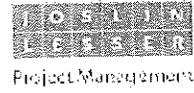


**Lunenburg School Building Committee Meeting**

Date:	08/13/14
Location:	Thomas C. Passios Building, Room 13
Time:	6:30 PM
Next Meeting:	9/10/14 6:30 PM



Name	Affiliation
✓ Loxi Jo Calmes	Lunenburg Superintendent of Schools, LSBC (LSBC)
✓ Michael Mackin	Lunenburg School Committee, Chair (LSBC)
x Colleen Shapiro	Lunenburg School Committee, LSBC Member (LSBC)
✓ Tom Alonzo	BOS Representative, LSBC Member (LSBC)
x Nathan Lockwood	Planning Board, LSBC Member (LSBC)
x Mark Erickson	Finance Committee, LSBC Vice Chair (LSBC)
✓ Mike Barney	Citizen, LSBC Member (LSBC)
✓ Brian Frank	Citizen, LSBC Member (LSBC)
✓ Greg S. Roy	Citizen, LSBC Member (LSBC)
x Kerry Speldel	Town Manager, LSBC (non-voting member) (LSBC)
x John Londa	Director of Facilities, LSBC (non-voting member) (LSBC)
✓ Brian Spadafino	LHS Principal, LSBC (non-voting member) (LSBC)
✓ Tim Santry	Lunenburg Public Schools (Tappé)
x Charles Hay	Principal-in-Charge, Tappé Architects (Tappé)
✓ Damian Uddiard	Project Architect, Tappé Architects (JLA)
✓ Greg Cohan	Joslin, Lesser + Associates (JLA)
x Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)
✓ Inga Knox	Joslin, Lesser + Associates (JLA)
✓ Robert Alger	Joslin, Lesser + Associates (JLA)
✓ Michael Kearns	Shawmut Design & Construction (SDC)
✓ Jonathan Hirst	Shawmut Design & Construction (SDC)

**Discussion**

**1 Call to Order**

The meeting was called to order at 6:37 PM by Mr. Mackin, Chairperson of the Lunenburg School Building Committee.

**2 Approval of School Building Committee Minutes**

The Lunenburg School Building Committee reviewed minutes from the following meetings:

- July 09, 2014 LSBC Meeting
- July 17, 2014 LSBC Meeting

Motion: The Lunenburg School Building Committee voted to approve the meeting minutes from July 19th & July 17th Meeting.

**3 Monthly Approvals - Invoices**

Joslin Lesser & Associates (JLA) presented monthly progress invoices for work completed for through July, 2014 for Joslin, Lesser + Associates (OPM), Tappe Architects (Designer), Shawmut Design & Construction (Preconstruction Services) as well as miscellaneous printing invoices.

Motion: The Lunenburg School Building Committee voted to approve the July 2014 invoices as presented by Joslin, Lesser & Associates. The motion was unanimously approved.

Discussion

**4 Monthly Approvals - Commitments**

Joslin Lesser & Associates (JLA) presented a list of monthly commitments to the Lunenburg School Building Committee (LSBC). The Structural Peer Review has been awarded to D.M.Berg as the lowest bidder. JLA provided a tabulation chart listing an estimate of services requested used to determine the lowest bidder.

**Motion:** The Lunenburg School Building Committee voted to approve the Structural Peer Review Award as presented by Joslin, Lesser & Associates. The motion was unanimously approved.

**Note:** IGMP2 was not presented and will be presented at a following meeting for approval.

**5 Construction Document Submission**

The 90% Construction Document package will be submitted to the MSBA on Tuesday 08/18/14.  
The 100% Construction Document package is scheduled to be issued on Monday 09/22/14.

**Note:** Appointed commissioning firm, CANON Design, informed Joslin Lesser & Associates (JLA) about a delay in the issuance of the commissioning review due to unforeseen staffing changes. The review will be issued under a separate cover to MSBA and the design team upon completions. To ensure that the review comments are incorporated to 100% construction Documents, CANON Design will make efforts to complete the commissioning review prior to the scheduled 100% construction Document issue date.

**6 Project Traffic Study Discussion**

Changes to Vehicular Circulation were discussed by the Group. Shawmut Design & Construction is working on a traffic circulation map for the duration of the construction. This map will be finalized and distributed to school members, parents & abutters. The goal is to identify delivery truck entrance as well as student drop off / pick up circulations.

There is a concern about traffic & road logistics not just on premises of the school but also around the school area. A preliminary traffic study was performed by Tappe Architects during the feasibility study phase. However, the impact on abutting roads is hard to predict without an extensive study of the future traffic volume. Such study is possible however it will be at a cost which will have to be taken out of the owner's contingency budget. The School Building Committee agreed not to proceed with the study at this time. This item will be noted for future consideration if the Group feels that such study is necessary.

In order to attend to the Abutters' traffic impact concern, Design & Construction Team will take the following measures:

- A landscape architect will be present at the next abutters / neighborhood meeting to review and discuss the details of the planned landscaping as well as sidewalk and crosswalk locations.
- Shawmut Design & Construction will be providing additional signage at the entrance to the site for clarity.

**7 Construction Progress Meeting**

Joslin Lesser & Associates announced that the kick off construction meeting was held on Wednesday, 08/13/14 at 10:00 AM. The meeting will be held on a weekly basis at the construction trailer on site through the duration of the project. Meeting Notes as well as all supplemental information such as Requests for Information (RFIs), Architect Supplemental Information (ASIs), Requests for Proposal (RFPs) and Submittals will be available to all Lunenburg School Building Committee (LSBC) members via Submittal Exchange. Shawmut Design & Construction will be setting up access to Submittal Exchange for all LSBC members.

Discussion

<b>8</b>	<b>Main Bid Package Pre-Qualification Committee Member Selection</b>
<p>Joslin Lesser and Associates (JLA) began the sub-trade prequalification process for the main bid. It is expected to send Invitation to bid on Friday 09/12/14. JLA asked for one representative from Lunenburg School Building Committee (LSBC) to be involved in the pre-qualification process. Brain Frank was appointed to represent the LSBC.</p> <p>Motion: The Lunenburg School Building Committee (LSBC) voted in favor for Brain Frank to represent LSBC during the pre-qualification process. The motion was unanimously approved.</p>	
<b>9</b>	<b>Community Outreach Efforts</b>
<p>There are two (2) Abutters'/Neighborhood Meetings scheduled for the fall of 2014.</p> <ul style="list-style-type: none"><li>• September 4th at 6:30 PM</li><li>• November 6th at 6:30 PM</li></ul> <p>Joslin Lesser &amp; Associates (JLA) will assisting Lunenburg Schools with social media and website updates. JLA will be posting construction progress Meeting Notes and progress photos to the both, the Facebook &amp; Lunenburg School Building Project website.</p>	
<b>10</b>	<b>Other Business</b>
<p>Joslin Lesser &amp; Associates (JLA) is collecting cost information for the a web-cam service. The main intent of this service would be to follow the construction progress. This service will not add security to the construction site. Shawnut Design &amp; Construction will be providing surveillance for security as a separate measure. This Group will decide if such service is needed upon the receipt of all cost information.</p> <p>Ground Breaking Ceremony is tentatively scheduled for Saturday 11/18/14, the same day as the homecoming game. This is a good opportunity for students to be involved. Joslin Lesser &amp; Associates (JLA) will share a booklet example with the Group which was provided for another school project. Tappe Architects will provide presentation image boards for display at the event.</p>	
<b>11</b>	<b>Public Comment</b>
<p>No Public Comment</p>	
<b>12</b>	<b>Adjournment</b>
<p>The meeting was adjourned at approximately 7:50 pm.</p>	

*These meeting minutes were prepared by Joslin, Lesser + Associates. Please notify Joslin, Lesser + Associates within 48 hours of receipt of this document regarding any required corrections or clarifications.*