

<b>Wilmington High School – Wilmington, MA</b>	<b>Meeting Minutes</b>
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High School Building Committee	March 2, 2011
Location:	Wilmington High School Library
Time:	6:30PM

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
<i>Building Committee:</i>	Voting		<i>Public:</i>		
Joanne Benton, Chair	HSBC	Y	Michael Bodnar		Y
Michael Caira	HSBC	N	Carolyn Harris	HC	Y
John Donahue	HSBC	N	Karl Sagal		Y
Richard Hayden	HSBC	Y			
Robert Hayes	HSBC	N	<i>Joslin Lesser + Assocs.:</i>		
Randi Holland	HSBC	N	Lisa Matey Bergeron	JLA	Y
John Holloway	HSBC	Y	Jeffery Luxenberg	JLA	Y
George Hooper	HSBC	Y	Stuart Lesser	JLA	Y
Margaret Kane	HSBC	Y			
Joseph Langone	HSBC	N	<i>Dore &amp; Whittier:</i>		
Paul Melaragni	HSBC	Y	Rani Philip	D&W	Y
Michael Newhouse	HSBC	Y	Jon Richardson	D&W	Y
Joseph Parrella	HSBC	Y	Don Walter	D&W	Y
<i>Building Committee:</i>	Non Voting		David Wood	D&W	Y
Jeffrey Hull	HSBC	Y			
Michael Morris	HSBC	Y			
Paul Ruggiero	HSBC	Y			
Eric Tracy	HSBC	Y			

“HC” = Wilmington Historical Commission

Chairman Joanne Benton called the meeting to order at 6:30 PM.

1. Meeting Minutes from February 7, 2011:

**Motion** by George Hooper, seconded by Paul Melaragni, to approve the meeting minutes. The vote was unanimous.

2. Designer Selection: Joslin Lesser briefed the HSBC on the Designer Selection Panel (DSP) meeting at the MSBA that the three local representatives participated in. The DSP meeting resulted in Dore & Whittier being ranked as the #1 firm for the project. Dore & Whittier presented their firm background, the architectural project team, and their approach to the project. Don Walter, the principal-in-charge, asserted the firm’s commitment to client service, cost-effective design, site-

specific and contextual design. Dore & Whittier illustrated this by showing images for four of their K-12 projects, Dedham Middle School, King Philip High School, Littleton Middle and High Schools, and Ware High School. Don Walter also emphasized the firm's intention to start the feasibility study with a "fresh look," not as a continuation of the Master Planning Study. At the conclusion of the design team's presentation, Joslin Lesser indicated that they had met with Dore & Whittier and successfully negotiated their fee proposal, which was now within the Town's budget. Joslin Lesser requested a vote to support the selection of Dore & Whittier.

**Motion** by John Holloway, seconded by George Hooper, to approve the selection of Dore & Whittier. The vote was unanimous. The Town Manager will award the contract to Dore & Whittier.

3. Schedule: Joslin Lesser noted that the updated schedule was attached to the agenda and the project remains on schedule.
4. Construction Manager At-Risk: Joslin Lesser indicated that they are preparing the Massachusetts Office of the Inspector General application for approval to proceed with CM at-Risk. Joslin Lesser has provided the Town Manager with the required Certification, which is under review. Members of the HSBC have been requested to provide information about their construction backgrounds in order to document the HSBC's capacity to manage the CM at-Risk process. Joslin Lesser also will be reaching out to Dore & Whittier for information to include in the application. Joslin Lesser is targeting the CM at-Risk procurement to be complete towards the end of Schematic Design. Adding the CM at-Risk to the team prior to MSBA approval of Project Scope and Budget allows the Town to gain the extra 1% reimbursement.
5. Other Business: No new business was introduced.
6. Upcoming Meetings:

Working Group Session, Wilmington Town Hall, March 10, 2011, 10:00 a.m.

Board of Selectman Meeting, Wilmington Town Hall Rm. 9, March 14, 2011, 7 p.m.

HSBC Meeting, Wilmington Town Hall Rm. 9, March 17, 2011, 6:30 p.m.

**MOTION** by George Hooper, seconded by John Holloway, to adjourn the meeting. The vote was unanimous. Meeting adjourned at 7:10 p.m..

Prepared by: Lisa Matey Bergeron, Joslin, Lesser + Associates, March 7, 2011

End of Minutes