

EASTON PUBLIC SCHOOLS
EASTON, MA

EASTON SCHOOL PLANNING COMMITTEE MEETING MINUTES
Wednesday, February 21, 2018

Minutes of School Planning Committee Meeting, February 21, 2018, 50 Oliver Street, Upstairs Conference Room, convened at 4:01 p.m. Present: David Twombly, Jane Martin, Dr. Cabral, Tom Brussard, Rebecca Tellyer, David Field, Connor Read, Ken Carlson, and Ben Hampton.

Call Meeting to Order:

Ms. Martin called the meeting to order at 4:01 p.m.

Approval of Minutes - 1/24/2018:

On a motion by Mr. Hampton, seconded by Mr. Read, with a 7-0 vote, the School Planning meeting minutes of 1/24/2018 were approved with edits.

Update on Work of Procurement Subcommittee (documents and timelines):

Dr. Cabral said that David Twombly prepared a working draft of the Request for Services. Following the Procurement Subcommittee meeting, changes were made based upon feedback from the subcommittee. Mr. Twombly said that the subcommittee met and reviewed the Request for Services. He said that the changes were mostly grammatical. He stated that the subcommittee made some changes to the Owner's Project Manager Evaluation. Upon reviewing the changes to the points on the evaluation criteria, it was noted that "*#5 Key personnel*" should have a total of 40 points to bring the total points to 300. Mr. Twombly and Dr. Cabral explained the reasons behind increasing the points for each criteria. The Committee reviewed the "*Instructions for completing the request for services (RFS)*" and noted changes that needed to be made. Mr. Twombly explained that the document is a template provided by the MSBA (Massachusetts School Building Association). He stated that he will make the changes on the template. Mr. Twombly said he would work on applying numbers for the square feet to Evaluation Criteria #4 in place of "X" and "Y".

Dottie Fulginiti arrived at the meeting at 4:29 p.m.

Possible Vote to Approve RFS for Submission to the MSBA:

On a motion by Ms. Martin, seconded by Mr. Hampton, with an 8-0 vote, the Committee approved the Request for Services (RFS) document to be submitted to the MSBA by March 15th with edits as noted.

Other Items/Updates:

Mr. Twombly reviewed the *“Legal Notice Request for Services (RFS) Owner’s Project Manager Services”* ad.

On a motion by Mr. Hampton, seconded by Mr. Read, with an 8-0 vote, the Committee approved the Legal Notice Request for Services Owner’s Project Manager Services ad.

Mr. Twombly discussed the site visit of the Center School and Parkview School on April 9th. Mr. Twombly suggested having Todd Teixeira from the DPW attend. Mr. Twombly said he sent emails to the PK-2 principals and to Chris Getchell, former principal of the Parkview School inviting them to attend the site visit. Mr. Hampton offered to attend. Mr. Carlson suggested adding RSVP to the legal notice. The Committee agreed.

On a motion by Mr. Read, seconded by Ms. Tellyer, with an 8-0 vote, the Committee approved the legal ad notification with edits noted.

Mr. Twombly reviewed the *“OPM Request for Services Project Calendar.”* Ms. Martin suggested adding *“March 15, 2018 - Submit the RFS”* as the first date on the project calendar. Mr. Twombly stated he tweaked the OPM interview questions to meet the needs of Easton. Two grammatical errors under #1 were noted. Ms. Martin suggested changing *“K-2 school”* to *“PK-2 school.”* Mr. Twombly referred to the MSBA’s document *“Owner’s Project Manager Reference Summaries.”* Mr. Twombly suggested having one to two people perform the reference checks. Ms. Martin asked if the necessary steps have been taken to track the costs associated with the advertising. Mr. Twombly said he and Wendy Nightingale from the Town Hall attended a meeting with the MSBA to set up the accounts. He stated that *“Propay”* is the MSBA’s accounting system.

Dr. Cabral stepped out of the meeting for a moment.

Adjournment:

On a motion by Ms. O’Neill, seconded by Mr. Read, with a 7-0 vote, the School Planning Committee adjourned at 4:54 p.m.

Respectfully submitted,

Jane Martin
Secretary