

## High School Building Committee Meeting Minutes

**Meeting date & place:** 7 pm, September 12, 2017, Pentucket High School Cafeteria

**Members Present:** Michael Stevens, Greg Labrecque, Carol McLeod, Dena Trotta, Laura Costigan, Mark Tocci, Jeff Mulqueen, Jonathan Seymour, Kim Jackson, Andy Murphy, Joseph Torrissi, Glenn Kemper, Bill O’Neil, Elisa Grammer. **Members not present:** Denise Dembkoski, Wayne Adams, Bill Daley, Joel Breen, Emily Dwyer, Greg Hadden, Stephanie Seeley.

**Owner’s Project Manager:** Jon Lemieux, Vertex.

**Designer:** Brad Dore, John Richardson, Emily Rae, Dore & Whittier.

**Public present:** None.

### Minutes

Committee Chairman Seymour presented draft minutes of the School Building Committee’s July 17, 2017 meeting. *The Committee approved the revised draft minutes unanimously.*

### Designer Selection Process & Consultant Contracting

Mr. Seymour recapped the process of the designer selection meetings in Boston, noting that the Massachusetts School Building Authority (MSBA) appeared interested in Pentucket’s input. Mr. Torrissi, one of the School Building Committee members who participated, concurred that it was a good process.

In response to Mr. Kemper, Mr. Labrecque explained that the design contract’s cost (\$750K) exceeded the amount initially planned but the towns will not be called upon to cover any shortfall. Instead, the shortfall will be paid with \$50K from the Owner’s Project Manager (OPM), with the remainder from the Pentucket School Stabilization fund.

It was clarified that the consultants’ contacts run through the Feasibility and Schematic Design Phase. Thereafter, assuming positive votes, extended contracts with the same consultants will be put in place.

## **Schedule & Next Steps Overview**

Brad Dore of Dore & Whittier (D&W) began by introducing the D&W team present at the meeting: John Richardson, Project Manager and Emily Rae, Educational Planner. Mr. Dore provided a brief overview of D&W, pointing out the firm's strong local roots, experience in and focus on educational projects in Massachusetts.

Using a PowerPoint presentation, D&W outlined work and tentative schedules going forward. Throughout the discussion, D&W as well as Mr. Lemieux our OPM (Vertex) and others on the Committee stressed the importance of community engagement, messaging, and outreach that is both expansive and consistent.

D&W and Mr. Lemieux explained that the Project Team is considering the scheduled October 31, 2018, MSBA Board of Directors meeting as the date that Schematic Design would be considered for approval. If approved, the District and MSBA would enter into a Project Scope and Budget Agreement to provide reimbursement for the proposed Pentucket Regional School District (PRSD) project. This date is key in establishing a schedule for the necessary submissions that precede the October 31, 2018 MSBA Board of Directors meeting. Pentucket has completed the first two modules in the MSBA's comprehensive core project program, *viz.*, 1) determination of eligibility and 2) formation of the project team including the OPM and Designer. A proposed schedule with all of the required milestone dates will be submitted to the MSBA for its review in the near future.

Before Pentucket can enter into a Project Scope and Budget Agreement with the MSBA, it must have completed all of the required submissions in Modules 3 and 4 of the MSBA process; a Preliminary Design Program (PDP), identifying, among others, the Educational Program that leads to the full list of potential options that the District will be considering; a Preferred Schematic Report (PSR), which identifies the short list of options considered and the explains the preferred option; and Schematic Design which provides more detailed design sufficient to support a definitive cost estimate (which will be reconciled between the Designer and the OPM).

Critically, within 120 days after the MSBA Board of Director's approval of Schematic Design, each town must approve its share of the District's financial obligation in the Project. There needs to be further consideration regarding how the towns' approval for funding will be implemented and how that correlates with Town Meeting dates in all three towns. Similarly, dates for debt exclusion votes will also need to be determined.

D&W and Mr. Lemieux explained that with expected cost increases due to escalation of about 5% annually, delays will cost the towns very substantial sums. They said that meeting the October 31, 2018 date requires extensive, dedicated work but is, however, something that Pentucket can do.

Assuming that Module 5) funding is successful, Module 6) entails highly detailed plans and Module 7) is construction.

Mr. Dore explained that a smaller subgroup/working group of perhaps seven-eight Committee members and others who can consistently meet weekly is essential to accomplish the many steps necessary in the process. Typically this includes school administrators as well as the consultants. Dr. Mulqueen recommended that Mr. Murphy participate as a member of the School Committee and the School Building Committee. The working group would operate with consultation and approvals from the School Building Committee and the School Committee as necessary. The Working Group will address such matters as 1) educational needs, 2) facilities, and 3) community engagement.

### **Next Meeting**

*It was generally agreed that in view of the tight timeframes and significant work ahead, the Committee would plan to meet at 6:30 p.m. on the second Tuesday of each month, with additional meetings as may be necessary.*

### **Adjournment**

9:30 pm

### **Meeting Documents**

- 1) Draft minutes of July 17, 2017 meeting
- 2) D&W PowerPoint presentation

Respectfully submitted,

Elisa Grammer  
School Building Committee Secretary