

**Canton School Building Committee Meeting
Galvin Middle School Library
March 20, 2024
Minutes**

1. Call to Order: Superintendent Folan called to order the Wednesday, March 20, 2024 Canton School Building Committee at 4:28 pm.

Attendees:

Charlie Doody
Derek Folan
Mary Graziano
Stephen Marshall (via Zoom-left meeting at 4:45pm)
Kristian Merenda
Bob McCarthy
Sarah Shannon
Amy Tom
Joanne Campbell, Recording Secretary

Public/Press

Absent:

Bob Benedetti
David Buccelli
John Connolly
Brian Lynch
Jonathan Mulhern
Tina Perez
Andrea Stuart
Lou Tarmy

Guests:

Jennifer Carlson, LeftField
Jonathan Quell, Ai3
Troy Randall, Ai3
Justin Thibeault, Ai3

Jen Carlson, LeftField Project Manager, reviewed the evening's agenda, then reviewed and requested votes of approval for project meeting minutes and professional invoices.

2. Project Approvals:

a. VOTE to approve Thursday, February 29, 2024 SBC Meeting Minutes: Mr. Folan asked for a motion to enter into discussion and approval of the Thursday, February 29, 2024 minutes. Mr. McCarthy made the motion; Ms. Graziano seconded. Hearing no requests for discussion of proposed minutes, Mr. Folan asked for a motion to approve the Thursday, February 29, 2024 minutes as written and presented. Mr. McCarthy made the motion; Ms. Graziano seconded. Ensuing roll call vote was unanimous and recorded below:

Charlie Doody	yea
Derek Folan	yea
Mary Graziano	yea
Stephen Marshall	yea
Bob McCarthy	yea
Kristian Merenda	yea
6 yeas	0 nays

b. VOTE to approve LeftField and Ai3 Invoices: Ms. Carlson reviewed one invoice from LeftField for \$17,300 and two Ai3 invoices for \$92,417.84, totalling \$109,717.84 for February 2024 professional services. Mr. Marshall noted these invoices reflect contractual agreements, and professional fees are as expected.

Mr. Folan asked for a motion to enter into discussion and approval of posted invoices. Mr. McCarthy made the motion; Ms. Graziano seconded. Hearing no requests for discussion on these invoices, Mr. Folan asked for a motion to approve LeftField and Ai3 invoices as written and presented. Mr. McCarthy made the motion; Ms. Graziano seconded. Motion passed unanimously. Roll call vote was recorded as:

Charlie Doody	yea
Derek Folan	yea
Mary Graziano	yea
Stephen Marshall	yea
Bob McCarthy	yea
Kristian Merenda	yea
6 yeas	0 nays

3. Budget Overview: Ms. Carlson reviewed the Feasibility Study total project budget indicating that 96% of the budget is committed, leaving \$56,240 uncommitted. MSBA reimbursement rate is expected to be at 47.21% for this phase. Ms. Carlson indicated that the Feasibility Study part of the project is on track financially.

4. MSBA FAS Update: On March 13, 2024, members of Ai3, LeftField and CPS administrators met with the Facilities Assessment Subcommittee (FAS) of the MSBA to review and defend the

Preferred Schematic Report. Within a 20 minute window, representatives gave a full project summary including site analysis, educational vision and its architectural response, and preferred schematic Option (9E). They reported back that the FAS subcommittee was very pleased with the complete package, particularly noting that the vision was easy to “see” and appreciated the smooth transition from educational plan to architectural design.

5. Schedule Overview: Mr. Thibeault reviewed next steps in the project schedule. This will include developing and refining Option 9E for submission to the MSBA in late June 2024. Staff programming will continue. Notes will be compiled into a package and information will be processed, modified and adjusted to help support educators.

6. CM Selection Update: Ms. Carlson updated the committee on the CM at-Risk process. Seven firms responded to the call for statements of qualification. The Selection Subcommittee identified six of the seven firms as qualified and forwarded a Request for Proposal (RFP). Technical and Price Proposals are due on Monday, April 8th. This committee will meet to review proposals, interview prospective CM’s in publicly held meetings, and rank them on proposals and interviews only. Price proposals are not available to the committee until after the first ranking. Final notice of award will be announced April 24th; expectation for CM contract approval is May 1.

7. Design Update: Mr. Thibeault gave a brief summary of town stakeholders meetings held throughout March including Safety & Security, Technology, Site Use group, and Sustainability. All groups offered good feedback after presentations. Follow-up meetings for some groups will be held next month to further define and massage additional design aspects. Staff Programming meetings were also held with all partners to better understand day-to-day activities and procedures and identify best configurations to support delivery of educational plans.

Mr. Thibeault reviewed floor plans for the three story building illustrating clear rationales for all decisions, including security, dispersed parking areas, classroom storage, kitchen space, open and closed spaces in the Media Center, and general building flow.

8. Public Comment: None

9. Next SBC Meeting: Originally scheduled for April 24th, Committee members may move this meeting to Wednesday, May 1 to accommodate CM-at Risk interviews. Following meeting dates are June 12 (vote to submit budget to MSBA) and June 26 (vote to submit Schematic Design to MSBA).

10. Adjournment: Hearing no further questions or requests for discussion, Mr. Folan called for a motion to adjourn the Wednesday, March 20, 2024 School Building Committee meeting at 5:36 pm. Mr. McCarthy made the motion; Ms. Graziano seconded. Motion passed unanimously. Roll call vote was recorded as:

Charlie Doody	yea
Derek Folan	yea

Mary Graziano	yea
Bob McCarthy	yea
Kristian Merenda	yea

5 yeas	0 nays
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