

## **FINAL MINUTES**

### **HOLLAND HILL SCHOOL BUILDING COMMITTEE MEETING**

**DATE: 3-31-2016**

**TIME: 1:30 PM**

**PLACE: 2ND FLOOR CONFERENCE ROOM**

**SULLIVAN HALL-TOWN HALL**

Called to order at 1:30. Members present: TOM QUINN, TOM DUBROSKY, HARRY ACKLEY, JASON LI, JOE MICHELANGELO, PHIL DWYER, and NICK AYSSEH JOINING BY CONFERENCE PHONE

OTHERS PRESENT: SAL MORABITO, PHIL RYAN, JUDY EWING, GIANNA MICHELANGELO

#### **1) PLEDGE OF ALLEGIANCE**

#### **2) APPROVE MINUTES FROM 3-10-2016 MEETING**

IN THE ABSENCE OF CHANGES OR OBJECTIONS, THE MINUTES WERE UNANIMOUSLY APPROVED.

#### **3) APPROVE REVISED PORTABLE BUILDING PLANS**

BOE CHANGED SPECS ELIMINATING BATHROOMS. PHIL DWYER NOTES THAT HE WAS ON LOSING END OF THAT DISCUSSION. SAL MORABITO PROVIDED STATE APPROVED PORTABLE PLANS. PLANS HAVE NO OTHER CHANGES.

HARRY ACKLEY MADE A MOTION TO ACCEPT.

TOM DUBROSKY SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

DISCUSSION OF DECISION MAKING PROTOCOL FOLLOWED, MR.QUINN AND MR. DWYER EXPLAINED THAT BOE CONTROL THE SPECS.

NOW THAT ED SPECS ARE DONE AND VOTED ON, IT'S IN THE HANDS OF THE COMMITTEE.

#### **4) REVIEW TIMING/PROCESS FOR FINAL ARCHITECT SELECTION**

MR. QUINN CONFIRMED THE FINAL ARCHITECT SELECTION MEETING TIME, 6PM APRIL 7, AT THE BOE CONFERENCE ROOM. THE PRESENTATIONS ARE IN ORDER BY SCORES, LOWEST TO HIGHEST.

MR. QUINN CALLED THE MEMBERS' ATTENTION TO SITE PLAN, BUILDING PLAN AND MATRIX INCLUDED IN BACKUP, REMINDING MEMBERS TO FAMILIARIZE THEMSELVES WITH MATRIX IN ADVANCE OF THE NEXT MEETING.

REGARDING THE FEE, THIS COMMITTEE WILL DECIDE WHAT WEIGHT TO GIVE FEE. FOR EXAMPLE, RBC DECIDED ON 80% QUALIFICATIONS, 20% FEE.

NORMALLY ARCHITECT'S FEES RUN ABOUT 6.5% OF THIS TYPE PROJECT, THROUGH VARIABLES SUCH AS ROOF REPLACEMENT (WHICH HAS HIGH COST BUT LOW DESIGN TIME) COULD AFFECT THIS PERCENTAGE.

ALL MEMBERS PRESENT AFFIRMED THEIR INTENT TO ATTEND ON 4/7, WITH MR. MICHELANGELO NOTING THAT HE MAY BE REQUIRED TO ATTEND ANOTHER MEETING FOR SOME OR ALL OF THE TIME. HE WILL TRY TO ATTEND WHATEVER PORTION HE CAN, WITH THE UNDERSTANDING THAT SHOULD HE MISS ANY PART OF PRESENTATIONS HE WILL NOT VOTE ON THE FINAL SELECTION.

MR. QUINN AND MR MICHELANGELO CONSIDERED THAT AN 80/20 SPLIT ON THE WEIGHT OF QUALIFICATIONS VS. FEE TO BE FAIR, AND THE COMMITTEE UNANIMOUSLY DECIDED TO USE THIS SPLIT IN THE FINAL SELECTIONS.

DURING THE INTERVIEW PROCESS, NO PUBLIC COMMENT WILL BE INCLUDED. AT THE TIME OF THE VOTE, PUBLIC COMMENT (STATEMENTS ONLY, NO QUESTIONS) WILL BE HEARD.

## **5) REVIEW TIMING FOR CM /OWNER'S REP SELECTION PROCESS**

MR. QUINN REVIEWED THE FOLLOWING TIMELINE FOR THIS PROCESS:

APRIL 21: SHORTLIST CONSTRUCTION MANAGER (CM) AND OWNER'S REP. PURCHASING DEPARTMENT CURRENTLY HAS 9 APPLICANTS FOR CM AND THE COMMITTEE NEEDS 4 ON THE SHORTLIST. THEY NEED 2 CANDIDATES FOR OWNER'S REP ON THE SHORTLIST. PHIL HAS POSTED APPLICATIONS ONLINE.

MAY 5: 6 PM MEETING SCHEDULED FOR INTERVIEWS WITH CM'S (LONG MEETING). NICK AYSSEH HAS A POTENTIAL CONFLICT, ALL OTHERS OK WITH DATE.

MAY 9: MONDAY, 6PM SPECIAL MEETING SCHEDULED FOR OWNERS REP INTERVIEWS. THERE WILL BE ONLY 2 CANDIDATES; THEREFORE THIS WILL NOT BE AS LONG.

## **6) DISCUSS COMMITTEE MAKE-UP/ IDEAL SIZE**

MR QUINN PROVIDED LIST OF CANDIDATES WHO HAVE APPLIED TO THE COMMITTEE FOR MEMBERS' INFORMATION.

COMMITTEE AGREED THAT IT'S A BENEFIT TO HAVE CANDIDATES WITH A RELATIONSHIP TO HOLLAND HILL. ANY COMMITTEE MEMBERS HAVING INPUT, PASS TO MR. QUINN AND HE WILL FORWARD TO THE FIRST SELECTMAN'S OFFICE AS THEY GO FORWARD WITH APPOINTMENTS.

COMMITTEE AGREES THAT THE IDEAL NUMBER TO ADD IS 3 MEMBERS, BRINGING TOTAL TO 9. FINAL DECISION RESTS WITH BOS AND RTM.

DISCUSSION OF BUDGET DECISION MAKING: PHIL DWYER EXPLAINED THAT THE BOE HAS AN ADMINISTRATIVE ROLE TO VOTE ON BUDGET BEFORE PRESENTING TO THE STATE FOR FUNDING.

MR QUINN NOTED THAT COMMITTEE IS ON TARGET WITH RESPECT TO TIMELINE.

## **7) PUBLIC COMMENT / STATEMENTS ONLY**

JUDY EWING EXPLAINED THAT IF ED SPECS ARE NOT MET FOR ANY REASON, THE COMMITTEE MAY BE REQUIRED TO GO BACK TO THE BOE.

## **8) ADJOURNMENT**

HARRY ACKLEY MOVED TO ADJOURN, JOE MICHELANGELO SECONDED. THE MOTION PASSED UNANIMOUSLY AND THE MEETING WAS ADJOURNED AT 2:01 PM