

Minutes

Present:

Ms. Molly Battle
Mr. Suresh Bhatia
Mr. Chuck Brown
Mr. Arthur Dulong
Dr. Brenda Finn
Mr. John Flaherty
Mr. Michael Fitzgerald
Mr. Ken Hoffman
Ms. Judy Terry
Ms. Nancy McJennett
Ms. Karen Sabatino
Mr. Pat Sinnott
Mr. Len Wetherbee
Mr. Jerry Wedge
Mr. Phil Poinelli
Mr. Joel Seeley
Ms. Ginny Lamere
Mr. Hugh Lauer

I. CALL TO ORDER AND GREETING

The meeting was called to order by Brenda Finn at 6:00PM.

II. APPROVAL OF MINUTES

Minutes from the last meetings of January 5 and 6 were approved.

III. SELECTION OF CHAIR

Agreed to move to the end of the meeting.

IV. SCOPE OF WORK

- a. Joel Seeley and Philip Poinelli of SMMA introduced themselves, relayed their work experience, and handed out the Scope of Work. Philip opened by pointing out some of the goals for the next meetings including the following:
 - i. Meet with Art Dulong at the High School to get a feel for the building.
 - ii. Set a target population goal.

iii. Reported project kickoff is scheduled for Thursday am.

V. INTRODUCTION OF COMMITTEE MEMBERS

- a. The committee members introduced themselves to Joel Seeley and Philip Poinelli.

VI. SCHEDULE OF PROJECT

- a. January-March – Work with SMMA to get a feel for the needs of our high school.
- b. March-June – Decide on Conceptual Design (Addition, Renovation, both, etc.)
- c. June – Formalize a Report.
- d. June-September – Continue to work with the school committee.

VII. PROJECT GOALS

- a. Joel Seeley indicated that the project goals would be the focus of the next meeting.
- b. There was some discussion over community involvement and the best time to request some input from the community. Joel and Philip indicated that it would be best to have a foundation first before moving ahead and seeking community involvement.
- c. Art Dulong mentioned that there was a study a couple of years ago that mentioned education goals. These goals, which have already been articulated, can probably be utilized for this purpose also.
- d. Joel recommended having a meeting at the high school to get a feel for the building.
- e. Community input was discussed further. Questions were raised regarding the timing of community involvement. What exactly would involvement consist of? The SMMA team indicated that would be up to the committee to decide. However, they recommended that the committee keep it open, objective, and use it as a means to keep people informed.
- f. A question was raised regarding the charge of the feasibility committee to the school committee. The Charge to CCHS Facility and Design Committee, Appointed November, 2004 was referred to, and responsibilities # 8-12 satisfied the answer to this question.
- g. The school committee meeting was recommended as being an integral component of relaying information to the community.
- h. It was recommended that agendas be available to local papers, etc. for the community to review.
- i. SMMA team members indicated that they will provide appropriate leadership.
- j. Goals can be e-mailed to Joel or Philip.

VIII. FUTURE MEETINGS

- a. The next scheduled meetings will occur on the following dates:
- i. Tues., Feb. 1st
 - ii. Tues., Feb. 15th
 - iii. Thurs., Mar. 3rd
 - iv. Tues., Mar. 15th

IX. SELECTION OF CHAIR

A motion was made by Judy Terry to appoint Nancy McJennett as Chair of the committee and Tim Hult as Vice Chair of the committee. This motion was seconded by Michael Fitzgerald. The motion was unanimously approved.

X. CONTACT INFORMATION FOR SMMA

Philip J. Poinelli, AIA
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or

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XI. ADJOURNMENT

A motion was made by Nancy McJennett and seconded by all present to adjourn the meeting at 7:30PM. The motion was unanimously approved.

Respectfully submitted,

Eileen Comeau
Approved: 1/26/05