



DORE & WHITTIER  
ARCHITECTS, INC.

## MEETING MINUTES

**DATE OF MEETING:** 21 November 2005

**PROJECT:** Mt. Greylock Regional High School

**PROJECT NO.:** 05-505

**SUBJECT:** Building Committee Meeting #1 6PM in room S-1

**ATTENDING:**

Nat Karns	Building Committee
Thomas Bartels	Building Committee
Andy Hogeland	Chair, Building Committee
Bill Travis	Superintendent
Lyndon Moors	Building Committee
Jack Hickey	Building Committee
Bob Ericson	Building Committee
Mark Amuso	Business Manager
Irene Addison	Building Committee
Elisabeth C. Goodman	Building Committee
Donald M. Walter	Dore & Whittier Architects, Inc.
Lee P. Dore	Dore & Whittier Architects, Inc. (DW)

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PROJECT MANAGERS

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1. The meeting minutes from the Building Committee meeting held on November 14, 2005 were unanimously approved as presented.
2. DW noted that they will prepare meeting minutes for all meetings in which they are in attendance.
3. DW thanked the Committee for their selection of Dore and Whittier Architects and noted that the team is excited to get started.
4. The group discussed the need for interim progress updates to the community on the status of the Feasibility Study.
5. DW distributed and reviewed a DRAFT schedule dated 11/21/05. Comments were as follows:
  - a. A draft study is required by 2/21/05 for owner review and public input
  - b. The final draft of the study with required number of copies is due in March, 2006
  - c. Based on the milestones outlined in the draft schedule the following meeting dates were decided upon:
    - i. 12/13/05 6PM Building Committee meeting to review a draft of the site and building assessment
    - ii. 1/10/06 6PM Building Committee meeting followed by a 7PM Public Meeting to describe the findings of the site and building assessment and describe building deficiencies – [could this be videotaped by Williamstown Cable Access?]

- iii. 1/17/06 Building Committee meeting to discuss enrollment projections
    - iv. 1/24/06 6PM Building Committee meeting followed by a Public Meeting at 7PM to present the enrollment projection results and a "flavor" of the options that will be considered
    - v. 2/7/06 6PM Building Committee meeting (Wednesday) to discuss Building Options
    - vi. 2/15/05 6PM Building Committee meeting followed by a 7PM Public Meeting to review the Building Options developed to date
    - vii. 2/28/05 6PM Building Committee meeting to review costs. There is a tentatively scheduled Public Meeting at 7PM to discuss the Costs.
  - d. The Committee discussed the need to spend time targeting a public audience. We will need to take our "show on the road" to visit Town Boards, Committees, Senior Groups, Business Leaders, PTO's, etc. We should discuss issues as they are defined during the Study. Identify and discuss the "Need", the "Options", the "Preferred Option" and the "Costs".
6. DW informed the Committee that the design team will be on site all day at the school on November 29<sup>th</sup> to conduct the site and building assessment portion of the study. The District will require anyone on-site to furnish a photo ID to school administration.
  7. The 29<sup>th</sup> Design Team visit presents an opportunity to inform the public that the study is moving forward. The Committee will prepare a press release and the Superintendent will contact local newspapers (Echo, Forum, Eagle, Advocate and the Beacon) to see if they could visit the school on the 29<sup>th</sup> during the design team visit.
  8. The Committee will review the press release via email and add comments. Elisabeth will prepare the initial draft for review.
  9. The Committee discussed that there are scheduled Selectboard meetings in Williamstown and Lanesborough on November 30<sup>th</sup> – some members to attend and update the Boards on the status of the project – similar to the press release. The PTO in Lanesborough meets on 11/30/05.
  10. Any new information on the project will be posted on the District's website under the Building Committee section.
  11. The Committee requested that at the appropriate time DW prepare fact sheets relating to the Needs, Options and Costs for the Study. Items to consider:
    - a. Educational Program delivery difficulties
    - b. Inadequate science labs; locker rooms, ADA non compliance issues
    - c. The cafeteria and the gymnasium are too small
    - d. Sprawling layout of building/lack of building organization
    - e. Middle School program utilizes space non conducive of the program
    - f. 40 year old infrastructure in deteriorating
    - g. Numerous code deficiencies
    - h. Deferred maintenance issues
    - i. "The building should facilitate the delivery of the educational program, not hinder it as is currently the case..."

12. Some members of the Committee noted concerns regarding the enrollment projections prepared in 2004 by MEC. These members requested historic enrollment information for Williamstown for the academic years of 2005-05 and 2005-06. DW noted that Jeff Carr of Economic and Policy Resources was conducting an independent study of the enrollments as a part of this study. The Committee noted that future enrollments should consider the ramifications of school choice students on projections.
13. The Committee informed DW of the enrollment split between the two Towns. Williamstown has 64% of the enrollment and Lanesborough has 36% of the enrollment.
14. DW to provide the Committee with qualifications of Garcia Galuska DeSousa, Inc for mechanical, electrical and plumbing engineering as well as Engineers Design Group for structural engineering. These will be emailed to Committee members first thing in the morning for review prior to the site visit.
15. Next meetings: DW site visit on 11/29/05 – all day. Building Committee meeting on Tuesday 12/13/05 at 6PM in room S-1.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**  
Architects ■ Project Managers

Lee P. Dore, Assoc. AIA, CSI  
Project Manager

c: DAW, DMW, MSS, MAM, RJD, ARR, FILE  
Jeff Carr, EPR  
Clem McCarey, EDG  
Manny Garcia, GGD  
Brian Williams, ATC  
Mark Darnold, BDG