

F.W. Parker Charter Essential School

Minutes

Facility Committee Meeting

Date and Time

Wednesday April 24, 2019 at 5:00 PM

Location

49 Antietam Street Devens, MA 01434

Committee Members Present

G. Penna, J. Marshall, M. McKenna, M. Munford, M. Turnbull, P. MacDonald, T. Sumner

Committee Members Absent

None

I. Opening Items

A. Record Attendance and Guests

John Bohannon absent and Steve Roach joined remotely

B. Call the Meeting to Order

M. McKenna called a meeting of the Facility Committee of F.W. Parker Charter Essential School to order on Wednesday Apr 24, 2019 at 5:05 PM.

C. Approve Minutes

P. MacDonald made a motion to approve minutes from the December 2018 Facilities Committee Meeting on 12-03-18 December 2018 Facilities Committee Meeting on 12-03-18.

G. Penna seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Facility

A. Discuss heating system upgrade

Michelle and Todd walked committee through DSB process of advertising for the study, design, and construction administration services for the HVAC renovation for the 1950s and 1970s portion of building. DSB received 7 interested candidates. Committee reviewed each candidate and gave any feedback on form provided by DSB. All firms found qualified. BLW was found well qualified based on having done prior work with the Parker heating upgrade and having other charter experience. DAI was found less qualified based on not having Massachusetts school experience. Next steps include DSB selection on May 29, signing legally reviewed contract by Parker and Sizer with design firm, and gaining board approval to proceed. Peter to work with Michelle on keeping Sizer informed.

B. Summer projects update

John Marshall and Michelle updated committee on summer work to be completed on retaining wall.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:10 PM.

Respectfully Submitted,

M. McKenna

J. Marshall made a motion to adjourn the meeting.

M. Munford seconded the motion.

The committee **VOTED** unanimously to approve the motion.