

EASTON PUBLIC SCHOOLS
EASTON, MA

EASTON SCHOOL PLANNING COMMITTEE MEETING MINUTES
Wednesday, January 24, 2018

Minutes of School Planning Committee Meeting, January 24, 2018, Richardson Olmsted School, Professional Development Room, convened at 6:00 p.m. Present: David Twombly, Jane Martin, Dr. Cabral, Tom Brussard, Rebecca Tellyer, Carly Hudson, David Field, Connor Read, Ken Carlson, Ben Hampton, and Crissy Pruitt.

Call Meeting to Order:

Ms. Martin called the meeting to order at 6:00 p.m.

Approval of Minutes - 11/15/2017:

On a motion by Mr. Hampton, seconded by Mr. Carlson, with a 6-0 vote, the minutes of 11/15/2017 were approved.

Update from MSBA Meeting and Next Steps:

Mr. Twombly stated that he and Dr. Cabral attended the MSBA board meeting on December 13, 2017. He continued that Easton Public Schools was invited into the next stage, Feasibility and Schematic Design. Mr. Twombly stated he got the required signatures from the Easton Board of Selectmen. All the required information had been received to move into the Feasibility and Schematic Design phase. Dr. Cabral will ask Lynn Souza to share the documents via the google drive. Ms. Martin distributed a document showing the reimbursement rate. She stated that it was only for the Feasibility. Easton will be reimbursed 52.26% of eligible costs. Dr. Cabral stated that some of the costs are folded into the project. Mr. Twombly said the MSBA will have Easton appropriate the funds up front.

Ms. Martin asked how to proceed with the Feasibility and Schematic Design. Dr. Cabral said the goal is to choose members for a Procurement Subcommittee. The Procurement Subcommittee will hire the Owner's Project Manager (OPM). She continued that the following work will be done by the Procurement Subcommittee:

- Go through the process and forward the Procurement Subcommittee's recommendation to the OPM panel
- Review documents with dates and responsibilities
- The first deadline is March 15th to submit the Ad to the MSBA for approval prior to submission to the Central Register on March 29th

Dr. Cabral stated that they can aggressively aim for a target date of the OPM panel board meeting of June 4th. She stated that once the process begins, the weekly deadlines do not change; however, there are many steps within each deadline. Every phase will have a deadline. Dr. Cabral said that Easton has thirty (30) months to complete the Feasibility and Schematic Design phase; however, most districts have completed this phase in nineteen (19) months. She stated that two (2) documents will need to be completed during the OPM procurement phase. The first document is the Request for Services (RFS). The committee will review the template. Permission is needed from the MSBA if anything is to be changed on the template. The second document is the narrative which describes the process of the OPM selection. An estimate of the cost is needed for the narrative. The Committee discussed the following:

- Explain the configurations - attach an enrollment letter, suggest two plots of land; need to find out more information on the Construction Manager at risk delivery method (the construction firm and the architects work closely together or are within the same firm). A change order form is required for any changes. There is a risk that you could potentially lose money. There is a fixed cost rather than a cost in materials. MSBA advised that many districts are working together to produce the product so the OPM and the architect have a stake in the responsibility.
- Set the qualifications of the OPM in advance - MSBA has samples. Cannot include fees in the rubric, nothing pertaining to money can be in the rubric. MSBA requires reference checks. Mr. Carlson recommended the applicants list all the projects they have worked on or completed.
- Compile a list of people the subcommittee would like to interview. It was suggested to rank the potential candidates by points and provide evidence. The interview process will be described and narrative sent to MSBA at the end of the process. Contracts cannot be signed until the firms signs and the MSBA approves.
- Narrative - it is a stand alone document. It will detail the entire process to the MSBA. Must write narrative on each company that is interviewed and identify their strengths and weaknesses. This cannot be changed or amended. Mr. Read is the CEO. The Committee will generate a reference check matrix. The MSBA provides the contract.

The Committee reviewed the calendar of deadlines. The OPM will help lead the search for the architect.

Discussion and Possible Appointment of Procurement Subcommittee:

On a motion by Ms. Martin, seconded by Mr. Read, with a 6-0 vote, the Committee appointed Ben Hampton, Rebecca Tellyer, Ken Carlson, David Field, David Twombly, and Dr. Cabral to the Procurement Subcommittee.

The Committee confirmed that the School Planning meetings will be the third Wednesday of the each month. The Request for Services (RFS) will need to be reviewed and approved at the meeting on February 21st. On April 4th, the RFS will appear in the register. The RFS needs to be at the MSBA two weeks prior. Mr. Twombly stated he will send out the draft. Edits may be suggested. It was suggested that the School Planning Committee keep the February 21st meeting as well as have another meeting on March 14th at 6:00pm. The Procurement Subcommittee meeting is scheduled for Thursday, February 8th, 6:00pm at the Central Office located at 50 Oliver Street.

Other Items/Info:

A discussion took place regarding the membership of the School Planning Committee. The Committee discussed options with Mr. Brussard pertaining to his role. Ms. Martin stated Kate Welch, Town Moderator, may have to appoint Mr. Brussard as an "at large" representative for the School Planning Committee. The Committee will review the Town Bylaws and the makeup of the School Planning Committee. The Finance Committee will need to appoint another member to the School Planning Committee. Ms. Martin distributed MSBA school survey report. A discussion took place. Dr. Cabral reviewed the Coordinated Program Review findings regarding spaces available for services. A discussion ensued.

Adjournment:

On a motion by Ms. Martin, seconded by Mr. Hampton, with a 6-0 vote, the School Planning Committee adjourned at 7:35 p.m.

Respectfully submitted,



Lisha Cabral, Ed.D.

Secretary