



## MEETING MINUTES

Project: Tri-County Vocational High School  
Subject: School Building Committee Meeting No. 8  
Location: Tri-County Conference Room  
Distribution: Attendees, Project File

Project No:  
Meeting Date: 4/14/2022  
Time: 4:00 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
8.1	<b>Call to Order:</b> 4:04 pm meeting was called to order by SBC Chair B. Mushnick with 7 of 9 voting members in attendance.	Record
8.2	<b>Previous Topics &amp; Approval of March 17, 2022, Meeting Minutes:</b> A motion to approve the 3/17/2022 meeting minutes as submitted made by J. Dowse and seconded by K. Maguire. Rollcall Vote: J. Dowse, D. Haynes, B. Bowen, B. Mushnick. Discussion: None. Abstentions: H. Takesian. All in favor: Motion passes, minutes approved.	Record
8.3.1	<b>Invoices and Commitments for Approval:</b> A motion was made by J. Dowse and seconded by D. Haynes for the approval of DWMP Invoice No. 5 in the amount of \$15,000.00. Rollcall Vote: H. Takesian, B. Bowen, D. Haynes, J. Dowse, B. Mushnick. Discussion: None. Abstentions: None. All in favor, motion passes.	Record
8.3.2	<b>Invoices and Commitments for Approval:</b> A motion was made by J. Dowse and seconded by D. Haynes for the approval of DRA Invoice No. 2 in the amount of \$28,500.00. Rollcall Vote: H. Takesian, B. Bowen, D. Haynes, J. Dowse, B. Mushnick. Discussion: None. Abstentions: None. All in favor, motion passes.	Record
8.4	<p><b>School Visioning Session Update:</b></p> <p>C. Franceschi provides the SBC with a School Visioning Session update. The process began with M. Procaccini doing the first draft of the educational program which works into out visioning. We had a visioning session to update what was done a few years before. We also had a second session where we focused on inequality issues as well as social, emotional learning issues. We have added all that feedback to the summary report. We are now translating that into space needs.</p> <p><u>Educational Programming:</u></p> <ul style="list-style-type: none"> <li>➤ Visioning</li> <li>➤ Diversity, Equity + Inclusion &amp; Social/ Emotional Learning</li> <li>➤ Summary Report</li> <li>➤ Space Needs Assessment</li> <li>➤ Space Summary Form</li> </ul> <p><u>Guiding Principles:</u></p> <ul style="list-style-type: none"> <li>➤ CTE &amp; Academic Integration</li> <li>➤ Visible Learning</li> <li>➤ Breakout &amp; Collaboration Spaces</li> <li>➤ Agile Classrooms</li> <li>➤ Outdoor Spaces</li> <li>➤ Classroom Neighborhoods</li> <li>➤ Multi-Purpose Spaces</li> </ul>	Record

	<p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ None</li> </ul>	
8.5	<p><b>Existing Condition Report Update:</b></p> <p>C. Franceschi shares an existing condition report update.</p> <p><u>Landscape:</u></p> <ul style="list-style-type: none"> <li>➤ Vehicular and pedestrian pavement and curbing is in poor condition throughout the site</li> <li>➤ Athletic field conditions are fair to poor, the track is visibly deteriorated</li> <li>➤ Fields, bleachers and the press box AAD non-compliant</li> </ul> <p><u>Architectural:</u></p> <ul style="list-style-type: none"> <li>➤ Poor exterior envelope performance</li> <li>➤ Glazing at storefronts brittle cracking and in many cases missing, glazing film at all instances hazy, cracking and peeling</li> <li>➤ Fire suppression system not provided</li> <li>➤ AAB Non-Compliance: Doors lack pull side clearance, typical for numerous doors</li> <li>➤ AAB Non-Compliance: Public ramps too steep, lack compliant handrails, typical for all</li> <li>➤ AAB Non-Compliance: Multiple toilet rooms lack maneuvering clearances and assist devices</li> <li>➤ All ACT ceilings are extensively damaged, cracked, stained and mismatched</li> <li>➤ Guardrails at mezzanines and stairs not code compliant</li> <li>➤ Roof at loading dock corridor deteriorating</li> </ul> <p><u>FF&amp;E:</u></p> <ul style="list-style-type: none"> <li>➤ Servery equipment needs to be entirely replaced</li> <li>➤ Servery layout interferes with functional requirements</li> </ul> <p><u>Structural:</u></p> <ul style="list-style-type: none"> <li>➤ Lintels at masonry opening corroded and require replacement</li> <li>➤ Water damage at exterior patio</li> <li>➤ Damaged metal deck due to water infiltration from exterior patio above</li> </ul> <p><u>Fire Protection:</u></p> <ul style="list-style-type: none"> <li>➤ Fire pump likely will be required if sprinklers are provided</li> </ul> <p><u>Plumbing:</u></p> <ul style="list-style-type: none"> <li>➤ Cast iron storm drainage, sanitary drain, waste, and vent piping is “Tru-Spun” product has history of premature failure</li> <li>➤ Recirculation piping likely not installed code requirements</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Some plumbing vents should be relocated away from fresh air intakes</li> </ul> <p><u>Mechanical:</u></p> <ul style="list-style-type: none"> <li>➤ Energy recover units, serving kitchen, culinary arts and bakery, have deteriorated beyond repair</li> <li>➤ Shop dust collectors require explosion isolation dampers, spark detection and spark arresting equipment</li> </ul> <p><u>Electrical:</u></p> <ul style="list-style-type: none"> <li>➤ Emergency power system in poor condition</li> <li>➤ Normal power system in poor condition</li> <li>➤ The fire alarm system does not meet current regulatory requirements</li> </ul> <p><u>Information Technology:</u></p> <ul style="list-style-type: none"> <li>➤ An integrated electronic security system; integrating the intrusion detection, access control, and CCTV systems, is not provided</li> <li>➤ Secure supervised entrance vestibule with two sets of secure doors not provided</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ T. Elmore asks should we consider adding these existing conditions to the website? C. Franceschi notes we want to be sure people understand these conditions are not due to neglect of the building, it is due to age.</li> <li>➤ J. Dowse mentions at the school committee meeting last night the athletic director shared the that the school was using the track for practice but due to its condition, are not allowed to use it for actual events. Also, there are a lot of concerns our technology director had so it is great that we are looking at those.</li> <li>➤ DRA will send the presentation to DWMP to be shared on the website.</li> </ul>	
8.6	<p><b>Space Summary Overview:</b></p> <p><u>Space Needs Assessment:</u></p> <ul style="list-style-type: none"> <li>➤ C. Franceschi shares we have taken your floor plans of the existing building and started measuring against standards for space, size and color code them.</li> <li>➤ C. Franceschi shares the floor plans and explains what each color represents.             <ul style="list-style-type: none"> <li>○ Green - Good</li> <li>○ Yellow – Intermediate (MSBA would probably accept those classrooms even though they are on the smaller side.)</li> <li>○ Red - Needs attention (Spaces are too small for their projected enrollment.)</li> <li>○ Gray – Great (Spaces are larger than standard for projected enrollment.)</li> </ul> </li> </ul>	Record

	<p><u>Space Summary Form:</u></p> <ul style="list-style-type: none"> <li>➤ C. Franceschi explains this is a form the MSBA requires us to use on projects. It is a spreadsheet that lists every single space in the building and organizes it by category. This form is a calculation to help the MSBA decide on how large the new spaces/building should be.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	
8.7	<p><b>Existing Equipment Survey with Teacher/Student Participation Update:</b></p> <p>C. Dell Angelo explains the project team met with M. Procaccini at Tri-County on Monday to go over the existing equipment surveys. These documents will help us understand the existing equipment and where new equipment is needed if it needs to be replaced or if the shop teacher wants to keep it. They will also provide us with all details about the specific equipment. Also, during the visioning sessions we heard from teachers that they want to get the students involved and this is a great way to do so. DRA will then take this list and start making their own inventory list as well.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo will provide the SBC with an updated link for the existing conditions survey.</li> </ul>	Record
8.8	<p><b>Website Update:</b></p> <p>R. Rincon shares project website updates with the SBC.</p> <ul style="list-style-type: none"> <li>➤ The project website link has been added to Tri-County’s home page, so the project website is now easily accessible.</li> <li>➤ On the “News” page Frank Locker’s Visioning Session Update was added.</li> <li>➤ On the “Committee” page you can now find our SBC Meeting Packets.</li> <li>➤ Finally, C. Dell Angelo and I are meeting next week to make some updates to the website and add some of the existing conditions pictures that H. Takesian had sent over the other day.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
8.9	<p><b>Financial Update:</b></p> <p>M. Cox shares a financial update with the SBC.</p> <ul style="list-style-type: none"> <li>➤ Invoices submitted for approval</li> <li>➤ New commitments and approvals (none this meeting)</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Budget Revision Requests – none this meeting</li> <li>➤ MSBA Reimbursement status. As of today, we have submitted three reimbursements. The first two Tri-County has received payment on. The last one was submitted 6 days ago and is pending MSBA review. Payments go out every 2 weeks. You can see you are receiving about 52.25% reimbursement.</li> </ul> <p><u>Current Budget:</u></p> <ul style="list-style-type: none"> <li>➤ Original Budget -\$1,000,000.00</li> <li>➤ Contracts Committed - \$931,380.00</li> <li>➤ Expended - \$69,250.00</li> <li>➤ Contracts Remaining - \$862,130.00</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	
8.10	<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
8.11	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
8.12	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC Meeting No. 9 – May 12<sup>th</sup> at 4:00 pm at Tri-County</li> </ul>	Record
8.13	<p><b>Adjourn:</b> 4:42 pm A motion was made by H. Takesian and seconded by B. Bowen 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.