

MEETING AGENDA



Meeting Date: April 14, 2022
Meeting Time: 4 PM
Project Name: Tri-county Regional Vocational Technical High School
Project Number:
Meeting Purpose: SBC Meeting No. 8
Location: Remote ZOOM meeting
<https://us06web.zoom.us/j/89201480486?pwd=V3owV2gvVHBvcSswRVBPYjBjeHdwdz09>
Meeting ID: 892 0148 0486 Passcode: 565889
Prepared By: R. Rincon

1. Call to Order & number of voting member present.
2. Previous Topics & Approval of March 17th, 2022 Meeting Minutes
3. Invoices and Commitments for Approval
 - Dore & Whittier Invoice No. 6 in the amount of \$15,000.00. Invoice attached. Vote expected.
 - DRA Invoice No. 2 in the amount of \$28,500.00. Invoice attached. Vote expected.
4. School Visioning Session update (DRA)
5. Existing Condition report update (DRA)
6. Space Summary overview (DRA)
7. Existing equipment survey with teacher/student participation update (TEAM)
8. Website Update (D&W)
9. Financial Update (D&W)
10. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
11. Public Comment
12. Next Meetings
13. Adjourn

MEETING MINUTES

Project: Tri-County Vocational High School
 Subject: School Building Committee Meeting No. 6
 Location: Tri-County Conference Room
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 3/17/2022
 Time: 12:00 PM
 Prepared By: R. Donner

Present	Name	Affiliation	Prese	Name	Affiliation
✓	Brian Mushnick*	SBC Chair	✓	Mike Burton	DWMP
✓	Karen Maguire*	Superintendent	✓	Trip Elmore	DWMP
✓	Dan Haynes*	Business Admin.	✓	Christina Dell Angelo	DWMP
✓	Michael Procaccini*	Principal	✓	Mike Cox	DWMP
✓	Jonathon Dowse*	SBC Member	✓	Rachel Rincon	DWMP
✓	Brendan Bowen*	SBC Member		Charlie Lyons	DWMP
	Stanley Widak Jr.*	SBC/SC Member	✓	Carl Franceschi	DRA
	Harry Takesian*	Facilities Manager	✓	Vladimir Lyubetsky	DRA
	Jane Hardin*	SBC Member		Sara Carda	DRA
	Sarah Solomon	Marketing			

* SBC Voting Member

Item No.	Description	Action
7.1	Call to Order: 1:05 pm meeting was called to order by SBC Chair B. Mushnick with 6 of 9 voting members in attendance.	Record
7.2	Previous Topics & Approval of February 17, 2022, Meeting Minutes: A motion to approve the 2/17/2022 meeting minutes as submitted made by J. Dowse and seconded by K. Maguire. Discussion: None. Abstentions: None. All in favor: Motion passes, minutes approved.	Record
7.3.1	Invoices and Commitments for Approval: A motion was made by J. Dowse and seconded by B. Bowen for the approval of DWMP Invoice No. 5 in the amount of \$15,000.00. Discussion: None. Abstentions: None. All in favor, motion passes.	Record
7.3.2	Invoices and Commitments for Approval: A motion was made by J. Dowse and seconded by B. Bowen for the approval of DRA Invoice No. 1 in the amount of \$14,250.00. Discussion: None. Abstentions: None. All in favor, motion passes.	Record
7.4	<p>DRA additional services request for Phase 1 Hazmat report and initial Geotechnical evaluation, OTO proposal, in the amount of \$6,380.00, quote attached. Vote expected.:</p> <p>T. Elmore explained that the quote was for a paper review of the available information on known hazardous materials and geotechnical data. The next steps would be to investigate on-site actual conditions with equipment and testing.</p> <p><u>Vote:</u></p> <ul style="list-style-type: none"> ➤ A motion was made by J. Dowse and seconded by K. Maguire for the approval of DRA Amendment No. 1 in the amount of \$6,380.00. Discussion: (Please see below). Abstentions: None. All in favor, motion passes. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire asks what is the process? C. Franceschi responds they are not drilling holes now but rather assessing the available information. Then, we will identify more specific locations where some activity might be happening and will focus on those areas. M. Burton comments it is a small operation with a small piece of equipment. ➤ K. Maguire mentions they recently discovered a scrapbook with articles and information from when the school was built and will share them with the project team. 	Record
7.5	<p>School Visioning Session Update:</p> <p>DRA provides the SBC with a visioning session update.</p> <ul style="list-style-type: none"> ➤ C. Franceschi shares the second meeting occurred on March 15th 	Record

	<ul style="list-style-type: none"> ➤ There was more focus on social, emotional learning and diversity and equity inclusion issues and how they might affect the project. ➤ Frank Locker led the session and will summarize the outcome. ➤ The session was well attended by the teachers and administrators. ➤ There was consensus on a lot of topics such as where the school is currently with issues and the improvements needed. ➤ We are wrapping up the programming phase of the feasibility study and will tie everything back to the educational program M. Procaccini has worked on. ➤ The athletics discussion will be next. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ Frank Locker is expecting to have the report ready in 7-10 days. ➤ M. Procaccini expects to have the athletics portion done by the beginning of April. ➤ The educational program will be reviewed by the end of April. ➤ T. Elmore asks should this be posted on the project website? K. Maguire responds yes. C. Franceschi recommends presenting the educational program to the School Committee. J. Doves comments it would be good to bring this before the whole committee and make sure they feel they are also a part of the process. 	
7.6	<p>Existing Conditions Report Update:</p> <p>V. Lyubetsky shares the existing conditions analysis is in progress.</p> <ul style="list-style-type: none"> ➤ Architects, engineers and specialty consultants have been working behind the scenes. ➤ This building is unique as you have recently done some significant work. (Roof replacement, mechanical systems upgrades, etc.) ➤ We are working on assembling and formalizing the reports and executive summary. These will presented to the SBC shortly. ➤ V. Lyubetsky explains we have a 3D camera called Matterport that we use to document the existing conditions. It's a benefit for us and it will be a benefit for programming. ➤ DRA will send the link for Matterport so that SBC members can explore. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ None. 	Record
7.7	<p>DRA Teacher/Department meeting draft schedule review.</p> <ul style="list-style-type: none"> ➤ C. Franceschi notes we are in the process and would like to schedule this the week before vacation. Typically, we want to talk to every department head and every career tech instructor in the school. We also want to talk to the administrators, the nurse, foodservice, custodians, etc. Now that we have completed our visioning, we want to talk to individuals to get their take on what they need, and we are 	Record

	<p>careful to separate wants from needs. We will create a schedule and at these meetings we will spend 20-30 minutes with each individual. These meetings can even be done virtually if that is easier now that we have Matterport.</p> <ul style="list-style-type: none"> ➤ DRA will provide M. Procaccini with a list of departments for them to confirm along with potential dates and times <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ B. Mushnick asks do you just go by what the teacher is asking you for or do you also offer advice? Some teachers have been here a long time and they do not know what they do not have. C. Franceschi responds that is one of the reasons we are here. We have done so many other career tech schools and can share our thoughts. We encourage them as well to visit new technical schools. ➤ B. Bowen asks when you hold these meetings is it just dialogue or is there imagery to cue the way they could think about their future classroom? C. Franceschi shares it is more about listening to what their desires are and then we will share and fill in the gaps. 	
7.8	<p>1st Community Meeting Discussion and Potential Dates in April:</p> <ul style="list-style-type: none"> ➤ T. Elmore shares we should probably have a minimum 2 or 3 meetings during PDP and 1 or 2 meetings during PSR. C. Dell Angelo mentions we like to have these meetings quarterly. We want to update them after we go through the different options or if there is a specific option chosen etc. It's also nice to have a board up with diagrams and show why SBC chose options, and it is also important to be inclusionary with the community and get their input as the project progresses. T. Elmore mentions a typical community meeting will review project schedule, MSBA, reimbursement, etc. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ K. Maguire shares it would be best to hold the community meeting on June 9th at 6:00PM. ➤ T. Elmore asks how do we get the maximum impact or credit that we are trying to reach them? J. Dowse suggests running the meeting on the local cable channels. B. Mushnick comments inviting people to the building is also helpful. ➤ C. Dell Angelo notes we are meeting with Sarah Solomon and Scott next week on how to get our project website out there and how to reach out to the communities ahead of time so people cannot say that they did not know about our meetings. ➤ C. Dell Angelo will put together a draft for the first community meeting with slides to get feedback from the SBC. 	Record
7.9	<p>Existing Equipment Survey with Teacher/Student Participation:</p>	Record

	<ul style="list-style-type: none"> ➤ T. Elmore explains while walking through Matterport, each piece of equipment has a number. The equipment is all coordinated within Matterport and is reflected on the spreadsheet as well. There are now multiple ways to look at that particular piece of equipment. ➤ T. Elmore reviews the spreadsheet and explains it is important to identify each piece of equipment as it is critical to our financial planning down the road. We need to know if the equipment in the next few years if something will be retained, will it be obsolete or is it necessary and needs to be replaced. ➤ T. Elmore mentions going through this spreadsheet could also be a learning opportunity for the students. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ D. Haynes asks what types of instructions would you provide to the shop teacher or student? V. Lyubetsky responds what we hope to get out of this is if the students are willing to do so, is to label each piece of equipment, take photographs and fill out the four columns on the spreadsheet. This is definitely a great learning opportunity. This would only be for heavy equipment in the shops not furniture. ➤ C. Dell Angelo mentions this is just an excel file so it can be used on Chromebooks. We can create a Google Sheet and make it a live document. ➤ V. Lyubetsky also mentions there is another learning opportunity if the students want to practice their Revit skills. We can share our Revit model and they can model the piece of equipment. B. Bowen shares there is definitely a great opportunity there. C. Dell Angelo mentions one of the things we heard in our visioning session is how to get the students involved and this is just one of many opportunities for them. ➤ B. Mushnick asks how is the new equipment funded? T. Elmore responds it needs to be included in the total project cost. The reimbursement for equipment is low and there is a cap on it. ➤ M. Procaccini suggests having a board with renderings at the golf tournament that will be held on June 10th. ➤ T. Elmore requests a copy of the end of the year equipment list from K. Maguire. 	
7.10	<p>Website Update:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo shares we are meeting with Scott and Sarah Solomon on Monday to discuss outreach. We also want to make sure people know about our project website. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ D. Haynes comments he spoke with Scott and made a suggestion on where the project website link should be positioned on the school's website. 	Record

7.11	<p>Schedule Update: T. Elmore shares a schedule update.</p> <ul style="list-style-type: none"> ➤ The visioning sessions are complete ➤ The existing conditions assessment is being written ➤ DRA is about to schedule Teacher/Dept. Meetings ➤ Next Steps: <ul style="list-style-type: none"> ○ Present our current findings to the TCRVT Community – June 2022 ○ Finalize the Educational Program ○ Develop options that meet the needs of the Educational Program <p><u>Discussion:</u> ➤ None.</p>	Record
7.12	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting: ➤ None.</p>	Record
7.13	<p>Public Comments: ➤ None.</p>	Record
7.14	<p>Next Meetings: ➤ SBC Meeting No. 8 – April 14th at 4:00 pm at Tri-County</p>	Record
7.15	<p>Adjourn: 2:35 pm A motion was made by J. Dowse and seconded by M. Procaccini to adjourn the meeting. Discussion: None.</p>	Record

Sincerely,

DORE + WHITTIER

Rachel Rincon

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.

Dore and Whittier Management Partners, LLC

260 Merrimac Street

Bldg. 7

Newburyport, MA 01950

Tri-County Regional Technical School District
147 Pond Street
Franklin, MA 02038

Invoice number 00006
Date 03/31/2022

Project 21-0122 TRI-COUNTY REGIONAL
TECHNICAL HIGH SCHOOL

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Pre Designer Selection	40,000.00	40,000.00	0.00	0.00	40,000.00
Feasibility Phase	130,000.00	15,000.00	15,000.00	100,000.00	30,000.00
Schematic Design	130,000.00	0.00	0.00	130,000.00	0.00
Total	300,000.00	55,000.00	15,000.00	230,000.00	70,000.00

Invoice total **15,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00004	01/31/2022	10,000.00			10,000.00		
00005	02/28/2022	15,000.00		15,000.00			
00006	03/31/2022	15,000.00	15,000.00				
Total		40,000.00	15,000.00	15,000.00	10,000.00	0.00	0.00

Invoice

Karen Maguire
Superintendent
Tri-County Regional Vocational Technical School Di
147 Pond Street
Franklin, MA 02038

March 31, 2022
Project No: 22001.00
Invoice No: 0000002

Project-Tri-County Regional Vocational Technical

Professional Services from March 01, 2022 to March 31, 2022
Fee

Billing Phase	Fee	Percent Complete	Earned
Feasibility Study	285,000.00	15.00	42,750.00
Schematic Design	340,000.00	0.00	0.00
Total Fee	625,000.00		42,750.00
	Previous Fee Billing		14,250.00
	Current Fee Billing		28,500.00
	Total Fee		28,500.00
		Total this Invoice	\$28,500.00

If you have any questions regarding this invoice, please contact Judy Gill at 617-964-1700 or e-mail gill@draws.com.

cc: telmore@doreandwhittier.com

April 14, 2022

Project name: Tri-county Regional Vocational Technical High School
Subject: **Budget Update**

1. Dore & Whittier that Tri-County pay the following invoice(s):

Vendor	Invoice	Amount
Dore + Whittier	6	\$15,000
DRA	2	\$28,500
		\$43,500

2. New Commitment(s): - No new commitments this meeting

3. Budget Revision Requests: - No new BRRs this meeting

4. MSBA Reimbursement Status:

PR No.	Payment Request Date	Submitted Amount	Ineligible Project Costs	Eligible Project Costs	Eligible Grant	Recommended Payment Amount	MSBA Last Payment Date	MSBA Payment Amount
1	12/6/2021	\$10,000	\$0	\$10,000	\$5,289	\$0	1/28/2022	\$5,289
2	2/17/2022	\$20,000	\$0	\$20,000	\$10,578	\$0	3/31/2022	\$10,578
3	4/8/2022	\$39,250	\$0	\$39,250	\$20,759	\$20,759		Pending
Total		\$69,250						\$15,867

Budget Category	Orig. Budget	Transfers	Upd. Budget	Contract Amt.	% Committed	Expended	% Expended	Contract Remain'g	Bud. Balance
0001-0000: OPM - Feasibility Study	\$291,000.00	\$9,000.00	\$300,000.00	\$300,000.00	100%	\$55,000.00	18%	\$245,000.00	\$0.00
0002-0000: A&E - Feasibility Study	\$679,000.00	(\$54,000.00)	\$625,000.00	\$625,000.00	100%	\$14,250.00	2%	\$610,750.00	\$0.00
0003-0000: Environmental & Site	\$20,000.00	\$30,000.00	\$50,000.00	\$6,380.00	12%		0%	\$6,380.00	\$43,620.00
0004-0000: Other	\$10,000.00	\$15,000.00	\$25,000.00		0%		0%	\$0.00	\$25,000.00
Total - 0000-0000 Schematic Design	\$1,000,000.00	\$0.00	\$1,000,000.00	\$931,380.00		\$69,250.00		\$862,130.00	\$68,620.00



Tri-County Regional Vocational Technical School

Building Committee Meeting
April 14, 2022

DRA

Agenda

- Existing Conditions Report
- Educational Programming
- Space Needs



Existing Conditions Summary

Landscape:



Vehicular and pedestrian pavement and curbing is in poor condition throughout the site



Athletic field conditions are fair to poor, the track is visibly deteriorated



Fields, bleachers and the press box AAD non-compliant



DRA

Existing Conditions Summary

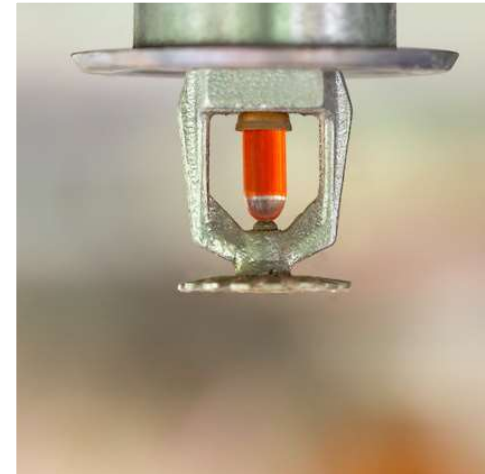
Architectural:



Poor exterior envelope performance



Glazing at storefronts brittle cracking and in many cases missing, glazing film at all instances hazy, cracking and peeling



Fire suppression system not provided



DRA

Existing Conditions Summary

Architectural:



AAB Non-Compliance: Doors lack pull side clearance, typical for numerous doors



AAB Non-Compliance: Public ramps too steep, lack compliant handrails, typical for all



AAB Non-Compliance: Multiple toilet rooms lack maneuvering clearances and assist devices



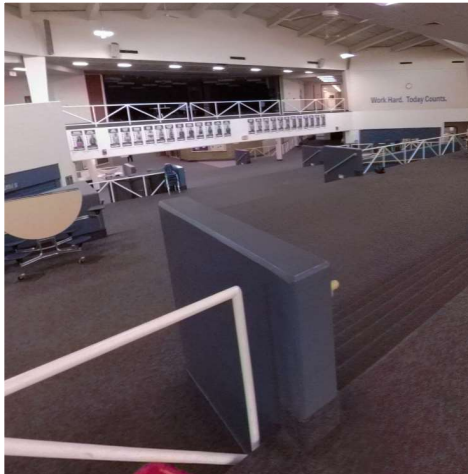
DRA

Existing Conditions Summary

Architectural:



All ACT ceilings are extensively damaged, cracked, stained and mismatched



Guardrails at mezzanines and stairs not code compliant



Roof at loading dock corridor deteriorating



DRA

FFE:

- Server equipment needs to be entirely replaced
- Server layout interferes with functional requirements



DRA

Existing Conditions Summary

Structural:



Lintels at masonry opening corroded and require replacement



Water damage at exterior patio



Damaged metal deck due to water infiltration from exterior patio above



DRA

Fire Protection:

- Fire pump likely will be required if sprinklers are provided



Plumbing:

- Cast iron storm drainage, sanitary drain, waste, and vent piping is “Tru-Spun” product has history of premature failure
- Recirculation piping likely not installed code requirements
- Some plumbing vents should be relocated away from fresh air intakes



Existing Conditions Summary

Mechanical:



Energy recover units, serving kitchen, culinary arts and bakery, have deteriorated beyond repair



Shop dust collectors require explosion isolation dampers, spark detection and spark arresting equipment



DRA

Existing Conditions Summary

Electrical:



Emergency power system in poor condition



Normal power system in poor condition



The fire alarm system does not meet current regulatory requirements



DRA

Information Technology:

- An integrated electronic security system; integrating the intrusion detection, access control, and CCTV systems, is not provided
- Secure supervised entrance vestibule with two sets of secure doors not provided



DRA

Educational Programming

- Visioning
- Diversity, Equity + Inclusion & Social/ Emotional Learning
- Summary Report
- Space Needs Assessment
- Space Summary Form

Visioning – Guiding Principles

- CTE & Academic Integration
- Visible Learning
- Breakout & Collaboration Spaces
- Agile Classrooms
- Outdoor Spaces
- Classroom Neighborhoods
- Multi-Purpose Spaces



Space Needs Assessment



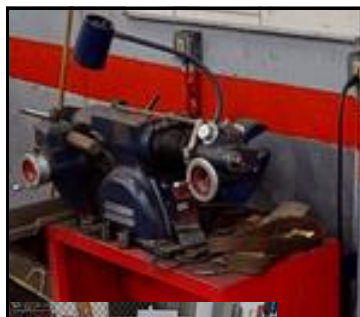
Space Needs Assessment



[illegible]



[illegible]

[illegible]

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[illegible]

Milestone schedule - Tri-County Regional Vocational Technical High School

Activity	Year Target Date	2021												2022												2023												
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec									
Hire the Achitect																																						
RFS issued	10/20/2021																																					
Designer walk thru	28-Oct																																					
Porposals received	11/17/2021																																					
District review of Arch Proposals(Mtg date TBD)	12/6/21-12/10/21																																					
DSP proposal review	12/14/2021																																					
DSP interview and selection	1/11/2022																																					
Districts Education Plan Development																																						
Feasibility Study																																						
Existing Conditions	5/12/2022																																					
Option Development	8/4/2022																																					
MSBA - Preliminary Design Program - PDP	8/26/2022																																					
MSBA Review	10/4/2022																																					
Development of the Perferred Option	12/30/2022																																					
MSBA - Preferrd Schematice Report - PSR	1/16/2023																																					
MSBA Review	2/22/2023																																					
MSBA Board Meeting to enter Schematic Design	3/9/2023																																					
Schematic Design																																						
DESE Submission	4/6/2023																																					
Schematic Design	6/2/2023																																					
MSBA Schematic Design Review	7/14/2023																																					
MSBA Board Meeting Approval	8/25/2023																																					
Local Funding																																						
District has 120 days to get local funding approved																																						

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- The Visioning Sessions are complete
- The Existing Conditions assessment is being written
- DRA is about to schedule Teacher/Dept meetings

- Next steps:
- Present our current findings to the TCRVT Community – April 2022
- Finalize the Educational Program
- Develop options that meet the needs of the Educational Program