

**NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
ACCELERATED REPAIR PROJECT
Ashby, Pepperell, Townsend, Massachusetts
MEETING MINUTES
Tuesday, November 7, 2017**

MEMBERS PRESENT

William Hackler, School Committee Member – Co-Chair
Lisa Martin, School Committee Member – Co-Chair
Joan Landers, Superintendent of Schools
Brad Brooks, Director of Special Education
Nancy Haines, Business Manager

ALSO PRESENT

Oscar Hills, Director of Plant and Facilities

1. Call Meeting to Order:

The meeting was called to order at 8:33 a.m.

2. Approval of Meeting Minutes

A motion was made by Lisa Martin and seconded by William Hackler to approve the August 1, 2017 meeting minutes.

Vote: Unanimously passed

3. Invoices/Contracts ~ Discussion

4. OPM Report: (Standing Item)

Squannacook ~ Superintendent Landers shared that the 60% construction design cost estimate is higher than the MSBA approved budget due to changes to the scope of work. To alleviate the issue, a portion of the building HVAC will be included as an alternate. The Squannacook Early Childhood Center would be a year-round building; the designer is working on a long-term solution for the HVAC air conditioning for our district programs and the rental space. The administration is hoping the bids will come in lower and the district will be able to do the HVAC for the entire building. The school will have three different uses: the North Middlesex Regional School District Central Office, FLLAC Collaborative, and district special needs programs including preschool, LEAP, and STEPS. Superintendent Landers explained that each program will have their own entrance

Mr. Hills stated that the goal is to have most of the HVAC units behind the building, the district will need to do some additional paving in the back area.

Mrs. Haines questioned if the building committee would be authorizing the superintendent to approve all bills, and the full school committee would sign warrants or would the committee be establishing a warrant subcommittee?

Following discussion, a motion was made by Brad Brooks and seconded Lisa Martin to establish a warrant subcommittee, members to include, Lisa Martin, Mark Andrews, and Superintendent Landers.

Vote: Unanimously passed

Superintendent Landers would like to provide a tour of Squannacook for the building committee on Tuesday, November 14, 2017, at 7:30 a.m.

5. New Business

6. Attachments

- a. Construction Project Schedule dated 08/01/17
- b. Designer Project Budget dated 08/01/17
- c. Contract for Project Management Services
- d. Contract for Designer Services

6. Adjournment

A motion was made by Lisa Martin and seconded by Brad Brooks to adjourn at 8:53 a.m.

Vote: Unanimously passed

Respectfully submitted,
Joanna Bilotta-Simeone, Recording Secretary