

**Mountview Feasibility Study Committee
Meeting Minutes
February 8, 2011**

7PM

HMLD

Present: Chairman Paul Challenger, Peter Brennan, Nancy Galkowski, Erik Githmark, Jacquie Kelly, Chris Lucchesi, Tom Pandiscio, Michael Sherman, Margaret Watson, David White

Others Present: Gary Kaczmarek, Owner's Project Manager
Elizabeth Helder, Recording Secretary

1. OPM Document Update

Nancy Galkowski reported that she had sent a draft 75-page document entitled *Instructions for Completing the Application to Utilize a City/Town/Regional District Employee(s) to Provide Owner's Project Management Services* ("The Application") to Kevin Sullivan with MSBA. Mr. Sullivan said staff would review the document within the next two weeks. Mr. Sullivan did not mention a need to interview Mr. Kaczmarek. The project cannot go out for a RFP until the MSBA finalizes the OPM selection. Ms. Galkowski will email the document to Mr. Brennan for distribution to the School Committee. Ms. Galkowski informed Mr. Sullivan that the Town was proceeding with the RFP. Mr. White and Mr. Kaczmarek completed budgeting and technical portions of the Application.

Ms. Galkowski added that on 2/7/11, the Board of Selectmen voted and approved the District's Inter-Municipal Contract.

2. Review of Instructions for Completing the Request for Designer Services Document

Chris Lucchesi presented the Committee with a document entitled *Instructions for Completing the Request for Designer Services*. The Committee reviewed the document and discussed an estimated timetable for the Project Phases and Work Plan. The estimated feasibility study timetable is 40 weeks, which would finish the feasibility study at the end of 2011/beginning of 2012. This timetable is in line with the Committee's original plan.

Dave White suggested the Committee obtain a copy of the existing schematics/site plan of Mountview Middle School to familiarize themselves with the building. As the Committee has only been charged with preparing a feasibility study, there are many variables to be considered after the study has been completed, such as the project will be funded, choosing an architect, etc.

Mr. White presented his Top 11 List of Selection Criteria: Educational Programming Consultant, Architecture, Structural Engineering, HVAC Engineering, Sustainable/Green Design Engineering, Cost Estimating, Code Consultant, Fire Protection Engineering, Plumbing Engineering, Electrical Engineering, Civil Engineering.

Ms. Galkowski referenced a document the Committee discussed at their meeting on October 19, 2010 entitled *Module 3 – Feasibility Study* regarding the hiring of consultants during the feasibility study. She suggested the Committee refresh their knowledge of this document to help complete the *Request for Designer Services* document.

Instructions for Completing the Request for Designer Services Document cont.

Peter Brennan inquired if Mr. White intended to limit the number of consultants during the feasibility study to 11. Mr. White said that he felt that not every consultant on the recommended list should be used. Ms. Galkowski said she would like to add Environmental Permitting and Hazardous Materials to the Top 11 List. Mr. Sherman said he would like to add Traffic Consultant. Mr. Kaczmarek will act as the geotechnical consultant.

Mr. Brennan said he would have a hard time eliminating any of the consultants on the proposed selection criteria list. He said he would like to add Data Communications Consultant.

Mr. Kaczmarek reminded committee members that these consultants are just to conduct a feasibility study and not an actual physical structure.

Dr. Pandiscio said that he would suggest the removal of the Acoustical Consultant, Theatrical Consultant, Library/Media Consultant, Laboratory Consultant, Food Service Consultant, Specifications Consultant, Landscape Architect, Accessibility Consultant, and Security Consultant.

After review and discussion, the Committee agreed on a final Selection Criteria: 1. Architecture, 2. Environmental Permitting, 3. Hazardous Materials, 4. Civil Eng., 5. Structural Eng., 6. Fire Protection Eng., 7. Plumbing Eng., 8. HVAC Eng., 9. Electrical Eng., 10. Data Communications Eng., 11. Sustainable/Green Design/Renewable Energy Consultant, 12. Cost Estimating, 13. Traffic Consultant, and 14. Educational Programming Consultant.

The Committee must submit twenty copies plus the original *Standard Designer Application Form for Municipalities and Public Agencies* document to the MSBA.

Ms. Galkowski will ask Mr. Sullivan what Attachment D: Certifications (to be developed by owner) requires the owner to do. All consultants must be MSBA qualified to apply. The Committee is not required to interview all consultants that apply.

Mr. Brennan asked when a Special Town Meeting would be scheduled if an architect were hired by May 2011? The Committee agreed that it would like to hold the Special Town Meeting in February 2012.

Mr. Lucchesi will proceed with completing the Designer Services Document.

3. New Business

The next meeting will be March 8, 2011. Dave White said he would be unavailable to attend the meeting on March 8th.

4. Minutes

Motion by Margaret Watson, seconded by Chris Lucchesi, it was **UNANIMOUSLY VOTED TO APPROVE THE JANUARY 11, 2011 MEETING MINUTES AND CHANGE THE MOTION MAKER TO MIKE SHERMAN UNDER ACCEPTANCE OF PREVIOUS MINUTES.**

5. Adjournment

Motion by Dave White, seconded by Margaret Watson, it was **UNANIMOUSLY VOTED TO ADJOURN THE JANUARY 11, 2011 MEETING AT 8:24PM.**