

**Town of Hull
School Building Committee Meeting
Thursday, November 21, 2019**

In attendance:

David Clinton
Michael Devine
David DeGennaro
Paul Dunphy
Anthony Hrivnak
Phil Lemnios

Absent:

Lucas Patenaude
Domenico Sestito

The School Building Committee meeting was held in the Louis Costa Room at Hull Town Hall, 253 Atlantic Avenue.

1. **Call to Order:** Phil Lemnios called the School Building Committee meeting to order at 5:02pm. He explained this Committee is associated with the renovation of the Memorial Middle School project which has been in the process for 2-3 years and recently passed a milestone when the MSBA accepted the project into their multi-tiered process and we are about 60-70% of the way to the goal line.
2. **Approval of Agenda:** Phil Lemnios stated the Committee needs to; review the MSBA module schedule, designate a procurement administrator, form an OPM selection committee, approve the RFS, authorize the RFS advertisement and a few other housekeeping items. The agenda was approved without exception.

Phil Lemnios noted this is the first meeting of this School Building Committee but some members do have previous experience. He asked the members to introduce themselves. Paul Dunphy stated he was on the School Building Committee for the high school and Jacobs School projects and he kind of instigated the retro commissioning report issued in December 2014, which generated the list of items that resulted in this project. Phil Lemnios noted the Committee is fortunate to have Paul Dunphy's expertise. He has a professional background managing physical plants and facilities at Harvard University. Dave DeGennaro agreed that the retro report was the impetus for moving forward on this project. Mike Devine, Superintendent of Schools, introduced himself as a School Building Committee member and thanked Paul Dunphy for agreeing to serve on this committee again. Phil Lemnios, Town Manager, David DeGennaro, School Business Administrator and Tony Hrivnak, Memorial Middle School Principal, all introduced themselves. Phil Lemnios also added that Mike Buckley, who serves as the Town's financial manager was in attendance and would attend these meetings as needed. Phil Lemnios also noted that Debbe Bennett did a magnificent job as Recording Secretary on all of the school renovation projects, dating back to the 90s. She kept the documentation in order which was very important when the projects were audited and this allowed the Town to get paid quickly.

Dave Clinton entered the meeting at 5:07pm. He introduced himself as the Chair of the Advisory Board and that board's liaison to the School Building Committee. He stated he has been on the Advisory Board for 13 years.

3. New Business

3.1. Review the MSBA Module 2 Process Schedule

Dave DeGennaro informed the Committee that we are beginning Module 2 of the MSBA process. We have to follow the MSBA schedule which has a short timeframe before we have to submit a draft of the RFS for OPM services by December 26. The RFS will be advertised in the Central Register, COMMBUYS, and the Hull Times, which is required by the MSBA. The ad will appear in all three by January 8 and hopefully we will receive responses and bids. The bids are due January 22, 2020 and on February 12, 2020 we have to send our OPM selection package to MSBA for their approval at the March 9, 2020 meeting with OPM panel at MSBA headquarters.

Phil Lemnios noted as a sidebar, that leading up to the process, a May town meeting article set aside funds for the Feasibility Study services but today Dave DeGennaro and Debbie Bennett had a conversation with the MSBA who is not sure \$46,000 will be adequate. This occurred late this afternoon and the MSBA will send a representation of recently completed projects so that figure can be re-evaluated. Phil Lemnios stated the Committee should still proceed and get the votes needed but cautions we may need another sidebar action to figure out what we are going to do to close that gap. That is an item that will appear on a future agenda but it is a process that's driven by the MSBA and we have little leeway. Phil Lemnios asked if there are any comments or questions. ***Dave Clinton made a motion to accept the MSBA Module 2 schedule as presented. Paul Dunphy seconded the motion. The motion was unanimously approved.***

Phil Lemnios stated we have found in the past that the MSBA needs copies of votes on record for many different things so in an abundance of caution, we'll ensure votes are taken for everything.

3.2. Designate Procurement Administrator for the project

Phil Lemnios informed the Committee the Procurement Administrator is the person making sure that state and federal laws are handled properly and he would recommend Dave DeGennaro for the job during this project due to his experience and his proximity to the project and because he is MCPPO certified. ***Mike Devine made a motion to designate Dave DeGennaro as the Procurement Administrator for the project. Paul Dunphy seconded the motion. The motion was unanimously approved.***

3.3. Formation and approval of an OPM Selection Committee (sub-committee):

Phil Lemnios asked if there is a minimum number of members needed for this sub-committee. Dave DeGennaro responded the MSBA has not indicated a minimum number. Phil Lemnios asked if this process would include receiving two envelopes from each bidder, interviews and negotiations. Dave DeGennaro responded the process would include envelopes containing bidder's proposals and the sub-committee would create a short list of candidates to interview and they would be selected based on experience and certain criteria and the rates would be negotiated later. Phil Lemnios asked if this committee would meet during the day or evenings. He was told it would likely be during the day. Phil Lemnios asked Paul Dunphy to serve on the sub-committee and he agreed. David Clinton asked how much time would be required. He was told the process could span several days. Phil Lemnios suggested Mike Buckley be part of the sub-committee as a Town Manager designee. Dave DeGennaro asked if Mike Buckley could be a voting member of the OPM selection committee. Phil Lemnios said he would serve on the sub-committee instead. Dave Clinton indicated he is worried about the time commitment. Phil Lemnios noted it would include interviewing companies over the course of a few days and time for the sub-committee to decompress and come up with a recommendation. Dave DeGennaro noted the sub-committee would bring their recommendation back to the full committee. ***Mike Devine made a motion to appoint Paul Dunphy, Mike Devine, Tony Hrivnak, Dave DeGennaro and Phil Lemnios to the OPM Selection Committee. Paul Dunphy seconded the motion. The motion was unanimously approved.*** Phil Lemnios mentioned the project cost estimate is between \$1.2 million and \$1.6 million and the MSBA reimbursement rate is around 48%.

Phil Lemnios stated there are three components to this project which include HVAC, building envelope work and window/lintel work which is what supports the window structure. The good news is it's not a long project. The building was renovated 18 years ago and this is stuff you would expect to see in a high weather zone like ours. He stated some people have questioned what happens if this building becomes surplus. He said whether this is a school building or not, it is still a town building and this is the time to address the problems when the cost will be 50 cents on the dollar with the Commonwealth's help.

3.4. Committee approval needed

3.4.1. Approve Request for Services:

Dave DeGennaro informed the Committee that we are requesting approval of the draft RFS and advertisement. He noted this is in draft form because we must use the model the MSBA has provided and we are required to show them the tracked changes. It is not finalized until after the MSBA approves it. Once they approve it, the RFS will go out to bid. ***Mike Devine made a motion to approve the draft RFS for OPM services to submit to MSBA. Tony Hrivnak seconded the motion.*** Dave Clinton held up a copy and asked

if that was the document being discussed. Dave DeGennaro said yes. *The motion was unanimously approved.*

3.4.2. Authorize advertisement of Request for Services

Dave DeGennaro informed the Committee that we have to advertise the RFS which is also in draft form using the MSBA-required template. The advertisement would appear in the Central Register, COMMBUYS and the local newspaper. Dave Clinton asked if this was also emailed to them today. Dave DeGennaro responded yes. Dave Clinton noted the ad includes a date of January 15 for an informational meeting, which doesn't appear on the Module 2 Schedule reviewed earlier. Phil Lemnios responded that an informational meeting is an opportunity for prospective bidders to walk the project and acquaint themselves with the structure. Dave DeGennaro added it is a good idea to offer and it helps a potential bidder. Phil Lemnios said what happens is you might get a fairly significant demand for an RFS but you end up with only three or four bidders because, for whatever internal reasons, they decide it's not for them. The informational meeting will help us get a sense of who will actually bid the project.

Paul Dunphy asked if the commissioning report will be made available for the RFS and are we going to prioritize certain items. Dave DeGennaro responded that the RFS incorporates our Statement of Interest and that includes all of the items in the commissioning report. Phil Lemnios informed the public that back in 2014 the commissioning was done and that report document identified the issues that needed to be addressed at the Memorial School and at the high school. After the Statement of Interest was submitted, the MSBA conducts a site visit with a cast of about 20 people, from engineers to staff, and they meet to get information about the project. They then go back and evaluate your project against the others they've received to determine which communities have the greater need. We did it once before but had to reapply again last year and we got approved so we are now in that process. The Statement of Interest included all of the information from the commissioning report. Paul Dunphy noted some of the things on the commissioning report were already corrected by the School Department. Dave DeGennaro agreed, he said two reports were done – one for the Memorial School, the other for the high school. Most of the high school work has been done. *Dave Clinton made a motion to authorize the advertisement of the RFS for OPM services. Paul Dunphy seconded the motion. The motion was unanimously approved.*

4. Discuss regular meeting schedule for future meetings

Phil Lemnios asked if this time of day works for the Committee members. He stated he would prefer to schedule meetings on the same night as Board of Selectmen's meetings. The Committee members agreed. The next Building Committee meeting will be held on Thursday, January 16 at 5:00pm to get an update on the process.

Paul Dunphy noted the list of deliverables includes a December 26 date to send the drafts to MSBA. Dave Clinton asked if the Committee would receive a finalized version of the RFS. Dave DeGennaro stated once it has been approved by the MSBA, it would come back to the School Building Committee.

5. Format of agenda items for future meetings:

Phil Lemnios stated the next meeting agenda should include:

- Update on the process
- Update on funding strategies
- Future meeting dates.
- Update on the schedule

6. Adjournment:

Dave Clinton made a motion to adjourn the meeting. Mike Devine seconded the motion. The motion was unanimously approved and the meeting adjourned at 5:35pm.

Respectfully submitted,

*Debbe Bennett
Recording Secretary*

Documents

The following documents were included in the members' packets or were presented during the meeting and are available upon request:

- Meeting Agenda
- Draft OPM RFS
- Draft OPM Advertisement