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Marlborough School Building Committee

Meeting Minutes – 8.9.2016

Attending School Building Committee (“SBC”) Members:

Brian DuPont	Councilor Katie Robey
Doug Scott	Michael Bergeron
Joseph Trolla	Denise Ryan
Patrick Mauro	Jim Fortin
John Ghiloni	Mayor Arthur Vigeant
Superintendent Maureen Greulich	Nicholas Milano

Also in attendance: Beverly Sleeper, Chief Procurement Officer, City of Marlborough

Meeting called to order at 4:00 pm

Swearing In of School Building Committee (SBC) members

- Assistant City Clerk Steve Kerrigan provided members with copies of Open Meeting Law regulations
- Assistant City Clerk Steve Kerrigan administered the oath of office for serving on City Boards

MSBA Process Overview and Discussion

- SBC member Nicholas Milano gave presentation on MSBA process overview and procedures
- Presentation is attached to these minutes

Joseph Trolla requested that the Committee be provided with aerial photographs of the Richer ES parcel to help the committee visualize the site and parcel.

Review of the Owner’s Project Manager Request for Services

The Committee reviewed and discussed the Request for Services.

Councilor Robey inquired as to whether MSBA was using LEED or MA CHPS. Milano responded that he sent an inquiry into MSBA on that same question.

Councilor Robey requested a corrective edit be made to fix any mentions of the 1LT Charles W. Whitcomb School to its proper name.

Councilor Robey asked about the difference between a contracted firm to provide OPM services and having a City employee provide the services. Milano responded that due to the complexity of a school project, it is recommended that a firm with the expertise provide the services. Milano noted that the City is using an employee to provide the OPM services for the Marlborough Public Library project.

Doug Scott provided background information on how a firm becomes qualified to serve as an OPM. He noted that school projects are a specialty and can be complicated projects, especially renovations. Scott recommended that the Selection Committee pay close attention to the team that will be actually working on the project, not necessarily the team that gives the presentation to the Selection Committee.

Formation of a subcommittee to conduct Owner's Project Manager procurement

The Committee discussed who should serve on the Selection Committee.

Councilor Robey asked whether the whole school building committee would be interviewing the shortlisted firms. After discussion, the committee agreed that the Selection Committee would conduct the interviews and that the Committee would present at the next SBC meeting to explain the selection of the firm.

Councilor Robey asked whether there should be five members on the Selection Committee rather than four. The City's Chief Procurement Officer suggested that the Selection Committee match the City's Designer Selection Board which has five members. After discussion, Denise Ryan volunteered to serve on the Selection Committee to make five members.

Nicholas Milano reviewed the Owner's Project Manager Request for Services

Motion: by Mayor Vigeant to form a Selection Committee of Nicholas Milano, John Ghiloni, Doug Scott, Mike Bergeron, and Denise Ryan to review applications, shortlist, conduct interviews, and rank the applicants.

Seconded by Brian DuPont

Passed unanimously

Motion: by Mayor Vigeant to authorize the Selection Committee to advertise the Request for Services for an owner's project manager.

Seconded by Michael Bergeron

Passed unanimously

Fortin discussed various school configurations that Marlborough Public Schools has had in recent years and urged that any school project the SBC approve have a long term solution to grade configurations.

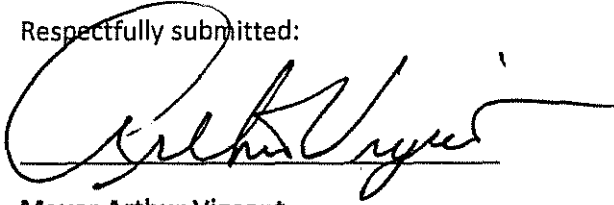
Motion made by Mike Bergeron to adjourn

Seconded by Mayor Vigeant

Passed unanimously

The Marlborough School Building Committee adjourned at 4:45 pm.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Arthur Vigean", written over a horizontal line.

Mayor Arthur Vigean

Chair

October 11, 2016