

**Concord Middle School Building Committee**  
**Meeting Minutes**  
**January 16, 2020**

**PRESENT:** Court Booth, Dawn Guarriello, Chris Popov, Matthew Root, Tim Hult, Laurie Hunter, Jared Stanton, Heather Bout, Kate Hanley, Susan Bates, Russ Hughes, Stephen Crane, Pat Nelson, Frank Cannon, Charlie Parker, Jon Harris, Kristen Olsen

**ABSENT:** Justin Cameron, Mike Carroll

**PRESENT FROM HILL INTERNATIONAL:** Andy Vo, Senior Project Manager; Julie Leduc, Assistant Project Manager

**PRESENT FROM SMMA:** Kristen Olsen, Associate Project Manager, Matt Rice Project Architect

**Call to Order**

Tim Hult called the meeting to order at 7:36 A.M. in Conference Room 4, Ripley Building.

**Approval on Minutes**

Tim Hult requested approval of the mended Meeting Minutes from October 9, October 24, October 25, December 5, and December 19, 2019. Motion to approve was made by Court Booth and seconded by Chris Popov.

**Project Charter Update**

The Committee made small edits to the Charter for clarity. Tim Hult brings to concern the area of potential community use of the facility and the area of sustainability. Tim Hult emphasizes the importance of the Meeting Minutes being accurate about objectives. He suggests subcommittees to make edits to objectives and bring to the big committee for a second pass.

**Project Schedule Update**

There is no full Project Schedule yet as Hill is waiting for the Town Meeting Vote dates to be determined. Andy Vo stated the following target dates: end of the Feasibility Study will be in early March, start cost estimate for schematic design in June, and complete the schematic design in early July. Kristen Olsen explains by the end of the Feasibility Study, they will present several concept alternatives and narrow down to location on site and a direction for building concept. By March, there will be project cost, scope, budget, and goals. Hill to present the project schedule on February 13<sup>th</sup> meeting and give recommendations.

Laurie Hunter and Tim Hult note that presidential primary and election voting days will play a factor in the schedule, and they need to figure out what the goals are for the primary and town meeting and look to the select board for guidance.

**Sustainability Sub-Committee Update**

Meeting held Wednesday, January 15, 2020. Kristen Olsen stated it was an introductory meeting between SMMA and subcommittee. It gave them an opportunity to talk about the history of the project and

thinking to date. The next step is to get feedback and discuss what thoughts the subcommittee had from the January 30<sup>th</sup> meeting. Will also be a feedback from SMMA.

### **Community Meeting Update**

Kristen Olsen gives highlights from the meeting. One concern was about the consideration of traffic during and after construction. SMMA will perform a traffic study to make recommendations for design, and address any traffic concerns. SMMA also received requests for visuals from community. Another concern was pertaining to inclusion and SEPAC wanted to make sure everyone is equitably addressed in the final building. Laurie Hunter addresses that statement, saying she spoke with SEPAC and will organize a meeting where all will be able to voice their concerns and have it immediately addressed by SMMA. Dawn Guarriello adds in an email she received from a community member and will share with team. Additional concerns addressed athletic fields and professional development for teachers, making sure all voices will influence the end result.

Dawn Guarriello suggests performing case studies about how the community meetings stand out from others and lessons learned. Hill to create Dropbox for photos.

### **Feasibility Study**

Phil Poinelli and Keith Fallon are working on Concord's vision for large gathering spaces, including what they need for teaching and how they want to use such spaces. Spreadsheets will have costs with and without each large space to make evaluating easier. Current enrollment this year is 675, which is closer to 700 as opposed to 750, as previously inferred. SMMA will discuss with The Committee about how to plan for growth.

### **Upcoming Meetings**

- Community Visioning Session – February 27, 2020 location is at the Sanborn Auditorium
- Upcoming Concord Middle School Building Committee Meetings:
  - February 13, 2020
  - March 19, 2020
- Communications Subcommittee
  - January 22<sup>nd</sup> at 2:30pm Ripley Room 3. Open to public.

Heather Bout proposes summary of themes that come out of meetings to be posted on minuteman website. Laurie Hunter suggests Pat Nelson to create a draft.

### **Risk Register**

Andy Vo highlights 3 important parts to get the full Project Schedule moving: 1) Town meeting dates by end of month 2) Enrollment number by next month 3) Procurement  
Hill will have updated Risk Register to present at next meeting.

### **Correspondence**

Laurie Hunter informs the committee that they have received 4 emails relative to sustainability and energy usage and one email questioning the vision for pedagogy and the reconfiguration to grade 6 modeling. Another question was asked on where meetings are posted.

### **Public comments**

Karlin Reed comments that the Minuteman video located on their website will be helpful to the public for FAQ from Jan 14 forum. She also asked to confirm Jan 27 public forum would not have dollar amounts tied to alternative options.

### **New Business**

Tim Hult takeaway from the Wireless in Public Places Meeting is the power of 5G is intense. Laurie Hunter discusses that they are in a learning and listening mode. The discussion is a district wide conversation, not just about the middle school.

### **Adjournment**

Tim Hult requested a motion to Adjourn. Frank Cannon made the motion, Chris Popov seconded the motion. The motion carried unanimously.

For additional details and information on this meeting, please refer to the link below.

[https://www.youtube.com/watch?v=cc4qs0\\_NjnM](https://www.youtube.com/watch?v=cc4qs0_NjnM)

Approved: 2-13-20