



MEETING MINUTES - Norton High School

DATE OF MEETING: 12 October 2010

Pat Ansay, Superintendent , Norton Public Schools	X	pansay@norton.k12.ma.us	508 285 0100
Kevin O'Neil, Building Committee Chairman		kevinoneil@nhsbuildingproject.org	508 285 8545, 508 524 0685 (c)
Andrew Mackie, Chairman of the School Committee		andrewmackie@comcast.net	508 285 5339
Paul Driscoll, IT Manager		pdriscoll@norton.k12.ma.us	
Jennifer Pinck, Principal, Pinck & Co.		jpinck@pinck-co.com	617 290 1618
Margaret Wood, Project Director, Pinck & Co.	X	mwood@pinck-co.com	617 216 5760
Tom O'Neil, Project Manager, Pinck & Co.	X	toneil@pinck-co.com	857 445 6817

x = attending; distribution to all

New content in **BOLD**

	Item	Discussion	Action by:
1.1	Budget	Participants discussed the authorized budget of \$600,000. Because of the short schedule, Pinck & Co. is recommending that the Designer's RFS include a fixed fee. Pinck & Co. will review the required scope of services and recommend an appropriate fee. The fixed fee will eliminate the need to negotiate the fee prior to the Designer starting work. The owner confirmed that the \$600K includes consultant fees only. 10/05: It was agreed in discussion that the Designer's fee would be negotiated rather than advertised as a fixed fee. Pinck will develop a draft Master Budget for review. 10/12: Margaret provided an analysis of recent school design fees for discussion (attached).	JP, MW
1.2	Schedule	Pinck & Co will develop a schedule and based on taking the project to a March MSBA Board meeting for approval. 10/12: Participants reviewed the proposed schedule (see attached). Margaret noted that the proposed schedule includes revised assumptions concerning two, rather than one, MSBA approval. In the revised schedule, the NHS project would go to the MSBA Board for Feasibility approval in March, and for Schematic Design approval in May. Pat asked that Preparation of Town Meeting article be added to the calendar in January 2011.	TO, MW
1.3	MSBA	Pat has submitted the OPM agreement to the MSBA: it will be voted on at the October 4 th meeting (Monday). Margaret will call Katie Timmins to introduce herself and to confirm milestones for the submittal of the Designer RFS. MSBA guidelines require that the MSBA have 10 days to review and approve the RFS. 10/05: Pinck was confirmed as the OPM. Margaret will contact Chris Alles to introduce herself.	Record
1.4	NTP	The Town of Norton will provide a Notice to Proceed to Pinck & Co. Pinck & Co. will provide a template for this letter. 10/12: The NTP has been provided.	Record
1.5	Delegated Authority	Pat indicated that she has authority to approve the RFS for the Town. Pinck & Co. will develop a Project Manual which will establish the limits for delegated authority and approvals in the future.	JP/MW
1.7	Programming	Pinck & Co. will review the SOI which was submitted to the MSBA to determine if additional programming work needs to be undertaken during the architect selection. The SOI will be included as an attachment in the Architect RFS.	MW
1.9	Designer Selection	The process for Designer selection requires the OPM and Building Committee to check references. The DSP is responsible for ranking the Design applications. It was agreed in the meeting that Pinck & Co. should do all of the reference checks to ensure consistency in this process. It was agreed that the Building Committee members should be provided with copies of the proposal and that Pinck & Co. will also provide a draft analysis of the proposals for the Building Committee's review. A reviewed and approved analysis would be provided to the MSBA. 10/12: Based on the schedule presented, the Building Committee should anticipate review of the applications in mid-November (applications are due November 11th).	Record

1.10	Designer RFS	A draft of the RFS was reviewed. The following comments will be used to make a revised draft: Geotech may be added to the list of consultants. Library and Theatrical consultants will be deleted. Pinck & Co. will expand the description of the project to convey the larger goals of the project. 10/05: A revised RFS was reviewed. Additional comments will be incorporated. 10/12: Participants reviewed the final RFS draft which will be forwarded to the MSBA.	MW
1.11	Planning for the presentations to the Town	Pat noted that an amortization table indicating the impact on property taxes would be a useful tool for this process. It was also noted that there are a number of community groups, including Norton Pride, who should be given in a briefing on the feasibility study as part of the planning process for the presentation of the project to the Town. 10/05: The next town meeting is October 13 th at 7pm. Tom O'Neill will attend. 10/12: It was noted that the revised schedule requires a vote in June, rather than May.	TO
1.12	Preliminary Work	Pinck & Co suggested it may be worthwhile to engage a surveyor and geotech consultant in the near future; this will be discussed further. 10/12: Pinck & Co. will move forward with preparing RFP's for survey, geotech and hydrant testing.	MW
2.1	Sewer	There was an initial discussion of options for sewage treatment. These options include onsite treatment through an expanded and updated septic system and connecting to a line in the street. Pat recommended several Building Committee and Select Board members who should be included in the discussion of options.	TO

The next meeting is scheduled for October 22nd at 9am. The above is assumed correct unless the writer is notified within 5 days after receipt.

Prepared by: Margaret Wood, Pinck & Co, Inc

Distribution: As noted above. Distribution to others by the Superintendent's Office.