



MEETING MINUTES

Project: Tri-County Vocational High School
Subject: School Building Committee Meeting No. 5
Location: Remote ZOOM Mtg
Distribution: Attendees, Project File

Project No:
Meeting Date: 1/13/2022
Time: 4:00 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			
	Jane Hardin*	SBC Member			

* SBC Voting Member

Item No.	Description	Action
5.1	Call to Order: 4:02 pm meeting was called to order by SBC Chair B. Mushnick with 7 of 9 voting members in attendance.	Record
5.2	Previous Topics & Approval of November 18, 2021, Meeting Minutes: A motion to approve the 11/18/2021 meeting minutes as submitted made by J. Dowse and seconded by M. Procaccini. Roll Call Vote: J. Dowse, K. Maguire, B. Bowen, M. Procaccini, H. Takesian. Discussion: None. Abstentions: D. Haynes. All in favor: Motion passes, minutes approved.	Record
5.3.1	Invoices and Commitments for Approval: A motion was made by J. Dowse and seconded by M. Procaccini for the approval of DWMP Invoice No. 2 in the amount of \$10,000.00. Roll Call Vote: B. Bowen, M. Procaccini, D. Haynes, H. Takesian, J. Dowse, K. Maguire. Discussion: None. Abstentions: None. All in favor, motion passes.	Record
5.3.2	Invoices and Commitments for Approval: A motion was made by J. Dowse and seconded by M. Procaccini for the approval of DWMP Invoice No. 3 in the amount of \$10,000.00. Roll Call Vote: B. Bowen, M. Procaccini, D. Haynes, H. Takesian, J. Dowse, K. Maguire. Discussion: None. Abstentions: None. All in favor, motion passes.	Record
5.4	<p>MSBA Architect Selection Update, Designer Proposal Review and Acceptance. Vote expected.</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo shares the ultimate vote from the Designer Selection Panel occurred on Tuesday and C. Franceschi was able to put this proposal together for us on short notice. ➤ T. Elmore explains he and C. Franceschi discussed the funds available and acknowledged that it may not cover everything, but DRA is making the effort to fit within Tri-County's budget. This was discussed with D. Haynes and reviewed how the funds will be allocated. The \$625,000.00 will be for the architect to go through Feasibility and Schematic Design. There is \$50,000.00 to cover some items that were excluded in the proposal such as surveying, boring work, hazmat and Geotech. There will also be \$25,000.00 in contingency so we are hopeful this will work with the districts budget. <p><u>Designer Proposal Review Vote:</u> A motion was made by J. Dowse and seconded by M. Procaccini to approve the DRA Architects proposal as submitted on the letter dated 1/12/2022 for the initial MSBA defined Feasibility Study and Schematic Design phases for designer and their consultants' services. Roll Call Vote: B. Mushnick, K. Maguire, D. Haynes, J. Dowse, B. Bowen, M Procaccini, H. Takesian. Discussion: B. Mushnick asks is this standard? T. Elmore confirms that is correct. Given the budget limitations, we took a best guess at what we thought was a reasonable amount. Abstentions: None. All in favor, motion passes.</p>	Record

	<ul style="list-style-type: none"> ➤ C. Franceschi shares DRA's DSP interview presentation. 	
5.5	<p>Educational Program Update and Potential schedule:</p> <ul style="list-style-type: none"> ➤ School draft completed for internal review and comment on 1/12/22 ➤ School Department review completed by 1/20/22 ➤ Issue draft Educational Plan to the design team on 1/20/22 for review ➤ February 1, afternoon Education Planning session with the school and design team to refine the Education Plan <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ C. Franceschi mentions he is awaiting confirmation from Frank Locker that the February 1st date will work. ➤ M. Procaccini mentions the educational plan was sent out to the educational shops today to comment on their section and is also awaiting feedback from the special education director. This will be ready to be shared next week after a final edit. ➤ M. Procaccini clarifies that students are dismissed at 10:44AM on half days and faculty will be available at 11:50PM. By contract, the faculty needs to be at the school until 2:30PM on a half day. 	Record
5.6	<p>Existing Condition Evaluation Schedule:</p> <ul style="list-style-type: none"> ➤ Existing drawings made available to the Design team on 1/11/22 ➤ Building access is available to the design team through Harry Takesian, Facilities Director ➤ Anticipate facilities survey being complete in March <p>Discussion:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo shares Vladimir from DRA will be onsite tomorrow at 2:00PM to familiarize himself with the building. ➤ H. Takesian notes he was able to get most of the original building mechanical, architectural and electrical plans on PDF format and plans to send them to Vladimir for his review to see if he would still like to do the walkthrough tomorrow. ➤ T. Elmore asks would it be possible to give the design team access to the building over February vacation to continue to explore the building? H. Takesian responds that would be no problem. ➤ B. Bowen asks will we be working off of the existing drawings and field verifying or is there a plan to get started on a Matterport or cloud scan type system? C. Franceschi responds we will need look into the building a little more before we make that decision further down the line. 	Record
5.7	<p>Website Update:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo shares a website update. 	Record

	<ul style="list-style-type: none"> ○ DRA’s logo has been added to the website and DWMP is awaiting DRA’s bio to add to the “Team” page. ○ Additional edits were made to the “SBC” page and renamed “Committee” based on comments from D. Haynes and S. Solomon. ○ A new page will be added for “Community Outreach”. The project team will work with K. Maguire in terms of further communication that will occur with the different towns and cities. 	
5.8	Other Topics not Reasonably Anticipated 48 hours prior to the Meeting: ➤ None.	Record
5.9	Public Comments: ➤ None.	Record
5.10	Next Meetings: ➤ SBC Meeting No. 6 – February 10 th at 4:00 pm	Record
5.11	Adjourn: 4:56 pm A motion was made by J. Dowse and seconded by M. Procaccini to adjourn the meeting, Discussion: None.	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.