

Wahconah Building Meeting Minutes

August 12, 2008

Meeting called to order by Jim Huebner at 7:00

Present: Jim Huebner (chair), Ed Richards, Susan Carroll-Lombardi, Donna Harlan, Jim Conro, Rita Furlong, George Desmarais, Marge Foster, Jim Drawe, Jim Chivers, Jim Conro, John Cramer and Billie Henderson

Members of the Audience & Subcommittees:

Rick White and Robert Powell

Motion made by member Chivers and seconded by member Drawe

- To approve the minutes of the July 22, 2008 meeting.

Motion passed unanimously.

High Speed Data Link

- Rick White provided two aerial maps of the Nessacus and Wahconah properties to illustrate the current data link and the one proposed.
- Robert Powell expressed a concern about the timing of the installation of the cable in that 300+ athletes will be using the fields and the woods between Nessacus and Wahconah for practice beginning next week through the mid-November.
- Marge Foster said that because this project will cost over \$25,000, we must seek sealed bids for the installation of the cable.
- **Action item:** Rick White will be get quotes for the networking equipment needed for this project.
- Jim Drawe said that there are new "ditching laws" in Massachusetts which must be considered for this project.
- **Action item:** Rick White has a 2-year old letter from the conservation commission stating that the installation of the cable is in compliance with their standards. He will contact them again to confirm that the assessment in the letter is still accurate.

Bid preparation candidates

- Jim Huebner had contacted 3 "bid preparation" candidates and received positive responses from 2. One candidate declined.
- Both candidates provided cost estimates for their services to prepare bids and oversee the eventual contractor for the science lab project. They also provided a sample "bid package" for the committee.

Motion made by member Chivers and seconded by member Drawe

- To hire Paul Schroeder of Lower Pioneer Valley Educational Collaborative, according to the terms of his letter to James Huebner dated August 8, 2008, for writing specifications for the science lab project for a fee not to exceed \$3,000 and travel expenses not to exceed \$1,000, pending School Committee approval.

Motion passed unanimously.

- **Action item:** Billie Henderson will get the science lab motion information to the CBRSD central office to be included in the agenda for the next school committee meeting for approval.
- **Action item:** Jim Huebner will contact Paul Schroeder and ask him to be at the August 19, meeting to begin the science lab job.
- **Action item:** The science lab subcommittee will create a task list for the project to include time estimates, the sequencing of tasks and dependencies.
- **Action item:** Jim Chivers will contact Cecelia Shay and ask that she and other SABIC employees that will be coordinating the grant/work effort be in attendance at the August 19 meeting.

Electrical repairs in the auditorium

- Marge Foster and George Desmarais reported that they were soliciting quotes from 3 companies: County Electrical Contractors, Comalli Electric and Crosier Electric Inc. for the immediate electrical repairs in the auditorium.
- George Desmarais specified some of the repairs for the committee in order to confirm the scope of the project so that he might be consistent in asking each company to offer quotes on the same project.
- **Action item:** Marge Foster and George Desmarais will continue to get the 3 necessary quotes for the auditorium electrical work.
- **Action item:** George Desmarais will contact the electrical inspector and do a walk through with him to ensure that the proposed repairs are sufficient.

Project organization

- George Desmarais gave the committee an example page from project tracking program that we plan to use. He said that we must have steps, milestones, durations, dependencies, etc. for each project to accurately track the progress of the projects.

OPM (Owner's Project Manager) subcommittee

- Jim Drawe reported that their committee was working to draft the job description for the Owner's Project Manager to include: the scope of the project, questionnaire and a "not to exceed" fee.
- **Action item**: Jim Drawe will send e-copies of the OPM draft before the August 19 meeting.

Green Wahconah subcommittee

- Jim Drawe had sent, via email, updates to all the green subcommittee members.
- Richard Tutela has shown much interest in this project and has agreed to become a new member of this subcommittee.

New Business

- Jim Drawe reported on the CDC's (Community Development Corporation) progress with the grant writing for ADA improvements.
- Billie Henderson requested that we move forward with forming an outside committee to begin the fundraising process for the auditorium seating refurbishing.
- **Action item**: Jim Huebner will contact a prospective auditorium seating committee chair.

Future Meeting Dates

- August 19
- August 26 (only if necessary for the Science Lab)
- September 2
- September 16

All meetings are from 7:00-9:00 PM in the Wahconah Library.

Motion made by member Drawe and seconded by member Carroll-Lombardi

➤ To adjourn the meeting at 9:00 PM.

Motion passed unanimously.

Meeting adjourned.