

**Present:** Jeff Adams, Dave Anderson, Peter Badalament, Walter Birge, Michelle Ernst, John Flaherty, Karla Johnson, John Lindner, Brian Miller, Joseph Morahan, Diana Rigby, Louis Salemy, Bill Tice, Jerry Wedge, Chris Whelan

**Absent:** Stan Durlacher, Tim Hult, Peter Nobile, Charlie Sample, Sergio Siani, Margaret Waterman, Richard Waterman, Elise Woodward

**I. Call to Order**

The meeting was called to order by Jerry Wedge.

**II. Reading of Minutes**

Jerry Wedge asked if there were any recommended changes to the minutes of July 28, 2010. A motion to approve the July 28, 2010 minutes was unanimous.

**III. Report on MSBA Board Meeting and phone conference**

Jerry reported that together with Diana, John and Louis we have been meeting over the summer with MSBA. Katherine Craven of MSBA made the recommendation that we give Tim Cahill a tour of the facility. It was a great tour at which time Cahill categorized the project as "new construction". He took the recommendation back to the MSBA board meeting at the end September and advocated for the project so when it came up for a vote it was voted unanimously to move the project into feasibility study. Treasurer Cahill spoke about Concord-Carlisle High School and said we can't have a band aid solution here; his quote was to "Do it once right".

The next step for this committee is to develop the RFS for the OPM (owner's project manager) and the first task is to hire a project manager before anything else. In terms of working with the State, before we hire an OPM we have to have a Feasibility Study Agreement. We are on the list for a FSA and have the vote behind us to have it funded. We literally have to have a piece of paper that says the state agrees with what we are going to do. The FSA deals with scope, budget and schedule.

Two weeks ago we had a conference call with the state at which time they came to agreement with the scope of the project as new construction with renovating components. MSBA developed a project budget, based on an enrollment of 1225, of a range between \$75-85 million for the feasibility study which is exclusive of a field house.

**IV. Report on RFS for OPM**

John reported that the RFS is being advertised in the central register and will be in the Oct. 14<sup>th</sup> Concord Journal. By 4 PM today 10 copies of the RFS have already been sent out. This document that the sub-committee worked on is a full 83 pages with all the attachments and reference criteria. It was worked on in-house and sent to MSBA, they issued it back to us the way they wanted it. MSBA added a piece regarding the athletic facility which will be designed phase will be for 8 months, the design development construction document phase for 16 months and the construction phase 36 months. The schedule for the RFS is to advertise which began today. On October 19 an informational briefing session will be held and a facility tour of the high school. We have a question period that is open for questions from anyone that requested the RFS that will end on October 22 and the actual proposals will be due no later than 10 AM in the business office. By November 5 a team will have reviewed the received proposals and will provide a short list by November 10. The goal is to interview the short list and by November 15 negotiate with the selected respondent to reach financial terms. On November 17 we will request authorization from the CCHS Building Committee to award a contract and on November 18 we will submit the final selection to MSBA for their approval. By December 6 we hope to execute a contract.

The goal of the OPM subcommittee will be to review all the proposals, rank them and bring at least the top 3 to the entire committee. The cost of the OPM will be roughly between \$100,000 and \$200,000. The RFS is on the website for review.

Jerry talked about timeline. The goal is to have a project to present to MSBA by September 2011 a little less than a year from now. Once we have approval from the MSBA board we can schedule special town meetings for early November of 2011.

**V. Discuss Designer selection process**

Once we have an OPM on board the first will be to go out advertise for designer services. We will probably set up another subcommittee to bring a short list of architects to bring to the State. The subcommittee will review the proposals and bring back a short list to the full committee and bring that to the state. Volunteers for the subcommittee are Bill Tice, Karla Johnson and maybe others who are not here tonight.

VI. **Establish subcommittees for communications, finance, fundraising for the athletic center and integrated design team**

Subcommittees identified will be for communications, finance, fundraising and integrated design team. Volunteers for communication – Michelle Ernst (Concord) and Louis Salemy (Carlisle); finance – John Flaherty, Walter Birge, Chris Whelan, Tim Hult,; fundraising – Charlie Sample, Jeff Adams, Jerry Wedge, Brian Miller. Diana suggested that we establish these three subcommittees at this time.

VII. **Additional items**

A discussion took place on the concept of an integrated design team. This will not be a subcommittee since it actually is a working meeting lead by the architect. We will have further discussions on the integrated design team at a future meeting.

John Lindner talked about concerns among the staff at the high school regarding the design phase of the project. Staff wants to be involved in meeting with the architect and having discussions with them; is this something that will happen? Jerry said that it will depend on the architect but with the architect for Willard (OMR), there was a lot of time spent with the staff. Peter Badalament is confident that the faculty will have input. Diana said that this is our expectation.

VIII. Next meeting will be November 10<sup>th</sup>. at which time we will review the OPM proposals selected for interviews.

IX. **Motion to Adjourn**

A motion was made to adjourn at 6:45 PM.

Respectfully submitted,  
Leona Palmaccio

Approved: 12/8/10