

**Mountview Feasibility Study Committee  
Meeting Minutes  
January 11, 2011**

7PM

Mountview Library

Present: Peter Brennan, Nancy Galkowski, Chris Lucchesi, Tom Pandiscio, Michael Sherman, Margaret Watson, David White

Absent: Chairman Paul Challenger, Erik Githmark, Jacquie Kelly

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

**1. Review of OPM Selection Documents**

Town Manager Galkowski reported that on January 10, 2011, internal staff at MSBA reviewed the OPM Task Assignment Matrix submitted by the Committee. Mr. Smith with the MSBA reported several members of the MSBA are aware of Mr. Kaczmarek credentials from previous construction projects.

The Committee reviewed Instructions for Completing the Application to Utilize a City/Town/Regional District Employee(s) to Provide Owner's Project Management Services. The Committee made several grammatical corrections to the text including:

Section 2: Several members of the Mountview School Building Committee and Mr. Kaczmarek are very familiar with the scope of services required in constructing major municipal facilities. Examples of these construction projects include Wachusett Regional School High School (MSBA Project), Holden Public Safety Building, Mayo Elementary School, Davis Hill Elementary School and Dawson Elementary School. Mr. Kaczmarek served as Project Manager for the Holden Public Safety Building, Dawson and Davis Hill Elementary Schools;

Section 6: Committee members have a familiarity with Green School Guidelines having recently completed the Wachusett Regional High School under these guidelines. This project received a citation from the Mass Technology Collaborative for .....; and

Section 8: The Committee and the OPM will work with the architect to investigate what will be the best construction method for the project.

Ms. Galkowski reported feedback she received from the MSBA regarding the OPM Task Assignment Matrix. She said MSBA officials raised financial budget questions/concerns regarding hiring several outside contractors throughout the project to provide more technical aspects of the project: Why is it more cost effective to hire an inside OPM than hire outside consulting services? Mr. Smith requested information on the costs associated with the task of hiring outside consultants to supplement the project and the OPM, specifically the Value Engineering portion of the matrix. The Committee reviewed a document entitled Architectural Engineering and OPM Fees provided by the MSBA. Working with the MSBA OPM Task Assignment Matrix, Mr. White and Mr. Kaczmarek agreed to work together to break down these costs, assign a dollar amount to them, and present them to the Committee.

The Committee reviewed Attachment C.

Ms. Galkowski will ask Mr. Smith with MSBA regarding the MCPPO qualification section of the MSBA application.

Mr. Kaczmarek will complete page 15 of 21 and submit it to the Town Manager. It was determined that Mr. Kaczmarek would provide references outside of his work with project for the Town of Holden.

## **2. New Business**

Mr. White said that while waiting for final OPM approval from the MSBA, the Committee could begin the work of creating a draft RFP. A template of the RFP document is available at [www.massschoolbuilding.org](http://www.massschoolbuilding.org). Committee members agreed to begin to familiarize themselves with the RFP document.

Ms. Galkowski said the Committee should think about hiring administrative support staff for the project sooner rather than later.

Chairman Challenger will determine the next meeting date. Several Committee members have a conflict with the next scheduled meeting on January 25, 2011.

## **3. Minutes**

Motion by Peter Sherman, seconded by Chris Lucchesi, it was **UNANIMOUSLY VOTED TO APPROVE THE NOVEMBER 4, 2010, DECEMBER 16, 2010 AND DECEMBER 16, 2010 MEETING MINUTES.**

## **4. Adjournment**

Motion by Chris Lucchesi, seconded by Margaret Watson, it was **UNANIMOUSLY VOTED TO ADJOURN THE JANUARY 11, 2011 MEETING AT 8:45PM.**