

April 27, 2010, 3:30 PM, Meeting held at the Searles Building, 2nd Floor Conference Room

MEETING NOTES

Committee Members Present: See attached sign-in sheet

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

Item No.	Item	Description
1.	Call to Order	The meeting was called to order at 3:38 PM by the Chair, Suzanne Lamoureux. (SL)
2.	Approval of meeting notes from 4/13/10	Motion made by Arthur Nicholson (AN) to accept the meeting notes issued for April 13, 2010, seconded by Robert Vogler (RV). Unanimous vote in favor.
3.	Schematic Design	<p>Report of 4/23/10 deliverables to MSBA: The items that were outstanding from the 4/9/10 submission to MSBA were delivered them on 4/23/10, as agreed. The items included in this submission included the room data sheets, a reconciled budget with a listing of valued engineering items, an overall project budget with the required coding information to enable MSBA to incorporate this onto their form 3011, the project financing information and anticipated cash flow and the proposed application for the CM @ Risk delivery method. A copy of the supplemental submission was delivered to SL for the record.</p> <p>Anticipated Process at MSBA: DBre explained that the submission of material to MSBA is complete and as we understand it, the Board is reviewing the material and will call to schedule a meeting with a limited number of representatives from Methuen and the design team to discuss particulars about the material. This will result in a determination of the project funding agreement. The May 26th hearing will not require any further presentation of material by the design team or Methuen. It will be a meeting where MSBA will present their determination for the project funding agreement. DBre indicated that 4 or 5 of the members that attended the subcommittee meeting are members of the Board.</p> <p>School Committee presentation 5/10/10: A presentation of the project will be made to the School Committee on 5/10 by FA+A. After the presentation, a vote will be taken by the school committee to accept the completion of the schematic design phase of the project, as recommended by the vote of the building committee at the meeting on 4/13/10.</p> <p>Project Budget: DBra discussed the overall project budget . The overall project budget incorporates the recently completed reconciled construction budget amount of \$75,526,287. The total project budget amount is \$99,316,700 which is comparable to the budget that was established when the preferred scheme was selected.</p>
4.	Variance status update	GB reported that he met with the building commissioner yesterday and that the denial letter from him is expected by the end of the week and GB will proceed with submissions to the state for the variance hearing .

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5.	CM @ Risk	<p>City Council meetings: At the City Council meeting on 4/20, a 6-2 vote in favor of the resolution to submit the plans and procedures and CM @ Risk application to the OIG's office was taken for their first reading. A workshop session has been scheduled on May 3 at 6:00 before the next City Council meeting to discuss the CM @ Risk process and review the alternate schemes considered during design and the selection of the preferred schematic design scheme. The presentation will be 45 minutes with power point presentations by FA+A to describe the building project, KBA/Trident to discuss the CM @ Risk method for delivery and the Mayor to discuss an overview of the project financing.</p> <p>Legal Council for the CM @ Risk: A listed member for the CM @ Risk plans and procedures must include an attorney. The chair presented proposals for two attorneys who have been recommended to serve to provide legal assistance for the CM @ Risk process. The two firms presented were Garrity and Knisely from Boston and Morris, Rossi and Hayes from Andover.</p> <p>After discussion about the two proposals a motion to hire Morris, Rossi & Hayes was made by AN and seconded by Bryan Sweet (BS). The vote was 8-2 in favor (Stephen Zanni and Dorothy Najolia opposed)</p>
6.	Central School	<p>Request for Design Services: The committee, through its chair, has directed the OPM to issue a RFS to FA+A requesting that they generate a fee proposal to perform the necessary designer services to convert the existing Central School into the required temporary space to house the 9th grade for the duration of the HS construction project. KBA/Trident to issue a draft to SL and the Mayor for review comments tomorrow and will then forward it to FA+A.</p>
7.	Other Business	<p>Public Presentations: The Mayor indicated that there will be a series of public presentation scheduled for the HS building project. The first presentation, where the mayor and Arthur Nicholson will present, is tentatively scheduled on May 6th at Mann's Orchard Store.</p> <p>Project Financing Plan: The mayor presented an overview of the project financing plan. The plan will allow for the funding of the entire project to stay within the confines of Proposition 2 ½ with no impact to taxpayers or the budget in today's dollars.</p> <p>Next meeting: May 11, 2010 at 3:30.</p>
8.	Adjourn	<p>Motion made by Stephen Zanni (SZ) to adjourn, seconded by Robert Vogler (RV). Unanimous vote in favor to adjourn at 4:40 PM.</p>

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