

			MSBA Board vote, the Committee must conclude discussions on the design and the size of the building must meet the MSBA guidelines. - PMA advised the Committee that the size of the building must be within the range of 115,000 SF to 125,000 SF in order to bring the cost of the project close to the Committee's goals.
12-16.03		Record	Discussion of OPM Report: In response to PMA's urging to complete discussions of space/design, in order to allow HMFH to progress the remainder of the Schematic Design, Dr. McDermott expressed his expectation that the Committee could conclude its space/design discussions with HMFH by the end of December. HMFH indicated that an end of December completion of the space/design discussions would be tight and that an earlier completion of the discussions would be preferable.

Design

Item	Responsible	Due	Notes
10-15.02	HMFH/Consultants	12/16/09	Geothermal: Updated 11/18/09: HMFH to provide additional information. Updated 12/3/09: On-going
11-18.02	HMFH	12/16/09	Design Update: Updated 12/3/09 <ul style="list-style-type: none"> • The space summary must be resubmitted to the MSBA based on the one enrollment number of 560, with the 6th grade. • The foot print of the building has been flipped with the wings now extending out to the North West side of the site to allow for future expansion on the wing ends. • Design currently reflects a 16' wide access road at the rear of the building. This needs to be increased to 18' wide to accommodate all service vehicles, i.e. fire trucks. • There was some concern expressed at the placement of the stairs; too far at the end-wings of the building. HMFH to review and revise as possible. Updated 12/16/09: Floor plans presented to Committee on 12/16/09 include an additional stairwell. • Cantilevered auditorium at the building entrance might be a possible cost savings if the cantilever is eliminated? HMFH to review. • Wood chip mechanical furnace/heating was discussed and believed to be too expensive? HMFH to review. • Extra spaces which may or may not need to be eliminated to stay within the SF foot print and the project budget include; child development, 2 music rooms v. 1 music room, multi-purpose space and the large TV studio. • A discussion was had regarding what the skin of the building should be. A majority of the committee expressed that a brick façade would be most desirable. HMFH to address. • HMFH noted that the design development drawings will be in Revit. • Size and content comments from the committee should be forwarded to the committee Chair and the Superintendent.
11-18.03	District	12/11/09	DESE Submission: Updated 12/3/09: The Superintendent noted he would have this finalized by Friday, December 11, 2009.
12-16.04	District/HMFH	12/31/09	Floor Plans, Concerns & Suggestions: The floor plans were presented by HMFH, numerous questions were asked, concerns expressed, and suggestions were made to HMFH. The discussions included (but were not limited to) the following elements of the floor

			<p>plans:</p> <ul style="list-style-type: none"> - Configuration of the main office and the proximity of 2 secretary offices. - Configuration of Guidance, Career, & Psych suite. - Dual entrances to building. - Increases to auditorium seating. - Fire truck access at the rear of building near the restricted area. - Toilet room quantities and locations. - Hallway access for the Media Center Technology room. - Location of the Art room and the benefits of locating it on the first floor rather than on the second floor. - Location of the Health/Consumer room. - Location of the Multipurpose/TV Studio. - Size of the combined Fitness/Weight Room. - Consideration of replacing the combined Fitness/Weight Room with a separate Fitness Room and a separate Weight Room. - Consideration of placing the separated Fitness Room in the current location of the Health/Consumer Room. - Additional physical education space beyond what is shown on plan. - Quantity of conference/meeting rooms and consideration of replacing a teacher work room with a conference/meeting room.
12-16.05	HMFH	12/31/09	<p>Committee Direction to HMFH: HMFH was asked to consider all of the comments about the floor plan and to give particular consideration to the additional Phys. Ed. space, separating the combined Fitness/Weight Room into two separate rooms, placement of the Fitness space in the location currently occupied by the Health/Consumer Room, and establishing a new location for the Health/Consumer Room. HMFH was asked to attempt to address the Committee's priorities in a way that would not increase the size of the school beyond the current 125,770 square feet; however, the size of the building could increase if that is what would be necessary to get the additional Phys Ed. space that is being sought by the Committee. HMFH was asked to deliver the current floor plans in pdf format.</p>
12-16.06	District	12/18/09	<p>Chairman's Direction to Committee: The Chairman directed the appropriate meeting attendees to review the plans with faculty on Thursday 12/17/09 and to reply back to the Chairman with comments by Friday 12/18/09. The Chairman indicated that the requested prompt response was needed in order to provide time for HMFH to revise and distribute the floor plans in advance of the 01/05/10 Building Committee Meeting so that a vote to approve the floor plans could be taken at the 01/05/10 meeting.</p>

Public Relations

Item	Responsibility	Due	Notes
07-23.01	District	12/16/09	<p>PR Ideas: Updated 12/3/09 (updates from previous minutes are in bold):</p> <ul style="list-style-type: none"> • The suggestion boxes will be placed in high traffic areas. The question boxes are built and ready to be deployed. They have yet to be put in place. The committee noted that Diane Tucceri and Heidi McDonald would coordinate getting these boxes in place with scheduled pick-ups. • It was suggested that bumper stickers, mailers and lawn signs be produced for community distribution. It was noted

			<p>that the cost of such items would need to come from personal contributions.</p> <ul style="list-style-type: none"> • The first mailer is currently being prepared with an end of November 2009 distribution date targeted. • Creation/production of a street banner was discussed. • All materials being distributed to the communities will be pre-approved by the Committee Chair and Superintendent. • Heidi was not present at the meeting to update the status of these items. On-going
11-18.03	District	12/16/09	<p>Ballot Committee:</p> <ul style="list-style-type: none"> • The Ballot Committee consists of 24 members. They are required to work with the Selectmen approvals. • The committee currently has a Chair from each community but needs additional members for Berlin. There is only one representative from Berlin currently on the committee. <p>Updated 12/3/09: On-going</p>

Schedule

Item	Responsibility	Due	Notes
11-18.05	PMA	1/2010	<p>CM@Risk v. General Contractor: Updated 12/3/09: An application submission to the IG's office is required for the CM@Risk delivery method. PMA will begin looking at the required forms and keep the committee abreast of the status. PMA will organize CM @ Risk information presentations beginning in January 2010. On-going.</p>

Budget

Item	Responsibility	Due	Notes
09-03.01	District	12/15/09	<p>Project Financing Strategy: Updated 12/03/09:</p> <ul style="list-style-type: none"> • The approval by the school committee of additional \$5,000 expenditure for PMA is expected at the 12/15/09 School Committee meeting. Updated 12/16/09: Approval was not obtained at 12/15/09 School Committee meeting; approval will be sought at 01/13/10 School Committee meeting.
12-16.07		Record	<p>PMA Invoice: The following invoice was reviewed and approved by the Committee: PMA invoice 03281-12 for period of 11/10/09 thru 11/30/09 in the amount of \$7,000.00.</p> <p>Vote: A motion to approve the invoice was made by Chris Keefe and seconded by Michael Barth, committee voted to approve.</p>

Meeting Adjourned: 8:15 p.m. (Motion to adjourn by Linda Moresca and seconded by Tim Houlihan)

Next meeting will take place on January 5, 2009 at 6:00PM in the Tahanto Regional MS/HS library.

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: Paul Queeney

Date: 12/17/09