



## MEETING MINUTES

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

Project No:  
Meeting Date: 2/17/2022  
Time: 5:30 PM  
Prepared By: R. Donner

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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
6.1	<b>Call to Order:</b> 5:33 pm meeting was called to order by SBC Chair B. Mushnick with 7 of 9 voting members in attendance.	Record
6.2	<b>Previous Topics &amp; Approval of January 13, 2022, Meeting Minutes:</b> A motion to approve the 1/13/2022 meeting minutes as submitted made by J. Dowse and seconded by H. Takesian. Rollcall Vote: H. Takesian, J. Dowse, K. Maguire, B. Bowen, M. Procaccini, J. Hardin, B. Mushnick. Discussion: None. Abstentions: None. All in favor: Motion passes, minutes approved.	Record
6.3.1	<b>Invoices and Commitments for Approval:</b> A motion was made by J. Dowse and seconded by B. Bowen for the approval of DWMP Invoice No. 4 in the amount of \$10,000.00. Rollcall Vote: H. Takesian, K. Maguire, J. Dowse, M. Procaccini, B. Bowen, J. Hardin, B. Mushnick. Discussion: None. Abstentions: None. All in favor, motion passes.	Record
6.3.2	<b>Invoices and Commitments for Approval:</b> A motion was made by M. Procaccini and seconded by J. Dowse for the approval of FSA Budget Revision Request No. 1. Rollcall Vote: B. Bowen, M. Procaccini, K. Maguire, H. Takesian, J. Dowse, J. Hardin, B. Mushnick. Discussion: None. Abstentions: None. All in favor, motion passes.	Record
6.4	<b>School Visioning Session Update:</b> <ul style="list-style-type: none"> <li>➤ C. Franceschi shares this meeting occurred on Tuesday and it was a very productive session. This was more of an update because the school took part in a similar session 5 years ago with a group of teachers. We brought in our educational consultant Dr. Frank Locker who is an architect and an educational planner. First, we reviewed the output from four years ago and confirming are these points still valid. There was a lot of confirmation and some things have changed including the pandemic, enrollment, certain careers etc. There was a lot of agreement on the strengths and weaknesses. Second, we brought floor plans of the existing building, and knowing that there is a strong likelihood that we are thinking of a renovation, we asked the small groups to sketch and rearrange the spaces. We have not confirmed this yet, but the school is likely undersized for its enrollment, and we know there will most likely be an addition or a couple of additions. There were 5 great ideas on where the additions should go and what they should contain. There were a lot of valid points worth pursuing. We will compile all of that information and build on those ideas as we begin thinking about preliminary options. We plan to meet again on March 15<sup>th</sup> from 1:00PM – 3:30PM to talk about diversity, equity and inclusion and social emotional learning. These topics were not covered four years ago and has become a hot topic for a lot of school districts. These may not affect the facilities physical planning, but it may affect the curriculum and operations.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ K. Maguire asks that the meeting invite for March 15<sup>th</sup> be shared with herself, M. Procaccini, D. Haynes and H. Takesian and they will send the meeting invitation to the teachers.</li> </ul>	
6.5	<p><b>Draft Work Plan Overview and Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ V. Lyubetski explains the work plan is a roadmap that the design team will use to march through the first phase of the project. It consists of three steps, Preliminary Design Program (PDP), Preferred Schematic Report (PSR), and Schematic Design Submission.</li> <li>➤ Preliminary Design Program (PDP)             <ul style="list-style-type: none"> <li>○ Educational Program Draft – This document is fundamental to the entire project. It describes how the school wants to teach, moving into the future and what spaces and facilities will be necessary to support future teaching.</li> <li>○ Evaluation of Existing Conditions – Evaluations will begin next week during School vacation.</li> <li>○ Visioning Session – Occurred this week and will continue on March 15<sup>th</sup>.</li> <li>○ Educational Program Refined with DRA Input</li> <li>○ Programming Meetings with Department Heads</li> <li>○ Draft Initial Space Summary – This will enumerate every single space that exists today in the school or may need to be added or modified. It is a live document that will change throughout the process.</li> <li>○ Establish Site Development Requirements</li> <li>○ Preliminary Evaluation of Alternatives</li> <li>○ Final Review and Acceptance of Educational Program</li> <li>○ Cost &amp; Schedule Analysis of PDP Alternatives</li> <li>○ SBC Approval of PDP – The SBC will review and approve before submitting to the MSBA.</li> <li>○ Submit PDP to MSBA</li> <li>○ Respond to MSBA Review Comments</li> <li>○ PDP Submission to MSBA</li> </ul> </li> <li>➤ Preferred Schematic Report             <ul style="list-style-type: none"> <li>○ Final Evaluation of Alternatives – The MSBA requires that we look at all three options, new construction, renovation and renovation/addition.</li> <li>○ Identification and Development of Preferred Solution</li> <li>○ Local Actions and Approvals</li> <li>○ Compile and Submit PSR to the SBC</li> <li>○ SBC Approval of the PSR</li> <li>○ PSR Submission to MSBA</li> <li>○ Response to MSBA PSR Review Comments</li> <li>○ FAS Facilities Assessment Subcommittee Meeting</li> <li>○ Preferred Schematic Report Approval by MSBA</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Schematic Design Submission to MSBA</li> <li>➤ Project Scope and Budget Approval MSBA</li> <li>➤ Local Project Funding Authorization</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ B. Mushnick asks is the MSBA Preliminary Design and Reviews in person or submissions? T. Elmore shares they are submissions where they record their written comments that we have the obligation to respond to in order for them to give us their approval. C. Franceschi mentions the MSBA takes 2-3 weeks reviewing and compiling their comments and then we take 2 weeks to respond to every comment.</li> <li>➤ B. Bowen asks is there anything we should be considering early on so that it is included in the educational plan? T. Elmore shares in the meeting we had on Tuesday, more about athletics were discussed than previously. We as a group will want to discuss that further. The design team is going to get much more involved with each department, but athletics is something to focus on as well that should be written into the educational plan. The football field is sitting on rock and a considerable amount would need to be spent to make that a turf field. Site reimbursement costs are limited to 8% of the building cost. This will be exceeded just by doing the building so athletic fields will be entirely on the community. C. Franceschi comments the educational plan deals with educational issues, but it does not deal with sustainability. Everything that was discussed at the visioning meeting and what was discussed 4 years ago touch on these guiding principles that will guide the design team going forward in addition to the purely educational concepts. The process is very deliberate, so the educational plan covers all aspects of the school.</li> </ul>	
6.6	<p><b>Existing Condition Evaluation Schedule:</b></p> <ul style="list-style-type: none"> <li>➤ Existing drawings were made available to the Design team on 1/11/22</li> <li>➤ Building access is available to the design team through Harry Takesian, Facilities Director</li> <li>➤ Anticipate facilities survey being complete in March</li> </ul> <p><u>Existing Conditions Schedule:</u></p> <ul style="list-style-type: none"> <li>➤ Friday February 4<sup>th</sup> at 12:30PM       <ul style="list-style-type: none"> <li>○ Attending:           <ul style="list-style-type: none"> <li>▪ DRA Architects</li> </ul> </li> </ul> </li> <li>➤ Tuesday February 22<sup>nd</sup> – Thursday February 24<sup>th</sup> at 9:00AM       <ul style="list-style-type: none"> <li>○ Attending:           <ul style="list-style-type: none"> <li>▪ DRA Architects</li> <li>▪ Warner Larson Landscape Architects</li> <li>▪ Point-Line-Space Equipment and Furniture Consultant</li> <li>▪ Crabtree McGrath Food Service Equipment Consultant</li> </ul> </li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>▪ Engineers Design Group Structural Engineers</li> <li>▪ Griffith Vary Mechanical and Electrical Engineers</li> <li>▪ 3SI Technology and Audio Visual Consultant</li> </ul>	
6.7	<p><b>Website Update:</b></p> <ul style="list-style-type: none"> <li>➤ T. Elmore shares the most recent website updates.</li> <li>➤ Community Outreach           <ul style="list-style-type: none"> <li>○ City &amp; Town Leadership Meetings               <ul style="list-style-type: none"> <li>▪ Legislator Breakfast Notes</li> </ul> </li> <li>○ Community Presentations               <ul style="list-style-type: none"> <li>▪ Place to save future presentations for community meetings</li> </ul> </li> </ul> </li> <li>➤ FAQs           <ul style="list-style-type: none"> <li>○ Dan made some edits to some of the responses and a new question was added.</li> </ul> </li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ K. Maguire notes she attended Medway last week, Franklin a couple of months ago, and North Attleboro came to Tri-County. The plan is to visit all.</li> </ul>	Record
6.8	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
6.9	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
6.10	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC Meeting No. 7 – March 17<sup>th</sup> at 4:00 pm at Tri-County</li> </ul>	Record
6.11	<p><b>Adjourn:</b> 6:25 pm A motion was made by J. Dowse and seconded by M. Procaccini to adjourn the meeting. Rollcall Vote: J. Dowse, B. Bowen, K. Maguire, M. Procaccini, D. Haynes, H. Takesian, J. Hardin, B. Mushnick. 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.