

Building Committee Meeting Minutes
Wednesday, November 28, 2018
Nauset Regional High School room N109 5:30 pm

I. CALL TO ORDER/AGENDA CHANGES

Meeting called to order at 5:35 pm. In attendance: Jackie Beebe, Ron Collins, Tom Conrad, Jody Craven, Chris Ellsasser, Michael Embury, Tom Faris, Kent Kovacs, Greg Levasseur, Richard Marks, Tony Nannini, Jim Nowack, Lisa Orlandella, Harry Terkanian, Kathleen Tringale, Peter Wade.

No Agenda Changes

II. CITIZENS SPEAK

None

III. PRIORITY BUSINESS

A. Update From Daedalus

1. Votes as required by OPM for direction from the committee. Richard Marks updated the committee about our MSBA contract. We have services not included in the base fee that are required for the feasibility phase (but are in the total budget) that need to be approved.
2. Proposals for consideration about survey work and environmental Phase 1 needs. Richard Marks sent proposals to the committee prior to the holiday break. Phase 1 environmental paper assessment of the building for \$3,600 (does not include asbestos). Ron Collins motioned to approve and Mike Embury seconds the motion. The committee voted unanimously. Secondly, we need an onsite topography site survey that will be surveying from the track to Cable Road and all boundaries. Ron Collins motioned to approve the \$32,700 proposal from Coastal Engineering, Peter Wade seconds the motion. The committee approves unanimously.

B. Updates from Flansburgh

Kent updated the committee about the MSBA Kickoff Meeting on Monday December 2nd. MSBA went through the next steps of the project; reps toured the buildings, and experienced a day in the life of students without student learning disruption.

1. Educational plan meetings thus far and future meeting scheduled with various groups
Kent shared feedback from the Flansburgh led a faculty visionary workshop for teachers during their preps on Wednesday Nov. 28th. Teacher interviews by departments are scheduled for December 12th and 13th. Flansburgh also plans to meet with the Green Club in the morning of December 13th as well as student groups. Student meetings will be set up in the before school, during lunch, and after school so as not to disrupt class time.
2. Update on site and existing conditions survey of the school. Kent updated the committee and explained the default space summary template. Kent presented information regarding the space the state allows vs. the space that Nauset has or is short on for educational purposes.

C. Overview of Procedure for paying Invoices

1. Jim Nowack gave an overview of bill paying procedures including committee votes and budget transfers. When payment is due for services the invoice goes to Flansburgh, after review and sign off it goes to Daedelus for review and sign off, and then the building committee receives it. It is voted on by committee members for approval at our building committee meetings. The building committee will also regularly review the budget and any revisions. All building committee members should be involved in the approval of bill paying. Ron Collins motioned to amend the budget request for MSBA along the guidelines that Jim sent us in the packet for signatures and for Daedelus to submit to the MSBA. Jody Craven seconds the motion and the committee approves unanimously. Jim Nowack motioned to approve the warrant for payment of 2 invoices, 1) Daedelus projects for \$9000 2) Kathleen Tringale travel expenses for \$109. Greg Levasseur seconds the motion, committee approves unanimously.

D. Update from Public Information Subcommittee

1. Superintendent Tom Conrad mentioned that his office has identified approximately 22 community groups that they would like to reach out to and solicit input. Tom also discussed the development of the website by Daedelus, and also maybe a local TV show that will focus on the building project.

E. Questions and Answers about the project

Greg Levasseur stressed we need to come up with a huge wish list and get the community talking about this project. Once we move from step 3 to step 4 and the the MSBA approves in May, there can be no revisions to the building plan. Jim Nowack has heard some concerns about how community voices can be heard. We will have PSA on our local TV channels. We will target January and February 2019 for forums at our local libraries which will provide great space for community workshops and collaborating. We also need to reach out to those in the community without school aged children. Greg Levasseur will look into space and time for forums for the community the last week in January and first couple of weeks in February. Day time and weekend meetings could attract more involvement. Local TV access with updated information about the project will also be key to keeping the community involved.

IV. APPROVAL OF MINUTES

Kathleen Tringale motioned to approve the minutes from the meeting on November ~~2018~~.
Jodi Craven seconds the motion. The committee votes unanimously.

V. ADJOURNMENT

No meeting on December 5, 2018. Next meeting planned for Wednesday, December.12
Jackie Beebee motioned to adjourn meeting. Mike Embury seconds the motion and the committee votes unanimously. Meeting adjourned at 7:15 pm.

Minutes submitted by Wendy Spampinato

A handwritten signature in black ink, appearing to read 'Wendy Spampinato', with a small superscript '2' above the end of the signature.