**Carver Elementary School Building Committee Agenda**

**Monday, July 21, 2014**

**7:00 P.M.**

**Carver Elementary School IMC**

1. **Members Present:** Barry Struski, Peter Gray, Ruby Maestas, Heather Sepulveda, Sarah Stearns, Richard Ward, Dave Siedentopf, Dan Ryan, James O’Brien, John Delli Priscoli, Mike Milanoski.
2. **Members Absent:** Elizabeth Sorrell
3. **Others Present:** Samantha Tracey (WATD), Steve Pratt.
4. **Chair Barry Struski**

Mr. Struski called the meeting to order at 7:02 pm. He welcomed everyone and thanked CCAT for being present.

He gave a brief review of protocol for Comments and Questions from the general public.

He also thanked Sarah Stearns for running the last meeting.

1. **7/7/14 Meeting Minutes**

Discussion of minutes.

Dan Ryan made a motion to approve the minutes of 7/7/14. Richard Ward second.

Unanimously approved. Barry abstained as he was not present at the last meeting.

1. **Overview of Meeting Agenda**

Barry Struski gave a brief overview of tonight’s agenda**.**

1. **Communications Report**

**Heather Sepulveda**

1. Next Fact Sheet Topics –

**MISSION STATEMENT** Discussion

Committee members read their draft of mission statement.

James O’Brien discussed the reasons for a mission statement: What is the purpose of this committee? Why are we doing this project? What is our focus?

Key points:

1. Transparent
2. Expeditiously
3. Cost effective and fiscally responsible
4. Meet educational needs

Heather will mold all members’ mission statements together and come up with one for the next meeting. She will also have a fact sheet at the next meeting.

Barry thanked the committee for all their hard work at the last meeting when he was absent.

1. Mike Milanoski stated, “As we know the Superintendent initially wanted to re-engage the designer and the OPM at our first meeting. At that time, I was not in support of moving in that direction for many valid reasons, which the committee supported. We wanted to go through the procurement process and make sure we opened this up and looked at all alternatives as we went through. However, based on the success of the Fire Station OPM selection process, we need to move faster given the condition of the school and the desire of the committee to independently evaluate the alternative location; I have now decided to modify my original position. He requested that the committee consider modifying their position as well subject to MSBA after their decision on July 30 to invite us into the capital pipeline.

Mike Milanoski gave a review of OPM Selection Process. OPM is critical to this project. They are neutral and represent the Town. He discussed the Fire Department OPM process. Twelve proposals were received and six were interviewed and two were shortlisted. They ended up selecting Daedalus as OPM for Fire Station Building. He also noted that technically, Daedalus, according to Town Counsel is still under contract for the Elementary School. This was a completely independent assessment that resulted in hiring the same firm. He noted that he has no connection with Daedalus and has never met them before. He feels that this selection process does not need to be repeated for the School Building project as the Fire Station Building Committee just completed this detailed assessment. He reiterated that he is now in support of the Superintendent’s original recommendation for Daedalus to continue to be the OPM for school building project. He and the Superintendent agree on this. He would like to see the committee go through the selection process to hire a design firm.

\*\*Motion made by Mike Milanoski for discussion purposes – That the committee takes a contingent vote subject to Carver being invited into the MSBA capital pipeline that will authorize the Town Administrator to explore re-engaging Daedalus following MSBA weighing in, negotiate an updated fee structure, and presenting said proposed business terms to the committee for the Committee’s approval to reengage Daedalus.

Seconded by Richard Ward and Heather Sepulveda.

 Mike Milanoski feels having the same firm would be best for the town.

Dave Siedentopf commented that he feels this would be a good move to go with Daedalus. He feels it would be a bonus having the same firm representing both projects in the Town.

John Delli Priscoli discussed how the Fire Station Building Committee conducted a very thorough analysis of the OPMs.

Dan Ryan asked if all of the information could be shared (applicants, evaluation criteria and results) at a CSBC meeting. Yes, this can be shared.

Mr. Ryan asked which two firms were the top OPMs for the state of Massachusetts.

Mr. Delli Priscoli responded that it was a two month process. A lot of work went into choosing Daedalus as OPM for Fire Station building project.

References were checked, sites were visited. All committee members came to the same conclusion (Daedalus) within a few points.

Mr. Milanoski noted that the Fire Chief did a lot of background work.

He also stated that overall the school building project needs to be under budget and on time. We have gone through transparent process so this group can hit the ground running.

Dan Ryan agrees but would like to see the information.

Richard Ward would like to see a concise presentation for the public. He feels we need to be confident with all of the work the Fire Department Building committee has already done.

He noted that Daedalus is on that list.

Mr. Milanoski commented that he and Superintendent Sorrell are in agreement to go with Daedalus as OPM. He stated that we will need to go through process when choosing a designer for this project.

Dan Ryan asked if this committee could go through all of the information from the Fire Station Building Committee regarding the OPM selection process at the next meeting. He would like to go through the presentation before the committee votes.

Heather Sepulveda agrees with Dan. Having a presentation at the next meeting would be great.

John Delli Priscoli will ask Bill Harriman to come to the next meeting to go through the process with the committee.

Peter Gray has worked on 8 MSBA projects. MSBA asked him why they were working with Town Administrator rather than school. School Superintendent has always been contact person with MSBA.

Mike Milanoski explained further the contingent vote. If the MSBA votes in favor of allowing Carver into the capital pipeline on July 30th, then he, as the town administrator, is authorized to go forward and work with MSBA to negotiate a fee structure. He will then bring the proposal back to the committee. At that time, he suggested having Daedalus come to one of the meetings before the committee makes a vote. He also reminded the committee that the town still has a contract with Daedalus which makes this unique. He is confident that, after going through process, that Daedalus is an “A” firm.

Dave Siedentopf added that Daedalus has been chosen by two committees (the original School Building Committee and now the Fire Station Building Committee).

Dan Ryan asked what percentage of school building projects Daedalus has done.

Peter Gray replied that the process of MSBA is to “spread the wealth”. He doesn’t believe there is any one firm that dominates the market. He has worked on eight school building projects with MSBA.

Peter Gray said that MSBA is wondering why they are dealing with the Town Administrator and not the School Superintendent. He mentioned that will all 8 projects he has been involved in that the School Superintendent was the main point of contact.

Ruby Maestas added that the previous School Building Committee voted for Daedalus, fire station also voted for them. In support of moving forward with Daedalus. Time is of the essence.

James O’Brien noted that on August 18 will be a forum. What is on agenda for 8/4/14. Could the Fire Station Building Committee could present on 8/4/14.

Richard Ward stated we voted previously that Liz would be contact with MSBA.

Barry Struski reminded the committee to respect everyone!

Mike Milanoski stated academic is foremost. He needs to carry project from beginning to end. Liz is the critical component for academic plan. Mike Milanoski would be dealing with contractual items and infrastructure.

Peter Gray thinks this should be a joint effort but Superintendent should be the contact person.

John Delli Priscoli explained the term OPM. Owner’s Project manager is our watchdog to make sure the Town is getting what they are paying for. The OPM works for us.

Mike Milanoski amended his original motion to include, “in partnership with School Superintendent.”

Richard Ward seconded the amendment. Committee voted unanimously on amendment.

Dan Ryan is looking for criteria as to how they got to Daedalus.

John Delli Priscoli replied that Daedalus had more depth than the other company. The other companies subbed out things. It was a tough decision.

Barry Struski was pleased with work Daedalus did last time.

Dave Siedentopf reminded the committee that Daedalus has now been chosen by two committees. If we choose not to engage Daedalus, we would need to start the bidding process all over.

\*\*\*John Delli Priscoli stated to move the question.

Dan Ryan would like to see presentation first then decide.

Heather Sepulveda is in agreement with Dan. Wants to go through steps. Wants to see how it happened.

Vote on amended motion.

All in favor, unanimous.

Mike Milanoski spoke regarding presentation. 8/18/14 would be good for this forum as all information will be ready. Include presentations from someone from previous SBC and from current FDBC. Then a vote could be taken by the committee.

James O’Brien regarding 8/18/14. What will be the format for this forum?

Mike Milanoski stated that the OPM should be present at this Public Safety Forum. He proposed moving the forum until September when the OPM would be on board.

Barry Struski and Sarah Stearns will work on the schedule for upcoming meeting and forum.

Dan Ryan reiterated that he would like to go through the process as a committee.

Simple presentation for 8/4/14.

1. **Procurement Sub-Committee-Peter Gray and Dave Siedentopf**
2. Nothing to discuss as long as we go with Daedalus.
3. **Feasibility Study Agreement**
4. Review of MSBA Required Deliverables: Peter Gray

Feasibility Agreement and Attachments;

Certification of Town Counsel and Certification from Town Clerk.

Copies were distributed to all members.
This was submitted to MSBA.

1. **Site Selection Discussion-Sarah Stearns**
2. Review Questions to be Answered

Handouts were given. James O’Brien discussed the questions and who should answer each questions. The OPM can answer these questions

Mike Milanoski would like the OPM process included and how we just cut 3-4 months off timeline. Maybe this should be part of the next fact sheet. Explain to the public what an OPM is.

Heather Sepulveda will draft the next fact sheet.

Richard Ward noted who will be invited to this forum: principals, police, fire, emergency management.

1. **Upcoming Dates and Reminders** .

**Barry Struski**

Proposed Dates- August 4 is next meeting with a mini presentation regarding the OPM selection process.

**July 30 MSBA Board of Directors Meeting**

**August 18**

 Daedalus’ information could be shared at this meeting.

 Discussion of dates for forums.

James O’Brien discussed the possibility of three forums. Maybe a week or two after school starts would be the best.

Mike Milanoski suggested the forum be scheduled for 9/22/14. Forum will be based on availability of those to be invited to attend.

Barry and Sarah will decide if there will be a meeting or not on August 4 and let the committee know.

Heather Sepulveda would like to know who is being invited to the Forum. Principals, police, fire, emergency services, OPM (maybe).

 Discussion regarding how the question/answer sheets should be set up.

Barry Struski asked if there are any other questions from committee. None.

Questions/Comments from the Public.

Steve Pratt, 16 Weston Street. Thanked Liz and James for the questions and answers.

Suggested having headings on documents have neutral colors. They should all look same. He suggested these four documents:

A

B B3

C 123 acre site. Campus (west of Pond Street)

D

He noted there are 5 questions about high school and elementary students? They should be consolidated.

Legitimate questions by parents. They need honest answers.

Be respectful, be responsible, be the best you can be. This is what the sign says in front of the Carver Middle High School. He feels each resident should be identified as to who sent the questions. Who made the statements? Where is that documented?

Discussed the evacuation procedure for the Pilgrim Nuclear Power Plant.

We need to answer and document questions asked. There should be documentation to support questions and answers.

Questions should be numbered. There should be a legend at top.

We have to consolidate this. We need to have something friendly for the residents. He feels there should also be a rating scale.

We need to be clear as to what we are communicating before we put out fact sheets. Be specific.

Dave Siedentopf discussed interaction of elementary vs. middle/high school students. Classes do go outside (physical education) and recess.

Steve Pratt feels the questions are biased.

Mike Milanoski discussed the weighting scale. It is premature to add this at this time. The OPM will work on this later.

He agrees with Steve Pratt’s idea of numbering questions.

Biased piece- he understands his point. He feels it is important to name the author of the question.

Dan Ryan feels we need to clarify the question with the person who asked the questions.

Mike Milanoski stated that our credibility is based on how factual these answers are.

Steve Pratt reminded the committee that these documents are now public record.

Names should be associated with these questions.

Sarah Stearns will number questions and add identities before the next meeting.

John Delli Priscoli suggested eliminating irrelevant questions.

Barry Struski thanked the effort on everyone’s part. He feels we are doing a great job being neutral. Let’s keep up the good work.

Motion made by Dan Ryan to adjourn meeting at 9:00 pm.

Seconded by Richard Ward. Unanimously voted.