

EASTON PUBLIC SCHOOLS  
EASTON, MA  
Easton School Planning Committee Meeting Minutes  
November 15, 2017

**Minutes of School Planning Meeting, November 15, 2017**, convened at 6:00 PM. Present: David Twombly, Dave Field, Ben Hampton, Thomas Brussard, Caroline O'Neill, Jane Martin, Ken Carlson, Rebecca Tellyer.

1. Meeting was called to order at 6:00 PM
2. Minutes from October 18, 2017 were approved on a motion by Ben Hampton with a second by Caroline O'Neill.
3. Feasibility and Schematic Design Update
  - Special Town Meeting approved the \$1 Million-dollar feasibility funding appropriation on Monday, November 13<sup>th</sup>, 2017 by unanimous vote. School Planning Committee discussed next steps for the project, given this approval.
  - The MSBA Board of Directors Meeting will be held on December 13, 2017. At this meeting, it is expected that the Town will be invited, through a vote of Board of Directors, into the Feasibility and Schematic Design phase of the project.
  - David Twombly presented the committee with a DRAFT of the Feasibility Study Budget (See Exhibit A) which must be submitted to the MSBA prior to the December 13<sup>th</sup> board meeting. This budget was developed with guidance from the MSBA and historical data on their website as to costs for this phase of a project. The Committee approved this budget for submission.
  - After the invitation by the MSBA, the Town and the District will need to enter into a formal agreement with the MSBA for the Feasibility and Schematic Design phase. The specific steps and documentation for this action will be outlined to the District and will require execution by the Town and the District subsequent to the MSBA Board Meeting. The most immediate action will be a RFS for an Owner's Project Manager (OPM), followed by the hiring of a Project Architect/Designer.
4. Meeting was adjourned at 7:15 on a motion by Ben Hampton with a second by Becky Tellyer.

Respectfully Submitted,

Jane Martin

School Planning Chair