

West Elementary School Building Committee Minutes

Friday, Jan 11, 2019 – 7:30AM

SC Room – 2nd floor – School Admin Building

Present:

Voting Members: Heather Eigen, Shelley Berman, Siggie Pfendler, Rick Almeida, Paul Rollins, Andrew Flanagan, Paula Colby Clements, Susan McCready

Non-Voting Members: Paul Szymanski, Donna Walsh

Other: Terry Peznola - Town Purchasing Agent

Absent:

Voting Members: Liz Roos, Amrata Kirpalani

Non-Voting Members: Tracey Spruce, Mark Johnson, Janet Nicosia

Meeting can be viewed in its entirety at: http://andovertv.org/west_el_building_committee

West Elem SBC Chair, Paula Colby Clements, opened the meeting at 7:35AM.

- Paula outlined the agenda for meeting. There are 2 important votes to be taken today: 1. OPM Selection Committee and 2. Approval to move forward with the Request for Services (RFS) process.
- Paula reviewed the OPM (Owners Project Manager) overview document that she put together for the Committee and for the public. This will be posted to the WESBC webpage.
- Paula turned over the meeting to the town's purchasing agent, Terry Peznola who reviewed the Request for Services process to select an OPM for this building project.
- Terry reviewed and answered the Committee's questions on:
 - the required Legal Notice
 - the draft OPM RFS document (provided by MSBA) including the selection process steps defined in the Timeline (page 8)
 - Terry stressed that giving a 3-week response time to OPM applicants is critical to getting the best possible responses.
 - It was noted that the Informational Meeting and Site Inspection scheduled for January 30, 2019 is open to the public. It is anticipated that 15-20 firms will also attend. This date may change depending on how quickly the MSBA responds to the district on the RFS document.
 - Paul Szymanski noted that the finalist from this process must go through the MSBA review panel, that we opted for the April 1st panel, and the schedule on page 8 of the RFS works back from this date.
 - Once the selection is done and MSBA approves them, the town will then negotiate a price.
- Shelley recognized both Terry and Paul S on all the work done so far in this process. It is an aggressive timeline.

OPM Selection Committee

- Paul Szymanski reviewed the process that he, Terry, and Janet Nicosia, in consultation with Shelley and Paula, used to identify candidates for the OPM Selection Sub-Committee.
- Recommended members are: Mark Johnson, Atty., Town Bldg. Committee; Janet Nicosia, Director of Facilities; Igor Raniuk, Project Mgr., P&F Maintenance Admin; Paul Rollins, Civil Engineer; Siggy Pfendler, Civil Engineer; and Terry Peznola-Purchasing Agent (non-voting member).
- Paula noted that she had previously read the backgrounds of all the SBC Community members when these members were presented to the School Committee and asked if there was need for any further discussion on this recommended list or if any of the members identified wished to comment.
- Paula asked for a motion to approve.
- *On a Motion* made by Susan McCready and seconded by Donna Walsh, the West Elementary School Building Committee approved the OPM Selection Committee Candidates as presented. The motion was approved unanimously.
- The OPM Selection Committee will choose a Chair for this sub-committee at their first meeting.

On a Motion made by Susan McCready and seconded by Shelley Berman, the West Elementary School Building Committee approved the Purchasing Agent, Terry Peznola to move forward with the approval and advertising of the Request for Services with the MSBA. The motion was approved unanimously.

The November meeting minutes will be approved at the next meeting.

The next meeting date will be Thursday, February 28th at 7:30AM.

On a Motion made by Susan McCready and seconded by Andrew Flanagan, the West Elementary SBC voted to adjourn the meeting of January 11, 2019 at 8:30AM. The Committee voted 8-0 to adjourn.

Respectfully,

Alison Phelan,
Recorder