

Canton School Building Committee
September 20, 2023 via Zoom
Minutes

1. Call to Order: Superintendent Folan asked for a motion to convene the Wednesday, September 20, 2023 Canton School Building Committee meeting at 5:32 pm. Mr. Connolly made the motion; Mr. McCarthy seconded. As the meeting was virtual, Mr. Folan followed with a roll call vote. Voting was unanimous and recorded as follows:

Mr. Marshall	yea
Mr. Connolly	yea
Mr. McCarthy	yea
Mr. Benedetti	yea
Mr. Scollins	yea
Mr. Folan	yea

6 yeas 0 nays

Attendees:

Bob Benedetti
John Connolly
Derek Folan
Stephen Marshall
Bob McCarthy
Kristian Merenda (arrived at 5:34pm)
Jonathan Mulhern
Tina Perez
Randy Scollins
Sarah Shannon
Andrea Stuart
Lou Tarmy
Amy Tom (arrived at 5:40 pm)

Absent: Charlie Doody
Michael Loughran

Guests:

Ai3: Troy Randall
Justin Thibeault

LeftField: Jen Carlson
Jim Rogers

2. Project Approvals

a. Vote to Approve Meeting Minutes from June 28, 2023: Mr. Folan asked for a motion to enter into discussion for approval of June 28, 2023 Minutes and invoices. Mr. Connolly made the motion; Mr. McCarthy seconded. Hearing no questions or requests for further discussion, Mr. Folan followed with a roll call vote. Voting was recorded as follows:

Mr. Marshall	yea
Mr. Connolly	yea
Mr. McCarthy	yea
Mr. Benedetti	yea
Mr. Scollins	yea
Mr. Folan	yea
Ms. Merenda	abstain

6 yeas 1 abstention 0 nays

b. Vote to Approve Invoices for LeftField and Ai3: LeftField Project Manager, Jen Carlson presented three LeftField invoices for Feasibility Study/Schematic Design for June, July, August 2023 totaling \$51,900 (\$17,300 per month) and 3 Ai3 invoices; 2 invoices for July and August 2023 Feasibility Study/ Schematic Design equaling \$157,140 and 1 invoice for Extra Services (Hazmat Survey & Inspection) for \$5,830.00. Total invoice amount for Ai3-\$162,970. Total balance due: \$214,870,00.

Mr. Folan opened the floor for discussion. Mr. Marshall noted that he had reviewed all invoices and found them to be in line with contracts. Mr. Tarmy inquired about the results of the Hazmat survey. Mr. Thibeault reported the building was positive for asbestos. This was not surprising nor concerning based on the vintage of the building.

Mr. Thibeault will circulate the Hazmat report to committee members.

Committee members asked that subsequent invoices be made available in a more timely manner to allow review prior to future committee meetings.

Mr. Folan called for a vote to approve LeftField and Ai3 invoices as written and presented. Roll call vote was unanimous and recorded as follows:

Mr. Marshall	yea
Mr. Connolly	yea
Mr. McCarthy	yea
Mr. Benedetti	yea
Mr. Scollins	yea
Mr. Folan	yea
Ms. Merenda	yea
7 yeas	0 nays

3. Project Budget Update: Ms. Carlson reviewed funding for the project noting the budget is still 1.5 million including authorized changes (architect firm contract). She reported that 96% of the funds are committed; \$267,315 has been spent to date, 18% of the budget. \$66k remains uncommitted-both amounts are typical for projects at this juncture.

Mr. Scollins asked when the town might receive reimbursement of the monies paid out from MSBA. Ms. Carlson will submit the first reimbursement request at the end of September 2023. Both Ms. Carlson and Mr. Marshall expect MSBA to forward reimbursement by middle to end of October assuming all submitted paperwork is accurate and approved

4. Schedule Review: Ms. Carlson gave a high level overview of the feasibility study schedule. Two submissions are required by MSBA:

1. the PDP (Preliminary Design Project)-includes a rough draft of the Education programming. Targeted submission date is October 27, 2023-Ms. Carlson believes the project is on schedule for this deadline;
2. the PSR (Preferred Schematic Report)-target date for submission is January 25, 2024.
3. Move forward with 1 preferred design from the PSR options submitted by June 27, 2024. MSBA will have 2 months to review the package. Members from CPS, LeftField and Ai3 will meet with MSBA officials to discuss budget, etc. Board Approval is expected August 28, 2024;
4. Funding and District approval has a target date of January 2025.

5. MSBA Process Update- currently in Module 3 of 8. More information about the MSBA process can be found at www.massschoolbuildings.org.

6. Next Steps: Ai3 representative, Justin Thibeault, explained steps for PDP including evaluating existing conditions, Visioning and Educational Program, inventory of Education space, evaluating capacity of existing elementary schools (for evaluation of 6-8 or 5-8 grad configuration) and alternative options. As options narrow, the project will become more detailed. Mr Thibeault reported on initial observations and assessment from site visits—structures, civil, architecture, infrastructure, technology, and ADA and Code compliance.

Mr. Thibeault stressed the importance of Educational Planning and Programming, including curriculum, instruction, learning, learning environments, and the visioning sessions that included conversations, and idea sharing to inform decisions on the final Plan. Mr. Thibeault noted that the Education Plan informs the Capacity Evaluation which is based on space, size and quantity of the new facility. All options submitted to the MSBA must have these documents.

Mr. Thibeault reported that MSBA requires variations of every project. CPS will need to submit 9 options—including Base Repair, major and minor addition/renovation with and without an auditorium for each configuration (grades 5-8 or 6-8). MSBA does not support an auditorium in middle school. The Town of Canton would be responsible for 100% of that cost if the final decision includes an auditorium. All options will support the Educational Program.

Mr. Thibeault stressed the importance of monthly meetings with the Canton Building Committee through the end of 2023. Future meetings between the School Building Committee and Ai3 are tentatively scheduled for Wednesdays, October 18th, November 15th, and December 20th. Ai3 will be meeting with the School Committee in October to begin discussion and review of items related to the Educational Program. November and December meetings will be dedicated to discussing items related to Grade configurations. Critical votes include votes from SBC and the School Committee. December votes from the SBC will include a decision on the Cafetorium.

Community Engagement: Meetings have been scheduled for Wednesdays, September 27th, October 25th; Monday, November 20th, and Wednesday, December 20th to offer a venue for the community to voice feedback, thoughts, concerns, and comments on all elements of the project. Ms. Merenda suggested sending out flexible meeting models, TBD times and formats for upcoming forums to help higher turnout. Mr. Randall noted that the Project website will have all the information and a project email for community members to forward any questions they may have. There will be an FAQ's page as well. Ai3 is also open to changing venues or times, including hosting one at the Galvin allowing residents to walk around the building before the meeting commences. Mr. Randall indicated tours might be a good way to encourage attendance. Zoom community forums are also an option to adjust for busy schedules and raise participation. There was discussion about recording these forums to allow further community reach.

Mr. Scollins inquired when the SBC might begin to see cost estimates. Mr. Thibeaut reported that, currently, cost estimates are based on square footage and will be a range. Once the Space Summary is finalized, it will go to estimators who will then assign a dollar value and range. Ai3's expectations are that this range will be available before the next SBC meeting (10/18).

A question was asked about CAPT involvement. Mr. Folan has asked CAPT to support Community Forums. Mr. Randall thought it was a bit early to be looking for support groups to arise from the community. He suggested this might occur after the PSR has been decided—sometime in late summer, early fall and winter as a town vote nears.

Mr. Folan encouraged committee members to read the educational profile and be advocates and ambassadors for community input and feedback regarding the Galvin project.

7. Next Meeting: Wednesday, October 18, 2023 at 5:30 pm.

8. Adjournment: Hearing no further questions or comments, Mr. Folan asked for a motion to adjourn the Wednesday, September 20, 2023 School Building Committee meeting at 6:32 pm. Mr. Connolly made the motion: Mr. McCarthy seconded. A roll call vote was unanimous and recorded as follows:

Mr. Marshall	yea
Mr. Connolly	yea
Mr. McCarthy	yea
Mr. Benedetti	yea

Mr. Scollins	yea
Mr. Folan	yea
Ms. Merenda	yea

7 yeas	0 nays
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