

Bartlett High School Building Committee
Tuesday, April 29, 2020
Meeting Minutes

Attendees: Ted Avlas Timothy Bell, Sheila Blythe, Ruthann Goguen, David Hurton, Lisa Kontoes, Gina Nieves, Tony Paranto, Monique Pierangeli, Tony Paranto, Fran Thomas, and Allan Young

Absent: Theodore Tetreault

Scribe: Lisa Kontoes

Call to Order

Dave Hurton called the meeting to order at 4:07 p.m. Mr. Hurton read Governor Baker's order regarding tele-meetings, mentioned that the zoom link was posted if residents wanted to join and also stated that the meeting was being recorded.

Approval of Minutes

This item was passed over because the 11/25 meeting minutes were listed on the agenda as requiring approval but it should have been the minutes for 1/2 and 1/9.

Feasibility Study

- ***MSBA Update on Approval of Feasibility***
- ***OPM Discussion RFS***
- ***OPM Timeline / Guidelines***
- ***Vote on OPM Sub Committee***

Monique Pierangeli stated that her and Ruthann Goguen attended the April 15 MSBA meeting where our study was accepted. The MSBA provided a lot of information during that meeting which we will discuss today. She also mentioned that her and Ruthann took module two training the day after that meeting.

Monique informed that committee we need to go out to bid for a Request for Services and have a timeline that we are obligated to follow. It will be necessary for the Building Committee to appoint a sub-committee to hire the OPM. Ruthann sated we are on the fast track and we have a lot of information to provide to the MSBA to meet the aggressive August timeline so it is important that we stay on a quick pace.

Dave Hurton presented the timeline from the 2020 OPM RPM Internal planning dates (including in the meeting packet). He stated that we are targeting to be ready for the August 3rd date. He reviewed the entire timeline highlighting some key dates:

- May 14 – Provide the RFS for Review
- May 28 – Submit an Ad to the Central Register
- June 3 – Post Ad in Central Register, local newspaper and state site
- June 17 – Bids due

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- July 8 – Finalist Selection due

Dave Hurton stated that there is specific scoring process in the selection of the OPM and narrowing the short list. The Sub-Committee needs to send its top candidates in ranked order to the Building Committee to approve and then subsequently to the School Committee to approve. Part of the process will include having the applicants come on-site to walk through the high school. The candidates can ask questions and we are obligated to provide formal responses.

Monique referenced the larger document in the packet and stated that the Request for Services is taken directly from our RFS which outlines the work that needs to be done. She asked the committee to reference page 3 for the evaluation criteria. Monique proceeded to explain the scoring process and reviewed the 11 areas of evaluation. Monique reviewed each section to ensure that the committee agreed with the weighting of each criteria. Monique used her knowledge and experience from the Park Ave project when applying the points/weighting. The scoring needs to add up to a maximum score of 100.

Tim Bell inquired about question 11 and the type of Financial Statement required. Monique responded that she believed it is referencing Balance Sheets for the prior three years and that she did not think they were audited.

Monique continued to review the outline in the RFS, the selection process, the schedule, and expectations. She stated that she spoke with Jennifer Sullivan, our contact at MSBA, to see if they had any preference on when we met with the MSBA and Jennifer said August is wide open and Webster would be first on the list to move forward.

Doug asked if people were happy with the OPM for Park Ave. Ted Avlas said as whole they were happy but at the end, there was a little disagreement when we encountered a legality issue with one of the firms. There were some issues with the budget and it balancing. We were not able to get it to balance until the end of the project. Ted stated that their work and boots-on-the-ground were good. In the end, we chose the better firm for Park Ave and that firm ended up hiring the PM that we liked from a competing firm who was not selected. In short, we liked the work but there were deficiencies in the accounting. And, things deteriorated a bit when we were in litigation. Monique agreed with Ted's assessment. She said that the last 1/3 of the project was the most difficult. Monique stated that the main guy could've been tougher and she was very unhappy with how the billing was handled. They didn't pay attention to details and Monique had to push back on the bills and was frustrated at the end. She said they were good in the field and were fantastic when we were in the heat on the project. However, she emphasized that for the Bartlett Project we want to pay for the entire package. Monique was part of the middle school project and had a very different experience with how it was handled acknowledging that was a different MSBA at the time. Her Park Ave experience was just

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a bad business office experience. In closing of the OPM hiring process, Dave told the group that the interview is critical and we need to make sure we are adequately scoring people. He said that having a sub-committee gives you a variety of perspectives and then opened up the discussion of forming a sub-committee.

Monique state that the sub-committee would work under the Building Committee. In the last project, the sub-committee consisted of Ted Avlas, Monique Pierangeli, the Building Committee Chairperson, Superintendent and Town Administrator. The recommendation was not to exceed more the five people on the sub-committee. Doug offered his spot if someone else was interested. Doug Hurton suggested Lisa Kontoes as an alternative.

Sheile Blythe made a motion to approve the RFS and timeline for advertising and to nominate Ted Avlas, Monique Pierangeli, Dave Hurton, Ruthann Goguen and Lisa Kontoes as members of the OPM sub-committee. Tony Paranto seconded the motion. The vote was unanimous.

Ruthann mentioned that she participated in a post- evaluation pilot program with MSBA for the Park Ave. project to figure out what is and is not working. She state they are going to add module 9 to the process. The session was interesting and they intend to integrate this into future projects.

Meeting Schedule

- Most work over next few months will be done by Administration and OPM Sub-Committee
- Wednesday, July 1 for the full Building Committee

Adjournment

Sheila Blythe motioned to adjourn. The motion was seconded by Lisa Kontoes. The vote was unanimous.