**Carver Elementary School Building Committee**

**Minutes of Meeting**

**July 11, 2016 - 7:00 P.M.**

**CARVER TOWN HALL – SELECTMEN’S CHAMBERS**

Members Present: Scott Knief, Andrew Soliwoda, Richard Ward, Dave Siedentopf, Sarah Stearns, Jon Delli Priscoli, John Cotter, Ruby Maestas, Michael Milanoski, James O’Brien.

Members Absent: Heather Sepulveda, Dan Ryan, Peter Gray.

PMA Present: Walter Hartley, Chad Crittenden.

HMFH Present: Matt LaRue. Devin Canton.

Others Present: None.

1. **Chair Dick Ward** called the meeting to order at 7:00 pm. He then led the committee in the Pledge of Allegiance.
2. **05-31-16 Meeting Minutes**

Discussion of minutes. Motion made by John Cotter to approve minutes. Second by Scott Knief.

Unanimously approved to accept the minutes.

1. Dick Ward gave an overview of Meeting Agenda for this evening.

1. **Project Updates**
	1. Chad gave a brief overview of general updates. The site plan review by Carver Planning Board concluded on 6/14/16. WS15 application to construct a new well was approved by DEP on 6/21/16. Water treatment design is currently in process. Initial design is due 7/15/16.
	2. Matt Larue gave a design update to the committee.
		* Exterior colors and patterns were shown to the committee. The pallet of metals on the project was shown and described. Samples of these materials were passed amongst the committee. A slide with the architectural blocks was then shown. Two block patterns extent was also discussed. Option A and Option B were presented by Matt Larue. Slides of the various uses of the block were shown. Jon asked Dave about the maintenance of these blocks. Dave feels banding is easier on the maintenance side. Jon is concerned about the cloud patterning and the maintenance of it. Jon wonders if anyone else thinks this will become dated. Matt replied that introducing the different color and patterns is a way of making interest in the building. He feels this would speak to children and will last through the ages. Matt added that the block colors are used quite a bit and feels any maintenance issues could be fixed. Mr. Ward would like the elementary school to be more colorful. Scott tends to lean towards Option B. Ruby also likes Option B. She feels the color helps it to be child friendly and welcoming. Jon clarified that this block is high end of block; quality product. Ruby asked about the metal doors and the color. Matt noted that a decision regarding color doesn’t have to be made now. Mike suggested a cranberry colored scheme. Dave feels the cloud pattern would work and prefers Option B. Scott prefers Option B; Jon prefers Option B with clouds elevated; John Cotter asked if cranberry colors will be added to the front; he asked about graffiti resistant material and how long does it last. Matt replied that it lasts about 5 years. The committee agreed to go with Option B.
	3. 90% Submission to MSBA slide was reviewed. About $300,000 lower on this estimate. This is good news. HMFH will work on the 100% package now.
	4. Procurement Schedule was discussed.
	5. Walter Hartley discussed the filed sub-bid categories. There are 15 out of 18 in this project. Pre-qualification what ifs: 3 scenarios –
		* + Less than 3 pre-qualified firms. Then we must reject all responses and reissue RFQ; this will cause the bid period to be delayed.
			+ No subcontractor bids in a category. Option #1-delay the GC bid deadline and re-solicit the category. Option #2–instruct the GC to carry an allowance and reconcile the contract after the re-bid is complete.
	6. Walter talked about the Pre-Qualification Committee and the composition of it. Two volunteers from this committee are needed for the Pre-Qualification Committee. Ruby offered to be on this committee. Dan Ryan will be asked to do this. He discussed the on line process with the bidding. This is completely legal for the bidding process.
	7. 90% Estimates Overview
	8. Contractor Pre-Qualification Process
		* Subcommittee (4 Members total, must include reps from PMA & HMFH)
		* Committee chairperson must be from district
		* What-if-scenario: Less than 3 qualified bidders
	9. Key Dates
		* 8/1/16 SOQ’s due
		* 8/10/16 Pre-quals complete
		* 8/19/16 100% CD complete – commence bidding
		* 9/6/16 Filed sub bids are due
		* 9/13/16 General bids are due
		* 9/14/16 Issue notice to proceed
2. **Schedule**
	1. Look-a-head Schedule
		* Accelerating the bid process
3. **Public Comment Period**

None.

1. **New Business**

Next meeting: Wednesday, September 14, 2016 at 7 pm at Carver Town Hall.

Ceremony for ground breaking was discussed. Scott, Ruby, Dick, James and Sarah will help with this. Jon added that he has a brick engraving machine. Meeting for this will be Monday, 8/22/16 at 7 pm at Central Office.

Motion made by John Cotter to adjourn meeting at 8:47 pm. Second by James O’Brien. Unanimous vote.

Respectfully submitted,

Kelly Yenulevich

Recording Secretary