

## Sutton School Building Committee

Regular Scheduled Meeting

4/15/2009

Town Hall Meeting Room

**Present:** G. Coulter, D. Davis, W. Mead, J. Smith, D. Suhl, R. Raymond,  
K. Stuart, C. Watkins, R. Weaver

**Absent:** C. DiBella, T. Harrison, M. Jerz, L. Stonebreaker

1. Purpose of this meeting was to review the OPM (Owner's Project Manager) subcommittee's recommendation of the top 3 candidates to move into the interview stage. The MSBA strongly suggests our recommended candidate be presented to them by May 15 to be included on their June agenda.
2. The floor was given to Ross Weaver, as representative of the 5-member OPM subcommittee (Donna, Ken, Ross, Roger, Dave) to report their findings. Ross explained that all submitters were reviewed on a criteria-by-criteria basis and a score assigned to each criteria. The individual criteria scores were summed to arrive at a total score for each submitter.

A copy of the scoring sheet was provided to each member of the Sutton School Building Committee. It was noted that the top two candidates scored much higher than the third candidate; the fourth and fifth candidates scored the same and were within one point of the third; the sixth candidate was within one point of the prior two. Weighting of the criteria was discussed and it was determined that more weight was put on certain criteria. Discussion ensued as to how many candidates should be interviewed given the closeness in the scores of candidates 3-6.

Dave made a motion, seconded by Ken, for the School Building Committee to interview the top five candidates. Committee voted unanimous in favor. The selected candidates include:

URS  
Heery  
Daedalus  
SBS  
Skanska

Interviews will be one-hour in duration. Interviews will be scheduled two per night, on the following nights: April 28, 29 and 30. If necessary to accommodate reschedule interviews, the alternate night will be May 6. Jim will contact candidates and finalize the interview schedule.

Wendy suggested the OPM subcommittee reconvene and compile a list of interview questions for each candidate. Questions would be shared with the entire committee and Donna will summarize all questions. OPM subcommittee will meet on Friday, April 17, 2009 at 4 pm.

3. **Old Business:** Enrollment projections: Cecilia found enrollment documentation relating to both the 1999 Elementary project and the 1989 Core project. The Committee had requested this information previously as a way to compare projected enrollment in the past to actual enrollments. Wendy will scan the information and forward it via email to all committee members.

A scheduled meeting with the MSBA regarding enrollment projections for the current middle/high school project has been put on hold pending additional building permit data to be obtained from Jen Hager, Town of Sutton Planning Coordinator. Jim will follow up with Jen.

4. Early Learning Center Roof: Russo Barr Associates has been hired as the architect for the project. Project will go before the town citizens at the May 11 town meeting. If the article passes town meeting, a debt exclusion vote will be required at the end of May to move forward.
5. **Next Meeting:** The regularly scheduled committee meeting will be moved from May 6 to May 13, at which time the committee will select the OPM candidate to present to the MSBA.

Motion to adjourn from Jim Smith, seconded by Donna Davis. Vote unanimous, adjourned at 8:22 pm.

Recorded,

Christine Watkins, Acting Secretary