

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
School Building Committee (SBC) Approved Minutes**

R.J. Grey Library  
16 Charter Road, Acton, MA 01720

April 11, 2018  
7:00 p.m.

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*Members Present:* Mary Brolin, Amy Krishnamurthy, Dennis Bruce, Bill McAlduff, Marie Altieri (7:05pm), Peter Berry, Jason Cole, Bob Evans, JD Head, Lynne Newman (7:11pm), Katie Raymond, Mac Reid.

*Members Absent:* Adam Klein, Gary Kushner, Steve Mielke, Maria Neyland, Chris Whitbeck.

*Other:* Karen Coll, Bill Hart, Dave Verdolino, Member of the public (arrived 7:51pm)

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1. Mary Brolin called the meeting to order at 7:02pm.

2. Bill McAlduff moved, Amy Krishnamurthy seconded and the minutes of the February 28, 2018 meeting were unanimously approved. Bill McAlduff moved, Amy Krishnamurthy seconded and the minutes of the March 22, 2018 were unanimously approved. Marie Altieri and Lynne Newman were not present for the vote.

Bob Evans moved, Bill Hart seconded and the minutes of the March 27, 2018 Owner's Project Manager (OPM) Selection Subcommittee meeting were unanimously approved by members of the subcommittee. Bob Evans moved, Bill Hart seconded and the minutes of the April 2, 2018 OPM Selection Subcommittee meeting were unanimously approved by members of the subcommittee. (OPM Selection Subcommittee members present: JD Head, Mary Brolin, Peter Berry, Bob Evans, Bill Hart, Katie Raymond, Dave Verdolino. Members absent: none.)

3. MSBA Update

The school district has submitted Statements of Interest (SOIs) to the MSBA for the Conant and Gates schools. We probably won't hear from MSBA on the status of these applications until 2019. Bill McAlduff commented that it is good practice to keep submitting SOIs as a demonstration that we feel a real need to address the issues at these schools.

4. Selecting the Owner's Project Manager (Module 2)

The OPM Selection Subcommittee reviewed the eight proposals we received. JD Head had created a scoring tool that the subcommittee used to rank each of the applicants and, ultimately, narrow the pool down to four final candidates. Following reference checks and interviews, Skanska USA was selected as the preferred firm. Terms of the contract had previously been approved by the MSBA; JD and Bill McAlduff then negotiated a fee of \$319,200 with the firm to cover their work on the feasibility and schematic design phase of the project

JD sent the packet of materials supporting the selection of Skanska USA as our OPM to the MSBA by the April 11<sup>th</sup> deadline, with the exception of certified Building Committee meeting minutes from February 28 and March 22 that were approved tonight. MSBA was aware of the delay and agreed to it. The MSBA's OPM Review panel will review the materials at its May 7<sup>th</sup> meeting, and at least one member of the Building Committee will attend that meeting.

5. Designer Selection (Module 2)

Mary Brolin reviewed a handout with information about the MSBA designer selection process, which had been printed for inclusion in members' Building Committee binders. A 13-member Designer Selection Panel (DSP) will be formed, 10 of whom will be selected by the MSBA. The district will be represented by three members:

- The Superintendent or a designee

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- One representative selected by the School Committee
- One representative selected by the Building Committee

The composition of the DSP is set by the MSBA. While the towns will be funding much of the project, the MSBA will also be contributing significant financial support and their funding is contingent upon projects meeting their guidelines. They will consider weighting the preferences of the district's three members. Mary referred to a handout listing the meeting dates of the MSBA DSP and noted that AB representatives should be aware that they would have to be available to attend some meetings in Boston.

The designer selection process will be similar to the process to select the OPM, with an initial pool of applicants winnowed down by the panel to a smaller number of firms to interview. Interviews of the finalists will be done by the DSP. While the Building Committee can't conduct its own interviews, the applications can be shared with the committee for review, and the committee can make recommendations. The interviews should be completed no later than the DSP's August 21<sup>st</sup> meeting date. It is unclear whether the vote can take place on the same day as the interviews. If the designer's contract is executed earlier, the feasibility study can begin sooner. Our project can't be put onto the DSP meeting schedule until after the OPM contract has been approved on May 7<sup>th</sup> but we should then try to get on the schedule for July or early August.

The committee discussed potential nominees to fill the three district spots on the panel. Interim Superintendent Bill McAlduff will be leaving the district this summer and incoming Superintendent Peter Light will be new to the district; although he has worked with the MSBA to build a school before, he won't be familiar with the background behind this project. Bill felt that Marie Altieri is probably be the best choice for this position; in addition to her familiarity with the district and the project, a major component of the feasibility study will be the educational plan, an area in which she has significant expertise.

Members suggested JD as the School Committee's representative. Katie Raymond could be the Building Committee representative; although her expertise is in engineering not architecture, she is comfortable working with architects and willing to fill the role. If new members are added to the Building Committee with architectural experience, they may be able to fill this role. The Building Committee will revisit this issue and vote on a representative at the next meeting on May 9<sup>th</sup>. Mary will present information at the April 12<sup>th</sup> School Committee meeting, in preparation for them to vote on a representative at the following meeting.

## 6. Module 3 – Feasibility Study Key Steps

Mary reviewed the steps of MSBA Module 3, the feasibility study, including the preliminary design program and preferred schematic report, as outlined in the handout. The components include:

- Preliminary Design Program
  - Educational Program
  - Initial Space Summary
  - Evaluation of Existing Conditions
  - Site Development Requirements
  - Preliminary Evaluation of Alternatives
  - Local Actions and Approval Certification
- Preferred Schematic Report
  - Evaluation of Existing Conditions
  - Final Evaluation of Alternatives
  - Preferred Solution
  - Local Actions and Approval Certification

Because Dore & Whittier did so much upfront work, Skanska indicated that we should be able to complete Module 3, the Feasibility Study and Module 4, Development of a Schematic Design in a 15-month timeframe once the designer has been selected.

We will then enter Module 5, Funding the Project, which includes the Project Scope and Budget Agreement as well as the Funding Agreements that defines the funding commitment by the MSBA. The project funding

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agreement will be executed after both the MSBA and the towns have voted to approve funding.

Members discussed the timing of the town votes. Town Meeting votes will be required in both towns as well as separate tax override votes. For a project of this size, time equals money due to inflation, so the earlier we can begin actual construction, the less costly it may be. We should press Skanska to stay on the aggressive schedule they've outlined. The best option would be to hold the votes in the fall of 2019, if possible, which would give us the fall to educate the communities. The Town Meeting votes need to be coordinated to occur simultaneously.

#### 7. Update on School Building Committee Membership

Bill Hart has agreed to join the Building Committee. Mary has also heard of two local architects who may be interested in joining the committee. Mary expects that Steve Mielke will ultimately decide to leave the committee. If that happens and we bring on both architects, total committee membership will be 19 members, with a quorum of 10. Bob noted that we have had difficulties reaching a quorum in the past, so any new members should commit to attending all of the meetings if possible.

In addition to the potential new and departing members, the status of one continuing member has changed: Dennis Bruce is no longer on the School Committee but is remaining as a community representative. All membership changes have to be approved by the MSBA. Bill McAlduff will be leaving the committee when the new Superintendent, Peter Light, comes on board July 1<sup>st</sup> so it might make sense to make all the changes at once to be effective at that time, especially since the membership was just updated in March. Bill said that we can discuss these transitions with our MSBA liaison.

#### 8. Additional Planning to Move Forward

The Skanska team will come to the next Building Committee meeting, on May 9<sup>th</sup>. At that time, we should discuss our timeline and the process for moving forward. We want to follow an aggressive schedule but also need to be sure to do thorough due diligence. We can't begin site evaluations until the designer has been selected as this is typically part of their service, and we won't have a final site selection until the preferred schematic report has been accepted by the MSBA. The first component of the feasibility phase, the educational program, will be developed by a working group of educators.

Once some of the site evaluation has begun, perhaps in late summer or early fall, we should update the community on our progress; this will be even more important if the initial site work indicates that the Gates site may not be feasible. We should continue to update the information on our website and to provide information through social media. We will need to clarify which information can be posted to social media.

A member of the public was present but had no questions at this time.

#### 9. The meeting was adjourned at 7:57pm.

##### Documents Used

MSBA Designer Selection Procedures

MSBA Module 3: Feasibility Study

2018 MSBA Designer Selection Panel Meeting Dates

##### Next Building Committee Meetings (all in RJ Grey Library unless otherwise noted):

May 9

June 13 (Note: Meeting will be in Superintendent's Conference Room, Admin Building Room 13)