



## MEETING MINUTES

Project: Tri County Vocational High School  
Subject: School Building Committee Meeting  
Location: Tri County Conference Room  
Distribution: Attendees, Project File

Project No:  
Meeting Date: 9/23/2021  
Time: 4:00 PM  
Prepared By: R. Donner

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Present	Name	Affiliation	Present	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 Donner	DWMP
✓	Brendan Bowen*	SBC Member		Charlie Lyons	DWMP
	Stanley Widak Jr.*	SBC/SC Member			

\* SBC Voting Member

Item No.	Description	Action
1.1	<b>Call to Order:</b> 4:22 pm meeting was called to order by SBC Chair B. Mushnick with 6 of 7 voting members in attendance.	Record
1.2	<b>Previous Topics &amp; Approval of May 5, 2021, June 22, 2021, and July 12, 2021, Meeting Minutes:</b> A motion to approve the 5/5/2021, 6/22/2021, and 7/12/2021 meeting minutes as submitted made by J. Dowse and seconded by B. Bowen. Discussion: None. Abstentions: All in favor: Motion passes, minutes approved.	Record
1.3	<b>Invoices and Commitments for Approval:</b> T. Elmore shares generally we will provide you with this agenda. The first thing we will do is approve the meeting minutes then we will move on to invoices and commitments for approval because it is relatively quick to approve any bills. Typically, D+W will provide individual invoices 2-3 days prior to the meeting.	Record
1.4	<b>Introduction of the OPM, Dore &amp; Whittier Management Partners Team:</b>  <u>Staffing Plan:</u> <ul style="list-style-type: none"> <li>➤ Mike Burton: Project Director           <ul style="list-style-type: none"> <li>○ M. Burton shares T. Elmore and I both have Turner Construction backgrounds. I did my first OPM project in 2001 which was an addition/renovation project. After that I worked on a brand-new high school for 2,100 students and most recently, we completed the Blue Hills renovation project.</li> </ul> </li> <li>➤ Trip Elmore: Project Executive           <ul style="list-style-type: none"> <li>○ T. Elmore says M. Burton and I are partners at Dore &amp; Whittier. We both came from Turner Construction and started this company 10 years ago. We work in a team format and are set up to do that here.</li> </ul> </li> <li>➤ Christina Dell Angelo: Project Manager – Process           <ul style="list-style-type: none"> <li>○ C. Dell Angelo shares I am one of the project managers on this project. My job is to make sure the daily work gets done from beginning to end.</li> </ul> </li> <li>➤ Mike Cox: Project Manager – Controls           <ul style="list-style-type: none"> <li>○ M. Cox comments, I am also a project manager and I have been mainly dealing with the financial side of the process.</li> </ul> </li> <li>➤ Rachel Donner – Assistant Project Manager           <ul style="list-style-type: none"> <li>○ R. Donner shares I am the assistant project manager, and I will be assisting Christina and Mike daily with communication. I will also keep all proper documentation going forward.</li> </ul> </li> <li>➤ Charlie Lyons – CVTE Specialist</li> </ul>	Record

	<p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ M. Procaccini asks how often will you be here? T. Elmore responds once the architect comes on board there will be times when we will be active at the school daily doing existing conditions analysis. Typically, it is not disruptive but there may be times when they want to get above the ceiling, etc. and we would do this after hours as much as possible. We may be here a few times a week or not at all depending on what is going on. This does not mean we are not doing things behind the scenes. There are plenty of things for the MSBA that are process driven and paperwork driven that we will manage remotely. M. Procaccini comments we are pressed for space around here so if you need a space to work, we will have to schedule it. M. Burton shares that will happen mostly during construction and we will be setting up temporary office space then, until then we don't need to occupy any of the school's space.</li> <li>➤ M. Procaccini mentions he also has a construction background and looks forward to working with the team.</li> </ul>	
1.5	<p><b>Owner Process:</b></p> <p><u>Financial Approvals:</u></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo explains we will come to you with all invoices, contracts, and amendments for the SBC's approval. Our job is to ensure you see it beforehand and that you have the necessary time to review it so that by the time we get here, you can provide us with the approvals necessary.</li> </ul> <p><u>Working Groups:</u></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo shares the important working groups that will need to be established as soon as possible.             <ul style="list-style-type: none"> <li>○ Educational                 <ul style="list-style-type: none"> <li>▪ Develop Educational Program                     <ul style="list-style-type: none"> <li>• C. Dell Angelo mentions the educational program will constantly be referred to by the MSBA throughout the project. It is very important for us to identify modifications, additions, or deletions to the program. The architect will also help refine that program.</li> </ul> </li> <li>▪ Program Evaluation/Modifications</li> <li>▪ Educational Technology</li> <li>▪ FF&amp;E</li> <li>▪ Typical Members – Superintendent, Principal, Asst. Principal, Department Heads</li> </ul> </li> <li>○ Facilities                 <ul style="list-style-type: none"> <li>▪ Document Existing Deficiencies</li> <li>▪ Existing Building System Review</li> </ul> </li> </ul> </li> </ul>	Record

- Set Goals for future system requirements
- Haz/Mat Documentation
- Swing Space
- Typical Members - Facilities Dept, SBC members w/ specific knowledge
- Executive
  - Invoice review
  - Review budgets / information for public
  - Change order review
  - Value engineering
  - Develop local financial models
  - Typical Members - Business Manager, Superintendent, SBC Chair/member(s)
- Public Relations
  - Identify key stakeholders
  - Community relations strategies
  - Community meetings
  - Chose information to be made available
  - Typical Members - Superintendent, Business Manager, SBC Member(s)
- Questionnaire Feedback
  - C. Dell Angelo mentions the questionnaire link that was sent to all SBC members helps us get to know you and your interests. I did get 4 or 5 responses. We will gather that information and provide you with a list of working groups at the next SBC meeting to make sure we have the coverage where we need to. We want an SBC member as the head of the group so that that person can report out to the committee. It is also important that the groups are not made up of just SBC members. They should have key stakeholders from the school and the district as well. We want to make sure that your staff is also involved since they will have an important role when it comes to educational program. C. Dell Angelo asks K. Maguire and M. Procaccini to provide a list of people outside of the SBC who may want to participate.
  - M. Burton mentions it will take 2-3 months to get the architect on board so we want to take that time to learn as much as we can about this building. We would like to get anything available such as any previous project documents, as-built drawings, your hazmat documents, basically all these things that the architect is going to ask for. It is ideal to have these documents before the RFS goes out.
  - C. Dell Angelo shares the feedback showed that most members are ok with electronic file sharing. Also, the goals of the SBC were modern facility, updated building envelope, efficiency,

safety, ADA, MEPs, “plan for the future not just today”, 21<sup>st</sup> century learning and maximize accessibility. We want to find the common goals so we can share those with the communities. T. Elmore mentions that when you are in a position to make tough decisions, you will always have your goals to refer to which can help the SBC make those decisions.

Communications:

- Project Website
  - C. Dell Angelo shares our project websites are fact based. We typically just include information about the project along with important documents. We can use this website to be posted on other town websites. We will need a website subcommittee to approve information that can be posted on the website. This could be the executive working group as well.
- File Sharing
- Website Reporting
- Community Engagement
- Neighbor Communication
- Website Example: [www.welchbuildingproject.com](http://www.welchbuildingproject.com)

SBC Goals:

- Cost Efficiency
- Scheduling
- 21<sup>st</sup> Century Learning
- Educational Program
- Quality Construction

Discussion:

- K. Maguire asks how many people are typically on each committee? M. Burton responds 4-5. If it were 5 or over, it would need to be someone outside of the SBC. We can not have a quorum in these fact finding groups and these groups will not be making decisions rather will be providing recommendations and background information to the SBC for any decisions or votes.
- K. Maguire shares educational program meeting should also include the director of career programs and the Academic Director. The facilities meeting should include Harry, the Facilities Director and Chris, for Technology. Harry will also be added to the SBC.
- B. Mushnick states every community is different so they will have different goals. We will need to try and find common ground between all 11 towns.
- K. Maguire notes there are other towns in the process of wanting to build new schools as well. North Attleboro is in the pipeline for a new High School. This is problematic and we are concerned because they are

	<p>talking about trying to pull out of our district. North Attleboro is our largest contributor of students (25%). We will find out in December if they are invited in. We are under the impression they are going for a complete rebuild. T. Elmore responds this is a hurdle, but community outreach and facts will be very important.</p>	
<p>1.6</p>	<p><b>Draft Schedule:</b></p> <p>T. Elmore shares a draft of the project schedule.</p> <ul style="list-style-type: none"> <li>➤ Milestones       <ul style="list-style-type: none"> <li>○ Hire the Architect           <ul style="list-style-type: none"> <li>▪ RFS Issued – 10/20/21</li> <li>▪ Designer Walk Thru – 10/28/21</li> <li>▪ Proposals Received – 11/17/21</li> <li>▪ DSP Proposal review – 12/14/21</li> <li>▪ DSP Interview and Selection – 1/11/22</li> </ul> </li> <li>○ Districts Education Plan Development – 3/10/22</li> <li>○ Feasibility Study           <ul style="list-style-type: none"> <li>▪ Existing Conditions – 5/12/22</li> <li>▪ Option Development – 8/4/22</li> <li>▪ MSBA Preliminary Design Program (PDP) – 8/26/22               <ul style="list-style-type: none"> <li>• (First Formal submission to MSBA)</li> </ul> </li> <li>▪ MSBA Review – 10/4/22</li> <li>▪ Development of the Preferred Option – 12/30/22</li> <li>▪ MSBA Preferred Schematic Report (PSR) – 1/16/23</li> <li>▪ MSBA Review – 2/22/23</li> <li>▪ MSBA Board Meeting to enter Schematic Design – 3/9/23</li> </ul> </li> <li>○ Schematic Design           <ul style="list-style-type: none"> <li>▪ DESE Submission – 4/6/23</li> <li>▪ Schematic Design – 6/2/23</li> <li>▪ MSBA Schematic Design Review – 7/14/23</li> <li>▪ MSBA Board Meeting Approval – 8/25/23</li> </ul> </li> <li>○ Local Funding           <ul style="list-style-type: none"> <li>▪ District has 120 days to get local funding approved. We are targeting a Fall 2023 vote.</li> </ul> </li> </ul> </li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ B. Mushnick voices concern on a fall vote. B. Mushnick explains all 11 towns need to vote on the same day and it will be the only thing on the ballot.</li> <li>➤ J. Dowse comments I think it is better to have the vote when everyone is around. We want the parents who have young kids in these towns around for the vote. Younger kids want that option to look at different schools.</li> </ul>	<p>Record</p>

	<ul style="list-style-type: none"> <li>➤ T. Elmore mentions we can modify this schedule but moving the vote to the spring of 2023 is unlikely. It would strain the committee and go too fast for the communities.</li> <li>➤ M. Procaccini requests a sample of an educational program. K. Maguire responds C. Lyons will be providing two examples for them to review.</li> <li>➤ M. Procaccini notes we have spent the last year looking at programs. The programs will remain our existing programs and we are in the process of closing a program.</li> </ul>	
1.7	<p><b>SBC Meeting Schedule, Formats, Invitations:</b></p> <p><u>SBC Meetings:</u></p> <ul style="list-style-type: none"> <li>➤ R. Donner explains these dates are subject to change, but we wanted to share some potential dates with you. We will typically meet once a month. We will sometimes meet twice a month depending on where we are in the project process and if we need approval from the SBC or need the SBC’s review on something that is time sensitive.       <ul style="list-style-type: none"> <li>○ SBC No. 2 – October 28, 2021-Arch update, goal review, work group formation</li> <li>○ SBC No. 3 - November 18, 2021-Arch update/proposal review, goal summary, work group update, OPM work plan summary</li> <li>○ SBC No. 4 - December 16, 2021-DSP update, final goal statement, work group update, budget review</li> <li>○ SBC No. 5 – January 13, 2022-Arch contract approval, arch intro, work group report</li> <li>○ SBC No. 6 – January 27, 2022-Arch/OPM/SBC Kick off, Arch work plan and meeting schedule, budget update, overall schedule review</li> </ul> </li> </ul> <p><u>Format Invitations:</u></p> <ul style="list-style-type: none"> <li>➤ Meetings will be in person or remote.</li> <li>➤ R. Donner mentions we will be flexible and work with SBC members on what is most convenient. We could potentially even do a hybrid model with both in person and remote via ZOOM.</li> </ul> <p><u>File Sharing:</u></p> <ul style="list-style-type: none"> <li>➤ One Drive</li> <li>➤ R. Donner shares we use a file sharing website called One Drive. We will provide you with a link a few days before the meeting so you can review meeting materials such as the agenda, presentation, previous meeting minute, invoices, and additional documents that need to be reviewed.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ J. Doves comments he prefers in person meetings.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ T. Elmore comments some meetings will be brief so remote is another option for those times. B. Mushnick comments if meetings are fast, we do not need to be in person.</li> <li>➤ D+W will make recommendations whether meetings should be in person or remote.</li> <li>➤ SBC members prefer ZOOM for remote meetings.</li> <li>➤ T. Elmore shares the Architect walkthrough will be on 10/28 at 3:00PM.</li> <li>➤ SBC suggests the following local newspapers for advertisements – The Sun Chronical (Attleboro, MA), Middlesex and Milford.</li> </ul>	
1.8	<p><b>Pro-pay System/Monthly Report:</b></p> <p><u>Dashboard:</u></p> <ul style="list-style-type: none"> <li>➤ M. Cox shares Dashboard is where we store our financial data. Everyone on the SBC will have a login and can review this information at any time.</li> </ul> <p><u>Propay:</u></p> <ul style="list-style-type: none"> <li>➤ M. Cox notes that D+W will submit Propay on behalf of the district. We need to be timely to get our reimbursement checks.</li> </ul> <p><u>Monthly Report:</u></p> <ul style="list-style-type: none"> <li>➤ M. Cox shows an example of a monthly report.</li> <li>➤ M. Cox explains all information will be compiled into a monthly report. This is something that could even be shared on the project website for anyone who is interested.</li> <li>➤ C. Dell Angelo comments we could create multiple forms of the monthly report. One of them being specific information for the website where we can also attach photos.</li> </ul>	Record
1.9	<p><b>Architect RFS Review:</b></p> <p>T. Elmore shares that we have drafted the RFS. I discussed this with D. Haynes to clarify the insurance and who should receive the architect's proposals. We have created a link so Architects can access the KBA Architects Facility Study. Once we have voted to submit the RFS, the MSBA will have 10 days to review. We are suggesting we approve this today.</p> <p><u>Vote:</u></p> <ul style="list-style-type: none"> <li>➤ A motion was made by B. Bowen and seconded by J. Dowse to accept the RFS as proposed and submit it to the MSBA. Discussion: None. Abstentions: None. All in favor, motion passes.</li> </ul>	Record
1.10	<p><b>Architect Selection Committee:</b></p> <p>C. Dell Angelo shares we will need 3 Representatives to represent the District at the MSBA Designer Selection Panel</p>	Record



	<ul style="list-style-type: none"> <li>➤ Includes 1 member designated by SC, Superintendent or his/her designee, CEO of the City or Town or his/her designee</li> <li>➤ Three representatives will be K. Maguire, D. Haynes and B. Musnick.</li> </ul> <p><u>Vote:</u></p> <ul style="list-style-type: none"> <li>➤ A motion was made by J. Dowse and seconded by K. Maguire to allow K. Maguire, B. Bowen, D. Haynes and B. Mushnick as the selection committee to review and approve the Architect advertisement in: Central Register, Local Newspaper, COMMBUYS. Discussion: None. Abstentions: None. All in favor, motion passes.</li> </ul>	
1.11	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ K. Maguire shares School Committee will be appointing new SBC members Harry Takesian and Jane Harden.</li> </ul>	Record
1.12	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
1.13	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC Meeting No. 2 - October 28<sup>th</sup> at 4:00 pm</li> </ul>	Record
1.14	<p><b>Adjourn:</b> 5:50 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 Donner

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.