

**January 5, 2010, 3:30 PM, Meeting held at the Searles Building, 2<sup>nd</sup> Floor Conference Room**  
**MEETING NOTES**

Committee Members Present: See attached sign-in sheet

Guests Present: Nancy Goodwin NG Finegold Alexander and Associates (FA+A)  
 Jim Alexander JA Finegold Alexander and Associates (FA+A)  
 Gino Baroni GB KBA/Trident - OPM  
 David Breen DBre KBA/Trident - OPM  
 Dan Bradford DBra KBA/Trident - OPM

Item No.	Item	Description
1.	<b>Call to Order</b>	The meeting was called to order at 3:37 PM by the Chair, Suzanne Lamoureux. (SL)
2.	<b>Approval of meeting notes from 12/15/09</b>	Motion made by Arthur Nicholson (AN) to accept the meeting notes, seconded by Robert Vogler (RV). Unanimous vote in favor.
3.	<b>Feasibility Study Progress</b>	<p><b>MSBA submission status</b>            NG reported that the feasibility study package was delivered to KBA/Trident on 12/31 and in turn it was hand delivered to MSBA that same day. No response from MSBA has been issued. DBra reported that there has also been no written response from MSBA from the verbal acknowledgement on 12/15 that the space summary chart has been approved with comment. KBA/Trident will issue notification to MSBA indicating the concerns of the MBC that the extended time between submissions to them and receipt of their review and approval could impact the ability of the design team to produce the material required for the schematic design hearing in March.</p> <p>NG indicated that the separate DESE submission package is scheduled to be completed at the end of this week. Upon review and approval by the chair, KBA/Trident will submit this package to MSBA for distribution to DESE.</p> <p>NG also indicated that all of their subconsultants are very active in generating the information that will be part of the schematic design submission.</p> <p><b>SPED and department head meetings</b>            NG indicated that FA+A and the OPM have scheduled a series of meetings with various department heads in order to refine all of the program requirements for each department. They have met with the SPED department and have scheduled times to meet with others including VocEd, Phys Ed and Health, Science, Fine Arts, Food Services and Technology.</p> <p><b>Cost Estimates and Project Budget</b>            There are no updates to report on the construction cost estimates that had been submitted by FA+A at the last building committee meeting. KBA/Trident is in the process of reviewing and generating an offset estimate. A series of meetings will be scheduled between now and the completion of the schematic design phase with both estimators to ensure that there is a checks and balances for the project costs as the design is refined. DBra indicated that the review of the initial estimate should be completed for the next building committee meeting.</p> <p><b>Phasing and temporary classrooms</b>            RV asked whether the OPM is looking into options for temporary classroom space that will be needed. KBA/Trident is reviewing options that include modular classrooms and will also pursue the possibility of temporary remote classrooms.</p>

Item No.	Item	Description
4.	<b>Other Business</b>	<p><b><i>Project schedules</i></b>  FA+A and KBA/Trident issued two schedule documents. A meeting schedule and a deliverable schedule was distributed and discussed that delineates the meetings and materials that will be required between now and the schematic design hearing at MSBA in March. It was noted that this is an aggressive schedule but one that FA+A is confident that they can maintain.  The second document was an overall project schedule that looks back from the beginning of the project through the construction phase. There are benchmark dates indicated on this schedule that indicate submissions to MSBA. It is clear that maintaining the schedule is contingent on timely receipt of comments and approval from MSBA at each benchmark.</p> <p><b><i>“Sending out the message”</i></b>  SL discussed future plans to disseminate information in order to inform the public about the project. She cautioned that there are still some key points, such as the completed initial project budget that is nearing completion, that need to be solidified in order for information to be delivered accurately. The Mayor concurred that there will be a series of outreach meetings to bring the information to the public. SL did suggest letting people know that current information about the project is being posted on the City of Methuen web site. AN suggested that a series of walkthroughs be scheduled in order for the public to see what the actual conditions at the high school are that are driving the need for this project.</p>
5.	<b>Adjourn</b>	Motion made by Arthur Nicholson to adjourn, seconded by Robert Vogler. Unanimous vote in favor to adjourn at 4:10 PM.

To the best of my knowledge, these notes are a fair representation of the issues and items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer.

Submitted by: Daniel P. Bradford, AIA