

# PROJECT MEETING MINUTES

**PROJECT: N.Reading High School**  
**LOCATION: Middle School**

**MEETING DATE: 3-1-11**

**ATTENDEES:** *(Absent in Italics)*

Building Cmte:	Laurie Witts	Jack Pecora	Cliff Bowers	Danny McInnis
	Janene Imbriano	Edwin Stiles	<i>Don Kelliher (Fin. cmte)</i>	<i>Aldo Tramontozzi</i>
	Kathleen Willis	<i>John Faucher</i>	<i>Helen Maynard</i>	Charles Carucci
	Gregg Doble	Jon Bernard	<i>Wayne Hardacker</i>	Steve Nathan
	Phil Dardeno	Sean Delaney(selectman)		
School Cmte:	<i>Jerry Venezia</i>	<i>Mel Webster</i>		

Town: *Greg Balukonis*

PMA: Chris Simmler

Call to order at 6:35pm

Minutes from the 2-8-11 meeting were reviewed. Motion made by Sean to accept the 2-8-11 minutes, Steve seconded. All approved.

**General/Misc. Items**

Item	Responsible	Due	Notes
03-1:01	PMA	3/22/11	<b>Abbreviations:</b> The cmte requested that PMA list all standard abbreviations used in the process so the cmte is aware of what they stand for.
03-01:02	PMA	4/1/11	<b>Maintenance Points:</b> The cmte asked if PMA could inquire to the MSBA on the possibility of receiving maintenance points for the upkeep of their two schools. Maintenance reimbursement points range from 0 to 2%.
01-25:03	School	7/15/11	<b>SPED Sample Report: Update 2/8/11:</b> PMA provided to School. Item needed by July/August. <b>Update 3/1/11:</b> Item will be on-going through the summer.
01-25:04		Record	<p><b>Integrated School Concept: Update 3/1/11:</b> PMA updated the cmte on conversations with the MSBA involving a project approach. MSBA agrees with the cmte and the previous letter sent to the Bldg Cmte by the MSBA, in that an integrated approach to N.Reading's project should be examined in the Feasibility/Schematic phase. The MSBA requested, that since their original letter included Model language, that the bldg cmte vote to remove that concept. A discussion took place on why a model school program would not fit N.Reading due to the uniqueness of the project (new school with a reno) as well as its restrictive site layout. PMA also explained that a community needed to be invited into any model school program. Though N.Reading indicated they would volunteer to be a model school, again the uniqueness of this project precludes it. It was requested that design options be researched and priced as part of the cmte's due diligence to the community. Item closed.</p> <p><i>Vote: Motion made by Sean that bldg cmte proceeds into the feasibility phase with an integrated project approach where a model program would be precluded due to the uniqueness of the project. Cliff seconded. All approved per roll call vote.</i></p>

01-25:05	Bldg Cmte	4/1/11	<b>Additional Building Cmte Voting Members: Update 2/8/11:</b> The chairman reported that current associate members will be considered for permanent cmte status. There is a process in place where the School Cmte as well as the Board of Selectman will take up the measure to change the policy over the next several meetings. <b>Update 3/1/11:</b> On-going. Anticipated to be completed by beginning of April.
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### Design

Item	Responsible	Due	Notes
01-25:06	PMA	3-15-11	<b>Designer Selection: Update 2/8/11:</b> Due to the possibility of proceeding under an integrated project approach, the issued RFS had to be retracted so more appropriate project information could be provided to prospective parties. <b>Update 3/1/11:</b> PMA will re-start the designer selection process and work with the MSBA on integrated approach language.

### Schedule

Item	Responsible	Due	Notes
1-25:08	PMA	3-22-11	<b>Feas/Schem Schedule: Update 3/1/11:</b> By restarting the designer selection process with an integrated approach will result in pushing the design start date out several weeks. This is due to the cycles of MSBA meetings, requirements for posting an advertisement, etc. PMA will bring an updated schedule to the next meeting.

### Procurement

Item	Responsible	Due	Notes
1-25:09	PMA	3-1-11	<b>CM at Risk: Update 2/8/11:</b> PMA provided a handout on CM at Risk Pros/Cons and discussed the topic briefly with the committee. It was requested that they read the material and at the next meeting we could discuss further. <b>Update 3/1/11:</b> Cmte agreed that they should pursue the CM at Risk delivery system and obtain an additional 1% reimbursement from the MSBA. PMA will look into getting a CM firm to present to the cmte for a more in depth look into this process.  <i>Vote: Motion made by Dan to authorize PMA to submit an application to DCAM for CM at Risk for the N.Reading project. Gregg seconded. All approved.</i>

### Budget

Item	Responsible	Due	Notes
03-01:03	PMA/Phil D	4/1/11	<b>Project Invoice Process:</b> It was reviewed as to how received project invoices should be reviewed, approved and processed. PMA discussed their typical role. The bldg cmte also has a process. It was decided that PMA and Phil D would get together with the Town Accountant on a Friday to discuss and formalize a process.
03-01:04	PMA	3/22/11	<b>Project Budget:</b> PMA to provide budget template to cmte for review and review how MSBA ProPay links to the categories and coding system needed for processing invoices for reimbursement.
03-01:05		Record	<b>Invoices:</b> A PMA invoice for \$9,182.50 for OPM services through Jan 31,2011 was presented.  <i>Vote: Motion made by Steve to approve the PMA invoice for \$9,182.50. Jeanne seconded. All approved.</i>

**Next meeting will take place on March 22, 2011 at 6:30 PM at the Middle School Library**

Motion made by Ed to adjourn the meeting. Jerry seconded. All approved.

Documents presented:

none

Meeting Adjourned 7:35pm.

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

**Prepared By: PMA Construction Services**

Signed: Chris Simmler

Date: 3-3-11