

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

REGULAR MEETING

MINUTES

MAY 16, 2013

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman
M. Patterson, Department of Agriculture, Vice Chairman
L. Bonfanti, Peabody, Secretary
L. Siewko-Story, Department of Agriculture
D. Cahill, Department of Agriculture
D. Porteous, Beverly
R. Fravel, Danvers
D. Ketcham, Hamilton
P. Anderson, Lynnfield
E. Weitzler, Middleton
T. St. Pierre, Salem
J. Sabella, Manchester
B. Perkins, Rockport
W. Jackson, Swampscott
C. Robinson, Topsfield

MEMBERS ABSENT: M. Crowe, Boxford
M. Teixeira, Gloucester
Nahant
M. Sweeney, Marblehead
W. Nichols, Wenham

OTHERS PRESENT: D. O'Connell, Superintendent-Director, ENSATSD
C. Worth, District Treasurer
K. Nigro, PMA
C. Levesque, Recording Secretary

1. Call to Order

The meeting was called to order at 7:23 p.m. The recording secretary called the roll. It was noted that a quorum was present.

2. Tentative Regular Meeting Minutes of April 25, 2013 for Approval*

A Motion was made by Dr. Anderson, seconded by Mr. St. Pierre and VOTED to approve the Regular Meeting Minutes of April 25, 2013 as amended.

Abstentions: Dr. Story, Mr. Porteous, Mr. Fravel, Mr. Sabella, Mr. Perkins, Mr. Jackson, Mr. Ketcham and Mr. Harvey

3. Treasurer's Report

Mrs. Worth reported that Mrs. Znamierowski is working on developing a purchase order system for the new district.

Mrs. Worth contacted the auditing firm that was used last year for a cost estimate to perform this years audit. The auditor is interested but Mrs. Worth has not yet received the quote.

Mrs. Worth pointed out that there were no construction expenses on April's financial statements as she had to wait for the April 25th Special Meeting to approve payments. These payments will be included in the May statements.

A Motion was made by Dr. Anderson, seconded by Mrs. Weitzler and VOTED unanimously to approve Balance Sheet of April 30, 2013 and place on file for audit.

A Motion was made by Dr. Anderson and seconded by Mr. Ketcham and VOTED unanimously to approve the April 30, 2013 Profit and Loss and place on file for audit.

4. Communications

Mr. O’Connell reported that Mr. Singer, Middleton Town Administrator, informed the School Committee of the Board of Selectmen’s unanimous vote on April 23, 2013 to refrain from exercising their option to purchase the North Shore Regional Vocational School property. Mr. O’Connell and the Town will work to ensure that the eventual use of the site is consistent with the Town’s long term plans and area development. Attorney Diane McGlynn will negotiate a contract for brokerage services for the sale of the property.

A letter was received from Mr. Frederick Murtagh, Treasurer at Essex Aggie congratulating Mr. O’Connell on his appointment as Superintendent-Director for the new district. Mr. O’Connell reported that he also received notice from Mr. Murtagh that over the years some neighbors may have encroached on the new district’s property. Mr. O’Connell forwarded this information to Mr. Nigro.

Mr. Cahill stated that he shares Mr. Murtagh’s congratulations to Mr. O’Connell on his appointment. He also stated that Mr. Murtagh has a tremendous amount of knowledge regarding the land at Essex Aggie.

5. Owner’s Project Manager Report – Mr. Kevin Nigro

Mr. Nigro stated that they have followed up on a complaint received from a neighbor of damage to their home due to the construction. The homeowner has not responded and the matter is considered an open item and will continue to follow through.

Mr. Nigro reported that the School Building Committee reviewed and approved the Authorization to Proceed (ATP) except for #114 – Stainless steel casework in animal science with a value of \$6,798.00. This is an in scope change to Gilbane anticipated expenditure that was brought in on budget.

A Motion was made by Mr. St. Pierre and seconded by Dr. Anderson and VOTED unanimously to approve the Gilbane “Authorization to Proceed” (ATP) for the following construction packages as recommended by the School Building Committee:

ATP#	Description	Value
54	Add underground plumbing for roof drain in stair #4	\$8,901.00
62	Additional Steel and Footings at Animal Science	\$8,026.00
68	Revise electrical requirements for elevator #5	\$6,905.00
83	Upsize vent piping in Corridor 268	\$1,013.00
97	Stair nosing/Corner Guard changes	\$0
113	RFP #16 and RFP #51 – Revisions to Kitchen Equipment	\$20,205.00
114	Stainless steel casework in animal science	\$6,798.00
118	RFP #62 – Restaurant Lighting Changes	\$0

Mr. Nigro reported that the School Building Committee reviewed and approved the Request to Award (RTA) and are below budget.

A Motion was made by Mr. St. Pierre, seconded by Mr. Cahill and VOTED unanimously to approve the Gilbane “Recommendation to Award” (RTA) for the following construction packages as recommended by the School Building Committee:

Bid Package 13C: Greenhouse	\$359,974.00
Bid Package 09H: Epoxy walls	\$ 24,371.00

Bid Package 11F: Dental equipment \$ 61,231.00

Mr. Nigro reported that Gilbane Requisition #12 has been reviewed and certified for construction progress through April 2013.

A Motion was made by Mr. St. Pierre and seconded by Dr. Anderson and VOTED unanimously to approve the payment of Gilbane Requisition #12 in the amount of \$5,079,510.00 as recommended by the School Building Committee.

A Motion was made by Mr. St. Pierre and seconded by Dr. Anderson and VOTED unanimously to approve the following, which have been reviewed and approved by PMA.

DesignPartnership – monthly construction	\$96,127.00
CDW Company – Environ testing	\$ 8,352.78
RJ Kenney Assoc. – Building envelope waterproofing	\$ 4,379.42

Mr. Nigro reported that there were extensive test borings of the soil before construction. Based on boring, engineer's estimated it had a balance site and enough loam. Now there is 20,000 yards of excess loam which results in a deficit. It is advantageous to authorize a change order for \$300,000 for soil to Gilbane. A good cooperation resolution the School Building Committee recommends the \$300,000 Gilbane Co. contingency and engages legal counsel Attorney Garrity to write legal opinion to memorialize this soil negotiation to never discuss soil again.

To date there have been no takers for the 18,000 to 20,000 yards of unscreened loam. Contact has been made with the district's Department of Public Works to come to the construction site and haul away as much loam as they need.

Mr. Nigro presented a slide show of the construction progress to date.

Animal Science Building – It is necessary that the inhabitants of the animal science building require occupancy at least two weeks to a month to get acclimated to the change in their housing. For a variety of reasons this building will not be completed by a deadline date of July 1st – best would be August 5th. Mr. Nigro has worked on a new analysis and submitted, but PMA cannot submit a final analysis as they would own it. Mr. Nigro was approached to bring in premium time on Saturday's which may be advantageous to pay the differential. Mr. St. Pierre stated that a meeting should be scheduled with Gilbane to work on a new schedule. Mr. Nigro agreed.

Mr. Robinson asked if the animals could move in without the inspection. Mr. Nigro answered, yes by concentrating on moving certain animals only. Mr. St. Pierre cautioned on moving animals in before receiving the Temporary Order Inspection.

After further discussion, Mr. Bonfanti stated that Attorney Garrity should be contacted to help with the animal science issue. Mr. Nigro agreed.

Mr. Nigro stated that the state building inspector is pleased with the progress. The Danvers electrical inspector is on call for inspections. Danvers fire has walked through and may move location of boxes, etc. Mr. St. Pierre asked if the installations of those fire items are in code. Mr. Nigro replied yes.

- Essex North shore Agricultural & Technical Foundation, Inc. – Mr. Dean Porteous
Mr. Porteous reported that the Third Annual Essex North Shore Agricultural Technical Foundation, Inc. John Flibotte Golf Tournament is scheduled for Monday, July 15th at Ferncroft Country Club, 10 Village Road, Middleton, MA. Funds raised will benefit the student activities and student scholarship funds at North Shore Technical High School and Essex Agricultural and Technical High School. Participation forms are available on the websites of both schools.

7. Superintendent-Director's Report – Mr. Daniel O'Connell

Mr. O'Connell reported that he has been contacted by the Executive Office for Administration and Finance (DCAM) encouraging Essex North Shore Technical High School's Proposed Solar Power Purchase Agreement Installation. This is preliminary information and Mr. O'Connell is awaiting further information.

Merger Transition

Mr. O'Connell and Mrs. White, EA Director-Principal, meet at least once per week. The Administrators from each school meet every other week. A couple of the items they are currently working on are the FY14 Operating Budget, schedule for the new district, etc. They will continue to finalize the 172 item merger task list.

Mr. O'Connell reported that he is working with the Department of Elementary & Secondary Education Career Vocational Technical Education to act on a waiver regarding the addition of the new programs for the new district. If the waiver request is approved it would allow the district to receive Chapter 74 funds a year earlier.

Mr. O'Connell reported that he will meet with Superintendent Mastrocola, Peabody Superintendent and Ms. Ferri, Vocational Director to discuss the displacement of CVTE and academic staff.

Mr. Sabella stated that he has concerns with an email Mrs. Znamierowski, Business Manager, sent to City/Town Finance Directors informing them of a reduction of Chapter 70 funds in state aid. Mr. O'Connell stated that the email was informational only to the cities/towns that these reductions in state aid could result in an increase to the city/town assessments.

8. New Business

Mrs. Weitzler stated that poor attendance has been an issue with previously scheduled school committee meetings, resulting in not having a quorum. After discussion, it was agreed that Mrs. Levesque will email reminders of meetings and members are asked to respond within twenty-four (24) hours before the meeting concerning their attendance.

9. Sub-Committee Reports

There was no meeting or report by the **Finance & Property Sub-Committee.**

There was no meeting or report by the **District Policy Sub-Committee.**

There was no meeting or report by the **Personnel Policy Sub-Committee.**

10. Old Business

Mr. Gilbert, MASC, is available to meet on June 11th or June 18th for "Charting the Course." Members agreed that June 11th works best for their schedules. Mrs. Levesque will confirm with Mr. Gilbert and send an email to members with the time.

11. Warrant

A Motion was made by Dr. Anderson, seconded by Mr. St. Pierre and VOTED unanimously to accept the warrant of May 16, 2013 and place on file for audit.

12. Adjourn

A Motion was made by Dr. Anderson and seconded by Dr. Story and VOTED unanimously to adjourn.

Mr. Harvey declared the meeting adjourned.

The North Shore Regional Vocational School District School Committee adjourned at 8:53 p.m.

Respectfully submitted,

Secretary

Meeting Handouts:

- Information Regarding Golf Tournament