

Elementary School Building Committee

Meeting Minutes

Wednesday, June 16, 2021, 8:00 AM

[Meeting Recording](#)

Members Present: Anthony Delaney, Benjamin Herrington, Sean Mangano, Phoebe Merriam, Rupert Roy-Clark, Jonathan Salvon, Cathy Schoen, Stephen Schreiber, Paul Bockelman, Michael Morris,

Members Not Present: Allison Estes, Diane Chamberlain, Dwayne Chamble

Other: Margaret Wood (OPM)

Next meeting: To be determined

1. Call to Order

Ms. Schoen called the meeting to order at 8:02 am.

2. Review and discuss draft RFS for designer and make revisions as needed

Cathy outlined the review of the designer RFS. Ms. Wood led a discussion of the review and the MSBA review process. Ms. Wood shared her screen to show the draft designer RFS. Ms. Wood scrolled to different areas of the document for comments. Ms. Wood described the rationale for the construction cost estimates and Ms. Schoen commented that we distinguish between total project costs and construction costs in the minutes. Ms. Wood and Ms. Schoen described the MBE and WBE participation goal section and that they are consistent with the Town's bylaws. Ms. Wood then reviewed the background section and made edits. Ms. Wood then highlighted the importance of the project goals and scope section as indicating what we want to see from designers. Mr. Schreiber made comments on the way that project objectives were organized and commented on some of the wording. The committee discussed further language changes to the objectives section. The group then reviewed the milestone section of the designer RFS. Ms. Wood explained the rationale for the timeline shown in the RFS. Dr. Morris noted the timeline and whether there was time for sufficient levels of public engagement, particularly around site selection. Mr. Schreiber brought up issues around historic commission involvement. Ms. Merriam asked when public engagement fully begins around site selection. Ms. Wood explained that site options would be reviewed and a preferred option selected between October through February. Mr. Bockelman asked who is the decision maker on site location. Dr. Morris responded that School Committee determines grade configuration but the building committee decides on site location.

3. Vote on final version to be submitted for review to MSBA

Mr. Schreiber moved to approve the RFS as drafted today with minor editorial comments submitted by committee members by the end of the day. Dr. Morris seconded. Vote passed unanimously.

4. Discuss timeline for next committee meetings

Not discussed.

5. Public Comment

No public comment was made.

6. Items Not Anticipated by the Chair 48 Hours before the Meeting

None.

7. Adjournment

Mr. Mangano left at 8:45 AM.

Mr. Roy Clark left prior to vote.

Ms. Schoen adjourned at 9:24 AM.

8. Documents Presented

Draft Designer RFS