

Meeting Minutes

Town of Medfield

Dale Street School Building Committee (SBC)

Date & Time: March 27th, 2019 @ 7pm

Location: 2nd Floor Chenery Room, Medfield Town Hall



	SBC Members *(indicates voting members)		
√	Mike Quinlan – Chairman (MQ) *	√	Amy Colleran (AC)
√	Tim Bonfatti (TB) *		Sharon Tatro (ST)
√	Tom Erb (TE) *		Michael Marcucci (MM)
√	Walter Kincaid (WK) *	√	Michael LaFrancesca (ML)
	Mike Weber – (MW) *	√	Jeffrey Marsden (JM)
	Kristine Trierweiler (KT)		Leo Brehm (LB)
	Stephen Grenham (SG)		

Agenda Items:

1. **MSBA Feasibility Study Agreement**
2. **OPM RFS**

Summary:

1. The SBC reviewed the Feasibility Study Agreement presented by ML. Options were discussed for determining the authority to sign off on the FSA from the SBC as both the SBC and the Board of Selectmen were deemed the authorities having oversight. TB made a motion to authorize MQ as SBC chair or his designee to sign all MSBA documents on its behalf. The motion was seconded by TE. A vote was taken and all were in favor. The motion passes unanimously.
2. The SBC reviewed the Owner's Project Manager (OPM) selection process and reviewed the Request for Services. Next steps include:
 - a. Advertise in the Central Register – 4/3/19
 - b. Advertise in the Medfield Press– 4/3/19
 - c. Site information session– 4/8/19
 - d. Receive Quals packages– 4/17/19
 - e. Shortlist– 4/19/19
 - f. Interviews– 4/24/19
 - g. Check references and negotiate with preferred OPM firm– 5/1/19
 - h. Submit to MSBA for approval– 5/8/19
3. TB made a motion to create an OPM Selection Subcommittee and appoint MQ, ML, LB, JM, TE, WK, AC and MW to that Subcommittee. The motion was seconded by TE. A vote was taken and all were in favor. The motion passes unanimously.
4. Members of the OPM Selection Subcommittee, ML and AC, to coordinate the advertisements and site information session. OPM Selection Subcommittee to perform shortlist and interviews and present preferred selection to the full SBC.
5. MQ moved to adjourn the SBC meeting. TE seconded the motion and all were in favor. The meeting was closed.

Next Meeting: Tentative 5/6/19 @ 7pm