

<b>WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD HIGH SCHOOL BUILDING COMMITTEE</b>	<b>WAKEFIELD MEMORIAL HIGH SCHOOL MEETING NOTES</b>
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Date:	Thursday October 7, 2021
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Shane Nolan – LeftField PM

Name		Present
Joseph Conway	Director of Public Works (Non-Voting)	✓
Julie Smith Galvin	Town Council (Non-Voting)	✗
Stephen P. Maio	Town Administrator (Non-Voting)	✗
Thomas Markham	School Committee Member (Non-Voting)	✗
Kevin Piscadlo	School Committee Member (Non-Voting)	✗
Doug Lyons	Superintendent of Schools (Non-Voting)	✗
Tim O'Brien	Facilities Director (Non-Voting)	✓
Joseph B. Bertrand	Permanent Building Committee, Chair (Voting)	✓
Timothy Demers	Permanent Building Committee (Voting)	✓
Charles L. Tarbell	Permanent Building Committee, Secretary (Voting)	✓
Jason Cohen	Permanent Building Committee (Voting)	✓
Janine R. Fabiano	Permanent Building Committee (Voting)	✓
John McDonald	Permanent Building Committee (Voting)	✓
Tom Galvin	Permanent Building Committee (Voting)	✓
Marc Moccio	Permanent Building Committee (Voting)	✓
Philip Renzi	Permanent Building Committee (Voting)	✓
Nasos Phillips	Permanent Building Committee (Non-Voting)	✗
Wayne Hardacker	Permanent Building Committee (Non-Voting)	✗
Amy McLeod	Wakefield Memorial High School Principal (Non-Voting)	✗
Joseph Mullaney	Wakefield Memorial High School Asst. Principal (Non-Voting)	✗
James Sullivan	Finance Committee (Non-Voting)	✗
Ian McKinnon	Community Member (Non-Voting)	✓
Jeffrey Cohen	Community Member (Non-Voting)	✓
Elizabeth Martin	Community Member (Non-Voting)	✗
Ray Thompson	Community Member (Non-Voting)	✓
Eric Lambiaso	Community Member (Non-Voting)	✓
Thomas Stapleton	Community Member (Non-Voting)	✓
Robert Arcari	Community Member (Non-Voting)	✗
Dylan Forester	Community Member (Non-Voting)	✓
Christopher Sallade	Community Member (Non-Voting)	✓
Sandra Clarey	Community Member (Non-Voting)	✓
Eric Hubert	Community Member (Non-Voting)	✗
Christine Bufagna	Community Member (Non-Voting)	✗
Jonathan Chines	Community Member (Non-Voting)	✓
Kim Hartman	Community Member (Non-Voting)	✓
Greg Liakos	Community Member (Non-Voting)	✗
William Karvouniaris	Community Member (Non-Voting)	✗

Name		Present
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Lorraine Finnigan	SMMA	✓
Phil Poinelli	SMMA	✓

I. Meeting called to order at approximately 7:00PM

II. Administrative Actions

A. Meeting Minutes

The meeting minutes of the 07/15/21 Permanent Building Committee/School Building Committee: Wakefield Memorial High School were presented for review.

*Chip Tarbell made a motion to approve the Wakefield Memorial High School Meeting Minutes dated 07/15/21 as presented. Seconded by Jason Cohen. Motion was approved unanimously.*

The meeting minutes of the 09/09/21 Permanent Building Committee/School Building Committee: Wakefield Memorial High School were presented for review.

*Chip Tarbell made a motion to approve the Wakefield Memorial High School Meeting Minutes dated 09/09/21 as presented. Seconded by Jason Cohen. Motion was approved unanimously.*

B. Invoices

There (3) invoices in the total amount of \$16,008.00 were presented for review.

1. Leftfield LLC Invoice #5 dated 09/30/21 in the amount of \$22,000.00

Discussion: Phillip Renzi asked about the scope of work completed by the OPM. Shane Nolan noted it included procurement of designers, attendance at meetings, compilation of existing documentation and coordination of existing inspections and surveys.

*Chip Tarbell made a motion to approve the Leftfield invoice #5 dated 09/30/21 in the amount of \$22,000.00. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*

2. SMMA Invoice #55663 dated 10/04/21 in the amount of \$27,500.00

*Chip Tarbell made a motion to approve the SMMA Invoice #55663 dated 10/04/21 in the amount of \$27,500.00. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*

III. Project Schedule

Shane Nolan provided an overview of the Feasibility Study schedule and tasks to be completed during this phase. This includes the submissions of the following documents to MSBA:

- Preliminary Design Program (PDP) January 5, 2022
- Preferred Schematic Design (PSR) March 3, 2022
- Schematic Design (SD) September 1, 2022

IV. Project Budget

Shane Nolan presented the Feasibility Study budget with the standard line items used by MSBA to process payment and reimbursement through their ProPay system. Total budget approved by the Town is \$2,000,000. Any changes to the individual line items will require a Budget Revision Request (BRR) to be approved by the Committee and submitted to MSBA. SN noted that there has been one BRR approved at the last Committee meeting had been submitted to MSBA for processing. This is reflected in the current budget presented.

Tom Stapleton asked about the budget allocated to the project. SN noted that the budget will be carefully monitored and updated on an ongoing basis. The executed OPM and Designer contracts were under the budget allowance and these savings have been moved to the "other" category. This category is essentially a contingency fund that can be used should any unforeseen events arise.

V. MSBA Module 3: Feasibility Study

Shane Nolan gave an overview of the contents in each section of MSBA's Module 3 Feasibility Study – Preliminary Design Program (PDP). SN noted the PDP is the first of 3 submissions to MSBA during the Feasibility Study.

VI. Upcoming Meetings

Shane Nolan presented a list of the upcoming Permanent Building Committee/School Building Committee meetings.

Shane Nolan noted that the project team would like to set up Focus Groups to provide input on specific design subjects: Educational Programming, Site Design, Interior and Exterior Design and MEP/Sustainable Design. SN sent an email to PBC/SBC members and requested individuals respond if they are interested in joining any of these Focus Groups.

Joe Bertrand emphasized that this is an opportunity for PBC/SBC members to become involved and provide their input in the initial design for the new High School. JB noted that the Educational Programming group would be restricted to educators and school administration but encouraged people to join the other groups.

Lorraine Finnigan also noted that other Town Dept should be represented, Public Safety, DPW etc.

VII. Designer Comments

Lorraine Finnigan noted that SMMA has started to collect existing documentation, drawings, reports etc. LF also noted that SMMA will begin their initial site inspections and surveys in the coming weeks.

SMMA will also work with the School Department to gather a group to participate in a series of Educational Visioning workshops hosted by New Vista Design, the Educational Planner for the project. These will also be open to community members and the general public. At the same time Phil Ponielli (SMMA) will begin to meet with School Administrators and Teachers to review educational programming as it currently existing at the High School.

VIII. Next Permanent Building Committee/School Building Committee meetings:

- October 18, 2021, at 7:00pm.
- November 4, 2021, at 7:00pm

Attachments:

- LeftField Presentation 10/07/21