

Longmeadow High School Building Committee Minutes  
June 17, 2010 LHS-BTC 7:00 P.M.

Present: Barkett, Swanson, Bruns, Hart, Wrabel, Berte, Hirsch, Greenberg, Judge, Bistran, Dunkerley, Crosbie, Pasterczyk

Also Present, Chuck Koehler, Jeanne Roberts, Thomas Murphy and Jeff Luxenberg

1)APPROVAL OF INVOICES

An invoice of \$380.50 for advertising for the C.M. at Risk was submitted and approved  
Motion to Approve- Paul D Second Gwen B. vote -unanimous

2)UPDATE ON C.M. AT RISK SELECTION

Peter G- reviewed the interview process that took place Thurs. June 10<sup>th</sup>  
Reviewed the meeting that took place on June 17<sup>th</sup> in which we went over the CM role, prices, and the clarification of pricing.  
We are requesting that all 3 firms return on 6/24 for a second interview with only 4 of their key personnel present.  
Jeff L- The selection committee will then rank the firms 1,2,3  
A contract will then be negotiated with the top firm

3)FINANCING ADVISORY

Robin C, Paul P, and Peter G will be part of a committee to advice on bonding possibilities.  
Robin C suggested that we do not invite people with “product to sell and we look for people with public financing experience.

4)REVIEW OF JOSLIN LESSER FEE PROPOSAL

He stated that someone from JL, as yet to be determined, will be on site at all times.  
The contract will need to be signed by the Town Manager  
Gwen B.-made motion to accept the following Danielle J- 2<sup>nd</sup> vote - unanimous  
“Amendment #1 Contract for Project Management Services” dated 6/9/2010  
and Attachment B “Joslin, Lesser and Associates Fee Proposal” totaling \$1,862,000

Three copies of the contract were given to Robin C to sign

5)ROLES AND SCHEDULES GOING FORWARD

Tom M presented a document which displayed a matrix of everyone’s (SBC, OMR, CM, JL, MSBA) roles in the construction process. He suggested that we pick a day to meet regularly and he will draft a protocol for design coordination meetings. They will probably be on Thursdays (possibly the 3<sup>rd</sup> Thurs of each month).

6)ADDITIONAL MEMBERS/ALTERNATES

Chris S suggested we add members with construction or architectural experience.  
Larry B suggested a tech person or a maintenance person  
Jeff L said the MSBA must be notified of any changes in the SBC makeup  
We discussed the process of adding new members

7)ROLE OF RETIRING SUPT

We will research what would be her role.

Next meeting July 1, 2010 7 P.M. location: Fire Station

Motion to adjourn -Ron Second- Bobby  
Meeting adjourned at 8:50 pm

Respectfully submitted by Ron Hirsch