

School Building Subcommittee Meeting

Minutes of Tuesday, April 27, 2015

Call to Order: Wayne Klocko, called the meeting to order at 7:03 p.m.

Meeting Attendees:

PBC Members

Wayne Klocko (Chairman), Craig Schultze, Jon Wine, Kim Borst (Secretary)

School Committee Member

Denise Gibbons

Millis Public Schools Representative

Dave Byrne

Review Requirements for Selecting an Owner's Project Manager (OPM)

The committee reviewed requirements for selecting an OPM. Wayne Klocko mentioned that we should use Brian Main as much as possible since he is currently a town employee. He also has experience with leading the MSBA application for Hopkinton. Brian has highly recommended a walk through for potential OPM candidates and has insight on what type of preparation work to do and what items to include in RFS. It was mentioned that we should ask each OPM what their experience is with new, renovations and combination projects as those are the three alternatives that the MSBA allows.

Review Initial Draft of the Request for Services (RFS) from the OPM

The subcommittee reviewed the draft of the RFS (See Handout A) item by item and came up with the following suggested changes:

- Within the background section - add that the building has been well maintained including a list of capital improvements. Also, mention that the 5th grade was moved to the Middle School in 2000 to address overcrowding.
- Within the project, design and services section, we should reference the study that was done in 2014. Also, be sure to use the word "estimated" when referring to the timeframes for each phase.
- Under evaluation criteria, make sure that we mention all three options, the new construction, renovation and combination of new construction and renovation. Also, add something about disclosing current and projected workload for the next 18 - 24 months.

OPM selection schedule was reviewed and revised by the group. (See Handout B) All timeframes were based on the August 3rd MSBA meeting date, working back from there.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:45 pm. The motion was seconded by Jon Wine and passed unanimously.

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The next meeting of the School Building Committee will be a Selection Subcommittee meeting that will be held in room 206 at Town Hall on May 13th, 2015 at 7:00 p.m.

Submitted by:

Kim Borst
Secretary, Permanent Building Committee