

# East Bridgewater High School Building Committee



## Meeting No. 24

Date & Time: 7:00 pm Monday 11 April 2011  
Location: East Bridgewater High School Library

### Attended (✓) Name, Affiliation

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#### East Bridgewater High School Building Committee

✓ David Floeck, Co-Chair	Thomas Hamilton
Ryon Pratt, Co-Chair	✓ Elizabeth Hayes
✓ Patricia Coppola-Lugo	✓ George McCabe
✓ Susan T. Cote	✓ Theresa McNulty
✓ Domenic DeAngelo	✓ Cheryl Pooler
✓ John Haines	✓ Paul Vieira

#### RFWalsh Collaborative Partners:

✓ Joe Naughton  
Paul Kalous  
✓ Simon Tempest  
✓ Allyson Toner  
Inger Hamre-Foley

#### Ai3:

✓ Scott Dunlap  
Jim Jordan  
Troy Randall

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1. The meeting was called to order by co-chair David Floeck at 7:04PM.

#### Meeting Minutes

2. The committee voted to approve Meeting Minutes #22, dated March 28, 2011.
  - a. Motion – Theresa McNulty
  - b. Second – John Haines
  - c. Abstentions – Beth Hayes, Cheryl Pooler
3. The committee voted to approve Meeting Minutes #23, dated April 4, 2011.
  - a. Motion – Beth Hayes
  - b. Second – Domenic DeAngelo
  - c. Abstentions – Susan Cote

#### Invoice Approvals

4. RFWCP recommended an invoice approval process to the committee. All invoices to be approved will be sent to the entire committee with the meeting agenda so all members can review before the meeting occurs. RFWCP will put together an invoice package with a cover sheet for sign-off. Details for this process will be discussed at meeting with George Samia, Marilyn Thompson, Phyllis Tirrell, Susan Cote, Trish Lugo, Barbara Polese, and RFWCP at 1:00PM on April 13<sup>th</sup> in the Superintendent's Office. RFWCP will bring examples and the process will be defined at this meeting for future invoice approvals.
5. The committee voted to approve RFWCP invoice #101017-6 in the amount of \$21,840 for Project Management services for the month of February 2011.

- a. Motion – Beth Hayes
  - b. Second – Cheryl Pooler
  - c. Vote – Unanimous
6. Ai3 invoices for the month of March 2011 will be approved at the next meeting on April 25<sup>th</sup>, 2011 through the new approval process.

#### Project Task List

7. Ai3 reported that 50% Construction Documents will be completed Thursday, April 14<sup>th</sup> and will be released to the cost estimators and the MSBA. RFWCP reported that all contractor Statement of Qualifications will be received by 2PM on Wednesday, April 13<sup>th</sup>.
8. David Floeck confirmed that the Church Street fields will not fit two fields and other options are being looked at. The sub-committee will meet after April Vacation to discuss possible options.
9. The naming of the new school will be discussed at the School Committee meeting on April 14<sup>th</sup> and voted on if the committee is prepared to do so. If not, the School Committee will take a vote at the meeting on April 28<sup>th</sup>.
10. The committee voted if the High School Building Committee determines that a replacement is needed, then the School Committee is responsible to appoint a new member to the High School Building Committee.
- a. Motion – Susan Cote
  - b. Second – Beth Hayes
  - c. Vote – Unanimous

The HSBC will need to determine if additional members are needed. This will be added to the agenda for the next meeting on April 25<sup>th</sup>, 2011.

11. RFWCP will send the Hire Local language to Steve Culp to post on the website. A general calendar will be posted on the website and a weekly meeting schedule will be sent to the entire committee with the meeting agenda. Meeting postings will be made by Barbara Polese. Beth Hayes will be responsible for approving information that will be posted to the website. David Floeck and Susan Cote should also be copied on all correspondence between RFWCP and Steve Culp regarding the website.
12. The Board of Selectmen is responsible for appointing a new Eligible Applicant. The HSBC should give input on who they believe should be the Eligible Applicant. It is not required that this person sit on the committee. This will be discussed further at the next meeting.
13. Domenic DeAngelo discussed the concern with the staffing for the building inspectors. There will be a significant amount of hours required for inspection of the new building that is beyond the capacity of the current staff. The town will have to determine how to supplement the time and provide additional inspection services. The building inspectors will first need to determine how much time they feel comfortable with for inspecting the new building and then the remaining building permit costs can be determined. Simon Tempest will set up a meeting with the all inspectors to discuss this issue. The Town Administrator should also be involved in determining staffing for the building inspectors.

#### Authorization of Town Funds

14. Phyllis Tirrell and Marilyn Thompson reported that required documents have been sent to bond counsel for review. If bond counsel approves the documents, town funds will be borrowed by mid-May. Ai3 will need a written consent from the town acknowledging the anticipated payment for outstanding invoices. Marilyn Thompson agreed to send this letter to Ai3.

Other Business

- 15. Scott Dunlap indicated that lighting for the tennis courts is not included in the project. The committee discussed adding this as an alternate but agreed that since it was not included in Schematic Design, it should not be included in the project. Also, the cost to install and operate these lights would be too expensive.
- 16. The meeting was adjourned at 8:30PM.
  - a. Motion – Domenic DeAngelo
  - b. Second – John Haines
  - c. Vote – Unanimous

**Future Meetings/Events:**

<b>Date</b>	<b>Time</b>	<b>Group</b>	<b>Location</b>
13 Apr 11	1:00 PM	Finance Meeting – Invoice Approval Process	Superintendent's Office
13 Apr 11	2:00 PM	Prequalification Committee – Open SOQ's	Superintendent's Office
25 Apr 11	7:00 PM	EBHSBC	EBHS Library
2 May 11	2:00 PM	Prequalification Committee	Town Hall
9 May 11	7:00 PM	EBHSBC	EBHS Library
16 May 11	2:00 PM	Prequalification Committee	Town Hall
23 May 11	7:00 PM	EBHSBC	EBHS Library
31 May 11	2:00 PM	Prequalification Committee	Town Hall

*These notes will become part of the project record as written, unless corrections or additions are received in writing within 6 days of distribution.*