



August 10, 2010, 3:30 PM, Meeting held at the Searles Building, 2nd Floor Conference Room
MEETING NOTES

Committee Members Present: See sign-in at bottom

Guests Present: Nancy Goodwin NG Finegold Alexander and Associates (FA+A)
 James Alexander JA Finegold Alexander and Associates (FA+A)
 Bruce Stellar BS Methuen Facilities Department
 Gino Baroni GB KBA/Trident
 David Breen DBre KBA/Trident
 Dan Bradford DBra KBA/Trident

Item No.	Item	Description
1.	Call to Order	The meeting was called to order at 3:31 PM by the Chair, Suzanne Lamoureux. (SL)
2.	Approval of meeting notes from 7/13/10	Motion made by Robert Vogler (RV) to accept the meeting notes issued for July 13, 2010, seconded by Arthur Nicholson (AN). Unanimous vote in favor.
3.	Status of MSBA's Project Funding Agreement (PFA)	DBra reported that as of today, the PFA has not been received and that in pursuing an update from MSBA as to the status for release, they indicated that the PFA was being reviewed by MSBA legal department and it would be released very soon. Mayor Manzi reiterated this information, having had a recent phone conversation with MSBA. Upon receipt, Mayor Manzi will call a City Council meeting to register a vote and signature and return of the PFA to MSBA for them to make the final review and execution by Catherine Craven.
4.	Designer and OPM contract amendments	<p>Designer: Amendments # 2 and 3 were distributed and discussed. Amendment #2 extends the design contract into the remaining phases of the contract beyond Schematic Design, namely, through design development, construction documents, bidding and construction administration. Amendment #2 does not change the total agreed fee for basic services agreed to when the fee amount was negotiated. The amendment also incorporates the designer work under the CM at Risk delivery method. The fee amount after Amendment #2 is \$6,371,000. Amendment #3 covers the additional design fee for the work involved in renovating the Central School for use by the 9th grade. The fee amount after Amendment #3 is 6,560,750. A motion was made by Ann Guastaferro (AG) to accept the designer contract Amendments (#2 and #3), seconded by Arthur Nicholson (AN). Unanimous vote in favor.</p> <p>OPM: Amendment # 3 was distributed and discussed. Amendment #3 essentially extends the OPM services contract into the remaining phases of the contract beyond Schematic Design, namely, design development, construction documents, bidding and construction administration. The amendment also incorporates the OPM work under the CM at Risk delivery method. The fee amount after Amendment #3 is \$3,596,140. A motion was made by Robert Vogler (RV) to accept the OPM contract amendment #3, seconded by Arthur Nicholson (AN). Unanimous vote in favor. DBra mentioned that another amendment that includes the OPM services for the work at Central School will be presented at the next Building Committee meeting.</p>

Item No.	Item	Description
5.	High School project – Skating Rink access during construction	RV brought up the issue that the leasing of time for the skating rink is very successful and that maintaining access to the rink during the construction period is important. DBre mentioned that this has been discussed with the administration and that when a CM is brought on board, this will be a point that needs to be made in making sure the access is maintained when developing the phasing plans. GB cautioned that the administration should not move forward to maximizing the bookings of the rink until a phased access plan has been developed and recommended that bookings should remain at the level they are at for the time being.
6.	Central School	<p>The Designer Notice to Proceed has been issued to FA+A. NG reported that they were able to locate the original 1925 drawings and FA+A made discs of those drawings and delivered 3 copies to KBA/Trident.</p> <p>Discussed the movie out required by the administration. Dr. Whitten indicated that the staff is fully aware of the need to move and will be able to do so when the time is at hand. The time for the move was discussed and it appears as though that will need to take place in December to allow for the renovation work at Central to commence.</p> <p>GB indicated that he will work with Lauri Antonacci to ensure that the procurement process for the leasing of space for the relocated Central Administration is followed.</p>
7.	Other Business	<p>School Superintendent retiring; Dr. Whiten indicated that she will be retiring in two weeks. SL pointed out that although Dr. Whitten may be at the next meeting, there would be a chance she won't so she wanted to use this meeting as a time to thank her for her work and involvement in the project. SL will forward the revised contact information to MSBA when the new superintendent, Judith Scannell takes the position.</p> <p>Invoices: Two invoices from KBA/Trident were presented (#17 and #18) in the amounts of \$8.99 and \$12.75 for a total of \$21.74. This amount is for reimbursable expenses over the past two months. The unbillable fee amount for the OPM is \$164,330 at the end of July.</p> <p>Next meeting: August 24, 2010 at 3:30.</p>
8.	Adjourn	Motion made by AN to adjourn, seconded by RV. Unanimous vote in favor to adjourn at 4:00 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



CITY OF METHUEN BUILDING COMMITTEE

Sign-In Sheet

Tuesday, August 10, 2010

Name	Initials
Mayor William Manzi, III	WM III
John Cronin, Jr.	
Sarah Dagher	
James Giuca	
Ann Guastaferrro	AG
George Kazanjian	GK
Thomas Kelly	
Suzanne Lamoureux	SL
Joseph Leone	JL
Dorothy Najolia	DN
Arthur Nicholson	AN
Frank Russo	FR
Judith Scannell	
Bruce Stella	
Bryan Sweet	BS
Robert Vogler	RV
Dr. Jeanne Whitten	JW
Stephen Zanni	SZ
Lauri Antonacci	LA