



Town of Maynard
School Building Committee

MINUTES
Meeting # 11
July 1, 2009

Next Full Committee Meeting Scheduled for Wednesday, July 15, 2009
Coolidge Building, 6:30 p.m.

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
✓	Mark Masterson	Superintendent Maynard	✓
✓	Pete DiCicco	Business Advisor Maynard	✓
✓	John Curran	Town Administrator	✓
	Laura Chesson	Principal, MHS	✓
✓	Jerry Culbert	Committee	✓
	Matt Briggs	Committee	✓
	Mark Howrey	Committee (SC)	✓
✓	Anthony Midey	Committee	✓
	Ken Neuhauser	Committee	✓
	Chris Johnson	Committee (FinCom)	✓
✓	Bonnie Winokar	Committee	✓
	Ed Mullin	Committee	✓
✓	John Barilone Sr.	Committee (COA)	✓
✓	Robert Nadeau	Committee (Selectman)	✓
✓	Peter O'Callaghan	Committee (COA)	✓

ITEM #	DATE	DESCRIPTION	ACTION BY	TARGET DATE	COMPLETE DATE	
		TOWN SBC				

Next Meeting Scheduled for Wednesday, July 15, 2009 at Coolidge Building, 6:30 p.m.

July 1, 2009 (# 11)

Meeting began at 6:30 PM @ Town Hall, Room 201

Present: Mark M., Pete D., John C., Anthony M., John B., Jerry C., Peter O., Bob N., Bonnie W.

Additional Attendees: Pat Saitta (OPM/MBC), Chuck Adam. (OPM/MBC)

- Safety- There were no safety issues presented at the meeting
 - The committee voted unanimously to approve the minutes from the May 26th meeting,
- Full Committee
 - Facilities Update: Pete D. gave a summary of the projects occurring this summer at the 3 schools
 - GMS – Fire alarm/sprinkler inspection showed that a gate valve for the sprinkler system had failed; Simplex is scheduled to come and repair it.
 - Fowler – Boiler #1 of 3 is leaking; two rear sections will be replaced by Combustion Services within the next week.
 - MHS – Expansion tanks for the boiler leaked as did safety valves. Valve work is being completed and the 2 tanks will be replaced within the next week.
 - Ad-hoc facilities advisory subcommittee previously appointed by the TSBC will schedule a meeting to discuss facilities upgrade and maintenance issues.
 - A Fowler School Facilities Operation and Maintenance review process should be established as the building is now 8.5 years old; the subcommittee should review and make maintenance recommendations.
 - Committee voted 5-0 with 1 abstention to approve the following motion regarding official meeting locations, “To move the School Building Committee meetings to the Coolidge Building. The large conference room is set up for interactive committee meetings along with several easels, white board, speaker phone and a fully installed in-focus projector.

When appropriate, meetings will be held at the Town Building in Room 201.”

- Committee members independently reviewed the 10 submitted RFS packages from architectural firms for the next phase of the MSBA feasibility study and discussed the submissions to determine the top 2 candidates. The full committee agreed that Tappe Associates and Design Partnership of Cambridge (DPC) are the top two selections. The final ranking will be discussed and officially approved by the full committee at the July 15th meeting for presentation to the MSBA at the July 21st MSBA Design Selection Panel meeting. The 12 member permanent MSBA board and 3 required official representatives of the Town of Maynard (Superintendent Mark Masterson, School Committee Rep. Mark Howrey and Town Executive John Curran) will make the final vote and approval of the architectural firm officially chosen by the TSBC.
- Open issues:
 - None.

Meeting adjourned at 8:00 p.m.

May 26, 2009 (# 10)

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark M., Pete D., John C., Anthony M., Ken N., Mark H., Matt B., Bonnie W.

- Safety- There were no safety issues presented at the meeting
- The committee voted 4-0 to approve the minutes from the April 29th meeting as amended at the meeting.
 - Committee briefly discussed type of information to be included in the minutes.
- Facilities Update: No updates since the last meeting.
- Full Committee
 - Committee reviewed the modified MSBA project timeline with OPM Pat Saitta updated to reflect target dates for July and November MSBA Board meetings.
 - Committee reviewed RFS draft with OPM that was submitted to, edited by and approved by MSBA so that it can be published in the Central Register.
 - Committee voted 5-0 to approve a motion that any comments by full committee on RFS draft must be given to Jerry C. by Thurs., May 28.
 - Committee reviewed draft of letter to be submitted by BOS and SC on behalf of the town to initiate formal discussions with surrounding school districts.
 - The committee will receive a copy of a historical overview of the HS facilities issues after it is taken up by the SC for eventual publication.
- Open issues:
 - Mark M. and Bill Kohlman of the SC presented more up-to-date, accurate enrollment projections to MSBA and received MSBA approval of the numbers.

- Mark H. reported that all of the draft SC/BOS regionalization letters have been given to the prospective towns except AB pending their approval of a new SC chair.
- Mark H. reported that Jerry Wedge of Concord-Carlisle SC has contacted the SC regarding the letter to have a discussion.
- SC/BOS will need data regarding grades, #/grade, test scores, current school buildings, pupil spending, funding mechanisms, demographics for discussions with other towns.

Meeting adjourned at 7:45 p.m.

May 13, 2009 (# 9)

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark M., Pete D., John C., Jerry C., Anthony M., Ken N., Mark H., Matt B., Bonnie W.

- Safety- There were no safety issues presented at the meeting
- The committee unanimously approved the minutes from the April 29th meeting as amended at the meeting.
 - Amendment: At the May 6th meeting, John B. and Mark M. discussed the ability of Maynard students to attend Assabet Valley Technical School. It was confirmed by Mark M. that no Maynard student has been prevented from attending AV Tech.
- Facilities Update: No updates since the last meeting.
- Full Committee
 - Committee reviewed the overall MSBA project timeline with OPM Pat Saitta and discussed which MSBA board meeting and town meeting deadlines can be made in an expeditious but realistic timeframe.
 - Committee reviewed just the architectural RFS timeline with OPM Pat Saitta to understand the deadlines that need to be met and how the architect selection process works with MSBA
 - Committee unanimously approved a motion to delegate Mark Howrey and Bob Nadeau as the respective SC and BOS representatives to lead the discussions with surrounding towns/school districts in regards to regionalization as required by MSBA for the feasibility planning stage.
 - Committee reviewed draft of letter to be submitted by BOS and SC on behalf of the town to initiate formal discussions with surrounding school districts.
 - The committee will receive a copy of a historical overview of the HS facilities issues after it is taken up by the SC for eventual publication.
- Open issues:
 - None.

Meeting adjourned at 8:25 p.m.

May 6, 2009 (# 8)

Meeting began at 6:30 PM @ Coolidge Building

Present: Mark M., Pete D., John C., Jerry C., Anthony M., Ed M., Mark H., John B. Sr., Peter O., Bonnie W.

- The committee unanimously approved the minutes from the April 29th meeting.
- Safety- There were no safety issues presented at the meeting.
- Facilities Update: No updates since the last meeting.
- Full Committee
 - Committee reviewed the overall MSBA project timeline to see if the required steps can be completed in time for the MSBA Sept. 30th board meeting given the deadlines that must be met for getting the RFS legal notice into the newspaper and MA Central Register with subsequent consideration of other legal and MSBA fixed deadlines.
 - Committee reviewed just the architectural RFS timeline to determine when the study could realistically be completed in light of town meeting dates and deadlines.
 - Committee reviewed draft of presentation for committee report to be given at Spring Town Meeting on May 18 to ensure information is clear and accurate.
 - John B. raised the issue of whether the feasibility study included addressing the curriculum of the district.
 - Mark H. noted that the town charter gives authority for curriculum issues to the School Committee and is outside the scope of charter of the Town School Building Committee that is tasked with school facilities only. A change in town charter would be required for the Building Committee to have that authority.
- Open issues:
 - None.

Meeting adjourned at 7:45 p.m.

April 29, 2009 (# 7)

Meeting began at 6:35 PM @ Town Hall, Room 201

Present: Mark M., Pete D., John C., Jerry C., Anthony M., Ed M., Matt B. Ken N., Mark H., John B. Sr., Peter O., Bonnie W., Chris J.

- The committee unanimously approved the minutes from the March 4th, April 1st, April 8th and 9th meetings with the minor change in the 8th and 9th minutes from “sub-committee” to “full-committee.”
- Safety- There were no safety issues presented at the meeting. John B. inquired about the progress of the ASHERA follow-up items.
- Facilities Update:
 - NEASC report on MHS upgrades in the past year submitted in April.
 - MHS facility issues addressed since the 2008 report:
 - MSBA has Maynard in feasibility study
 - Town SBC has hired an OPM
 - HVAC upgrades for WAVM and office
 - Circulator pumps removed, rebuilt and re-installed
 - Security system installed

- Science lab chemical inventory cleaned and removed by Clean Harbors
- Smartboards installed
- Bleachers passed annual inspection
- New air compressor for HVAC
- Regular disinfection schedule in place for locker rooms
- New blinds in conference area
- Repairs of unit ventilators and thermostats in 1st floor, begun 2nd floor
- Roof fans repaired
- Maintenance in team locker room.
- GM'S roof repairs
- Fowler routine maintenance done
- CPC – Investigating options for chair lift to address accessibility issue in band room at MHS
- Mark M. – WAVM needs radio antenna for FCC requirement to maintain license by July 2010
- Full Committee
 - Mark M. – OPM negotiations complete with Municipal Building Consultants. MSBA will approve them at May 4th board meeting.
 - Pat Saitta, OPM from Municipal briefed full committee
 - First thing to be done is the actual feasibility study portion to get to solution that MSBA will approve
 - Presented checklist of steps to be completed to do the feasibility study and the next steps
 - Aim for having the feasibility study done for MSBA Sept. 30th board meeting
 - Once solution found, next major milestone is Scope and Budget
 - Regionalization path will be pursued in conjunction with the facility investigation
 - BOS and SC will discuss process for doing regionalization inquiries at May 14th joint meeting.
- Open issues:
 - Mark M. gave full committee copies of the draft regionalization overview by Amy Gay of SC, Boston Globe article about regionalization, and draft of Superintendent's Committee update.
 - Next Meetings:
 - 5/6 at Coolidge Building to discuss Town Meeting presentation
 - 5/13 to review RFS draft for hiring architect to do facility assessment portion of feasibility study

Meeting adjourned at 8:10 p.m.

April 9, 2009 # 6 (full committee meeting)
6:30PM Chair opens meeting

- Each of the firms was given a set of 7 questions ahead of the interview that they may be requested to answer before the full committee. (Questions shown in previous meeting minutes April 8, 2009)
- Municipal Associates gives first presentation at 6:30.
 - 10 minute overview of how they will approach the OPM role for the MSBA feasibility study, what experience they have with these studies and how they will work with Maynard SBC, boards and town
 - 30 minutes spent answering the list of questions with follow-up for clarification
 - Brief closing remarks
- 10 minute interlude between the two firms to prevent overlap and to allow committee to record notes and impressions, rankings.
- John B. adjourns at 7:15.
- HEERY gives second presentation at 7:25.
 - 10 minute overview of how they will approach the OPM role for the MSBA feasibility study, what experience they have with these studies and how they will work with Maynard SBC, boards and town
 - 30 minutes spent answering the list of questions with follow-up for clarification
 - Brief closing remarks
- 5 minute interlude for recording record notes and impressions, rankings
- Committee gives rankings of the top 2 firms and has brief discussion.
- Committee votes 8-0 to rank the firms as follows:
 1. Municipal Associates
 2. PMA
 3. HEERY
 4. URS

Meeting closed at 8:50 p.m.

April 8, 2009 # 5 (full committee meeting)

Present: Jerry C., John B., Matt B., Peter O., Bob N., Anthony M., Chris J., Mark H., Ken N., Mark M., Peter D.

6:30PM Chair opens meeting

- Each of the firms was given a set of 7 questions ahead of the interview that they could be required to answer before the full committee. They are as follows:
 - How do you make sure the architectural firm has considered all aspects of the project? How do you know the feasibility study really looked at build new, add/renovate or regionalize?
 - How do you develop the scope of work for:
 - Regionalization
 - Building new
 - Addition/renovation
 - How do you establish communications with the School committee, Selectmen, Building committee, etc? How do you establish deadlines?

- Please comment on the proposed scope of work. Have you worked with school districts during the “feasibility phase”?
- Can you give an example of conflict resolution that you have been involved with during one of these projects.
- Please describe a project with a 50’s/60’s building with a renovation/addition.
- Have you been involved with the construction of a regional school
- PMA gives first presentation at 6:30.
 - 10 minute overview of how they will approach the OPM role for the MSBA feasibility study, what experience they have with these studies and how they will work with Maynard SBC, boards and town
 - 30 minutes spent answering the list of questions with follow-up for clarification
 - Brief closing remarks
- 10 minute interlude between the two firms to prevent overlap and to allow committee to record notes and impressions, rankings
- URS gives second presentation at 7:25.
 - 10 minute overview of how they will approach the OPM role for the MSBA feasibility study, what experience they have with these studies and how they will work with Maynard SBC, boards and town
 - 30 minutes spent answering the list of questions with follow-up for clarification
 - Brief closing remarks
- 5 minute interlude for recording record notes and impressions, rankings
- Brief discussion of first impressions from each committee member

Meeting closed at 8:40 p.m.

April 1, 2009 # 4 (sub committee meeting)
Meeting began at 6:35 PM @ Coolidge Building

Present: John B.; Matt Bridges; Jerry C.; Bob Nadeau;

6:35PM > Chair opens meeting

- Clarifies role of OPM
 - Advantages/disadvantages of small/large town re small/large company
 - OPM will need technical expertise, not regionalization, not education
 - OPM’s major role is to assist us to hire the architect

At 6:40 John B. leaves and Mark H. arrives.

Chair queries if sub-com has ‘correspondence’ regarding first/last choices.

Each member suggests his priorities; Matt lists rankings on large pad for all to see.

Immediate correspondence of strengths:

- HEERY
- Municipal
- PMA

After some discussion: URS was added.

April 8 & 9-- 6:30 & 7:30

5-10 minutes

30 minutes

5 minutes

March 4, 2009 (#3)

Meeting began at 6:35 PM @ Town Hall, Room 201

Present: Mark M., Pete D., John C., Jerry C., Anthony M., Ed M., Matt B. Ken N., Mark H., John B. Sr., Peter O.

- The committee unanimously approved the minutes from the Feb. 4th meeting.
- Safety- There were no safety issues presented at the meeting.
- Facilities Update:
 - No new updates except some issues with the roofs at MHS and GMS during the last round of inclement weather
- The full committee received a briefing from Rob Horn and Dan Stuart of the town's Capital Planning Committee.
 - BOS has requested that for the out years that the CPC compile 5 and even 10 year long-range capital expenditure plans from the numerous town operating units to allow so that the BOS and town committees will have ample warning about impending large cost capital improvements.
 - The plans will be critical in budget planning for when these items will need to be addressed.
 - CPC is approaching each operating unit and asking for help in compiling a list of foreseen capital expenditures for the next 5 years.
 - CPC has asked for input from the town SBC for the school building capital needs requests.
 - CPC ranks projects based on the criteria of health and safety, liability, law compliance, cost savings and avoidance, increasing effectiveness of existing item, new investment based on demand, and expanded investment based on demand.
 - A motion was made to enlist the current members of the town SBC who had previously served on the most recent Facilities Advisory Committee (FAC) to act as an ad-hoc subcommittee to help the CPC develop the 5 year plan for all 3 school buildings.
 - Committee voted unanimously to pass the motion.
 - SC will approve the process voted on at their next meeting.
 - School building maintenance for all 3 buildings will be considered as part of the planning process
- Dr. Masterson informed the committee that the MSBA returned the draft RFS for the OPM with additional language, some deletions and questions that were addressed by he and Jerry C. and returned to the MSBA. The MSBA approved the revised version and the RFS was publicly posted on the school web site on March 4, 2009.

- The OPM/RFS sub-committee met on Feb. 18 at the Coolidge Building to outline procedures and criteria for the interviewing process.
 - 15 criteria were outlined to match with the proposals from the respondents
 - Sub-committee will rank and review all received packages and narrow down the selection to the top 3-5 for invitation to be interviewed by the entire SBC.
 - The timeline for the OPM/RFS review and selection was discussed and agreed upon as follows:
 - 03/12/09 Voluntary informational meeting for RFS Respondents at 11AM at the Coolidge School, 12 Bancroft St., Maynard, 01754
 - 03/13/09 Last day for questions from Respondents
 - **03/25/09 Bid responses due.**
 - 04/01/09 Respondents short-listed by the Sub-committee at 6:30 meeting at the Coolidge Building.
 - 04/03/09 SBC members retrieve copies of the responses for the short-listed candidates after 3 p.m. at the Coolidge Building.
 - **04/07 & 04/08/09 Interview short-listed Respondents by full SBC with committee meeting at 6:15 p.m and interviews beginning at 6:30.**
 - 04/15/09 Negotiate with selected Respondent
 - 04/24/09 Final selection submitted to the MSBA for review and approval
 - 05/8/09 Execute contract
 - Committee agreed to by-pass the March 18 meeting given the extra meetings scheduled for April. Next regular full committee meeting will be on April 15.
 - Open issues raised:
 - Motion made that the SBC name Mark Howrey as vice-chair to handle duties of chair in case of his absence. Committee unanimously approved it.
 - Motion made that the SBC name Anthony Midey assume the chair's duties if neither the chair nor the vice-chair can be present.
 - John B. Sr. raised the issue of getting clarification as to the committee's responsibilities regarding the feasibility study and what is within the committee's purview.
- Meeting adjourned at 8 p.m.

February 4, 2009 (#2)

Meeting began at 6:30 PM @ Town Hall, Room 201

Present: Mark M., Pete D., John C., Jerry C., Anthony M., Ed M., Bonnie W., Matt B. Ken N., Mark H., Chris J., John B. Sr.

- Safety- There were no safety issues presented at the meeting.
- Facilities Update:
 - All of the previously discussed projects have been completed except for a few science lab upgrades pertaining to getting some last pieces of equipment.

- ASHERA follow-up. The attention items cited are not currently hazardous, but Pete has begun looking into how to have these items remediated and what the probable costs are.
- The full committee received an overview of the key aspects of the open meeting laws from John C. A document outlining the rule was distributed to the committee.
- The committee discussed the draft mission statement and voted unanimously to approve the following official mission statement:
 - **“The Town of Maynard School Building Committee (SBC) will make an education facilities recommendation after reviewing all reasonable options to the School Committee, the Board of Selectman, and the Town that meets financial expectations and maximizes educational opportunities.”**
- The committee discussed how to create and operate a sub-committee to review the OPM-RFS responses. Mark M. will coordinate the interview process in an organizational but non-voting capacity. A key criterion is that the members would have to be available for the interviews which will be likely occur over 2 nights at 1 hour per interview. Let’s say 5 are interviewed it could be 3 one night and 2 the next night.
 - The sub-committee will review the application packages and report to the full committee with their observations and recommendations including the interview method used.
 - The committee voted unanimously to create a sub-committee of 5 members comprised of John Barilone, Sr., Mark Howrey, Jerry Culbert, Matt Briggs and a fifth member to be determined at a later date.
 - All full committee members can attend the interviews but only sub-committee members will be allowed to act in an official capacity.
 - A motion was made and a vote taken to elect Jerry C as chair of the School Building Committee.
- In open issues, John B, Sr. raised concern that all open town meetings are not being taped and broadcast to the town residents.

Meeting adjourned @ 8:05 PM

January 14, 2009 (#1)

Meeting began at 6:30 PM @ Town Hall, Room 201

Present: Mark M., Laura C., Pete D., John C., Jerry C., Anthony M., Ed M., Bonnie W., Bob N., Ken N., Mark H., Chris J., John B. Sr.

- Members of committee introduced themselves as part of initial meeting.
- Committee discussed expectations for participation going forward, including attendance, meeting schedule, and outside assignments.
- Committee discussed meeting structure for future meetings and reviewed an initial draft of a mission statement.
- Safety- No safety issues to report.
- Building Projects Status:
- Green Meadow School
 - Building Intercom – Installation completed on Dec 29, 30 and Jan. 6.

- High School
 - Backup Boiler relief valve replaced.
 - New air compressor installed. Insurance inspector notified.
- Grounds
 - Alumni Field Irrigation – Winterization of the irrigation system complete. Need to establish ongoing maintenance program in conjunction with system at Crow Park field.
- District Wide
 - AHERA Asbestos Re-Inspection complete.
 - Asbestos material found as sections of pipe insulation at GMS, Coolidge Bldg. and MHS, *BUT* it is intact and poses no immediate hazard.
 - Coolidge Building pipe insulation intact, no immediate hazard but must be remediated now.
 - Law compliance is involved process to include training for specific personnel and conducting self-inspections every 6 months, with outside inspection every 3 years.
- Committee was given overview of sequence of steps that will commence from the point of submitting a committee approved RFS for hiring the OPM for the feasibility study to the MSBA for their approval to expedite the process. A brief overview of what the feasibility study will encompass was discussed.
- A motion was made and seconded by currently sworn-in voting members to add edit language submitted by Bob N. during the meeting, return revised document to the committee and submit to the MSBA for their approval.
 - Committee voted 2-0 to approve motion.
- Superintendent gave brief review to committee of recent meeting between school officials of several MA districts discussing ways to best work with MSBA to reduce confusion and frustration involved in the process.
 - Districts are encouraged to be proactive in requesting MSBA to act on submitted materials to minimize down time.
- Committee will discuss mission statement and official meeting procedures at next scheduled meeting.

Meeting adjourned at 8:00 p.m.