

# MEMORANDUM



Meeting Date: August 9, 2022  
Meeting Time: 6:30 PM  
Project Name: Clinton Middle School  
Project Number:  
Meeting Purpose: SBC Meeting No. 1  
Meeting Location: Remote Participation via ZOOM

Meeting link: [meet.google.com/iqa-etxe-yuz](https://meet.google.com/iqa-etxe-yuz)



1. Call to Order
2. Approval of Minutes:
  - PBC Meeting Minutes
3. Invoices and commitments Submitted for Approval:
  - Invoices may be submitted in the meeting for approval by the SBC
  - Contract Approval
4. Introduction of the OPM, Dore & Whittier Management Partners team
5. Owner Approval Process
  - Financial Approvals
  - Discussion on working groups, focus group, advisory group to the SBC
    - Education focus group – Education Program Development
    - Executive advisory group
    - Community outreach advisory group
    - Facilities focus group
6. Communication Protocol
  - Project web site - File Sharing and website reporting
7. SBC Goals –
  - Handout (explaining the process)
8. Draft Schedule
  - Through Schematic Design
9. SBC Meeting Schedule, Formats, Invitations
  - Format review – in person or remote



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- Meeting preparation and information sharing
- 10. Pro-pay System and monthly reporting access
- 11. Architect RFS Review:
  - RFS review and MSBA selection process overview
  - Vote to send the RFS to the MSBA for their review
- 12. Architect Selection Committee:
  - 3 Representatives to represent the district at the MSBA Designer Selection Panel in Boston – (includes one member designated by the school committee, the superintendent of schools or his/her designee and the chief executive officer of the city or town or his/her designee.)
- 13. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
- 14. Public Comment
- 15. Next Meetings
- 16. Adjourn