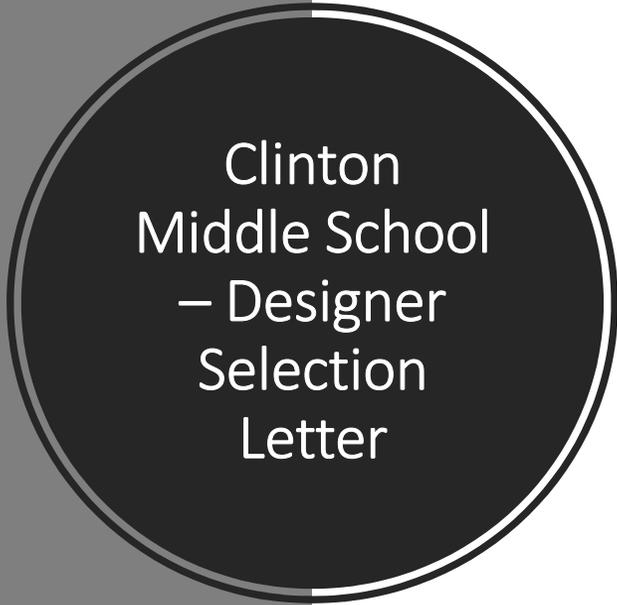
- Steven Meyer, Superintendent, Clinton Public Schools
- Michael Ward, Town Administrator, Town of Clinton
- Matthew Varakis, School Committee Designee, Clinton Public Schools

In accordance with the provisions of Massachusetts General Laws, Chapter 7C, Sections 44 through 58, and the MSBA Designer Selection Procedures, the DSP voted to rank the finalists, in order of qualifications, as follows for the subject project:

1. Lamoureux Pagano Associates, Architects
2. Finegold Alexander Architects, Inc.
3. Flansburgh Architects

The DSP determined that Lamoureux Pagano Associates, Architects possesses the requisite skills and experience for this project, particularly in light of their extensive experience in the design and construction of schools in Massachusetts.

The Clinton School District should now take the appropriate local steps necessary to award the contract for designer services to the first-ranked firm and authorize fee and contract negotiations. Please know that they must use the MSBA's standard contract for designer services, a copy of which can be downloaded from our website, MassSchoolBuildings.org.



Clinton
Middle School
– Designer
Selection
Letter

PBC & SBC Remote Meeting Agenda – December 20, 2022, 6:30PM

1. Call to Order & number of voting members present
2. Previous Topics and Approval of November 29, 2022, Meeting Minutes Roll Call Vote expected (Roll Call Vote)
3. **Invoices and Commitments were submitted for Approval:**
 - 3.1 D & W invoice #4, for the month of November, in the amount of \$9,000. 00.
 - 3.2 Central Mass Signal Invoice, in the amount of \$60,862.53
4. Summary and Results of the MSBA DSP Meeting
5. **Approval of Designer Feasibility & Schematic Proposal. (Roll Call Vote)**
6. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
7. Public Comment
8. Next Meetings
9. Adjourn



Approval of Designer Feasibility & Schematic Proposal, in the amount of \$600,000.00 for MSBA Module 3 & 4

Permanent Building Committee Members Roll Call:

- Michael Ward
- Steven Meyer
- Chris McGown
- Chris Magliozzi
- Michael Moran
- Brian Delory
- Timothy O'Toole



Kathryn Crockett
Richard J. Lamoureux, Jr.
Eric D. Moore
Robert Para, Jr.

19 December 2022

Mr. Trip Elmore, Project Manager
Dore+ Whittier

Re: Clinton Middle School – FS/SD Designer A/E Services Fee Proposal

Dear Mr. Elmore:

Our firm is honored to have been selected for the Clinton Middle School – Massachusetts School Building Authority (MSBA) feasibility study and we are pleased to submit the following proposal for services.

We have been closely following your efforts to advance the Clinton Middle School project through the MSBA system and are ready to begin work immediately.

CLINTON MIDDLE SCHOOL FEASIBILITY STUDY (FS/SD – MSBA Modules 3 & 4)

Our combined Architectural/Engineering fee proposal for the FS/SD Phase of the Clinton Middle School project is based on the following elements of the anticipated form of agreement between Lamoureux Pagano Associates| Architects (LPA|A) and the town of Clinton.

- MSBA Contract for Designer Services
- MSBA Guidelines defined within Module 3 and 4 for Feasibility Study through Schematic Design
- Request for Designer Services (RFS) Town of Clinton, MA, Clinton Public Schools, Clinton Middle School Project, dated October 5, 2022 and addenda
- LPA|A proposal including design team members and their function for the Clinton Middle School project

PBC & SBC Remote Meeting Agenda – December 20, 2022, 6:30PM

1. Call to Order & number of voting members present
2. Previous Topics and Approval of November 29, 2022, Meeting Minutes Roll Call Vote expected
3. Invoices and Commitments were submitted for Approval:
 - 3.1 D & W invoice #4, for the month of November, in the amount of \$9,000. Roll Call Vote expected.
4. Result from MSBA Designer Panel Meeting – Architect
5. Working Group Updates:
- 6. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting**
- 7. Public Comment**
- 8. Next Meetings**
9. Adjourn



January 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Next Meeting

January 10th , 2023 @ 6:30PM – In Person

PBC & SBC Remote Meeting Agenda – December 20, 2022, 6:30PM

1. Call to Order & number of voting members present
2. Previous Topics and Approval of November 29, 2022, Meeting Minutes Roll Call Vote expected
3. Invoices and Commitments were submitted for Approval:
 - 3.1 D & W invoice #4, for the month of November, in the amount of \$9,000. Roll Call Vote expected.
4. Result from MSBA Designer Panel Meeting – Architect
5. Working Group Updates:
6. **Other Topics not Reasonably Anticipated 48 hours prior to the Meeting**
7. **Public Comment**
8. **Next Meetings**
9. **Adjourn (Roll Call Vote)**



Permanent
Building
Committee
Adjourn
“Roll Call Vote”
expected

- “Motion to Adjourn by _____,”
- 2nd by _____”

- **Permanent Building Committee Members Roll Call:**
- **Michael Ward**
- **Steven Meyer**
- **Chris McGown**
- **Chris Magliozzi**
- **Michael Moran**
- **Brian Delory**
- **Timothy O’Toole**