

Name of Committee: Runkle School Building Committee

Meeting Date: September, 10, 2008

Time: 10:00 a.m.

Meeting Location: Old Lincoln School, Room 202

Members Present: Nancy Daly, Chairman, Board of Selectman; Richard Kelliher, Town Administrator; Helen Charlupski and Glenn Cunha, School Committee Members; William Lupini, Superintendent of Schools; Charles Simmons, Director of Public Buildings; Michael Shepard, Building Commissioner; David Summergrad, Principal; Julie Hackett, Deputy Superintendent of Schools; Sean Cronin, Deputy Town Administrator; Ken Kaplan, Building Commission; Peter Rowe, Deputy Superintendent of Schools.

Staff Present: Tony Guigli, Building Project Administrator

Public Present: Scott Newman, parent

Topic: Appointment of Chairperson

- The Committee unanimously appointed Nancy Daly as the Chair.

Topic: Update on Project

- Sean Cronin reviewed a timeline / schedule, as follows:
 1. *approval of Owner's Project Manager (OPM)* – we are the first community looking to utilize in-house OPM services and are working very closely with the MSBA. Being the first, they are being very cautious and are requiring Tony Guigli and Ray Masak to produce a lot of documentation supporting their ability to perform the services. They have done a great job thus far working with the MSBA and we are hopeful that Tony and Ray will be approved as OPM.
 2. *Request for Services (RFS) for an architect/designer* – the MSBA and Town are working together to craft the standard RFS.
 3. *Designer Selection Panel (DSP) for architect/designer* – when the bids come in, the DSP will choose an architect/designer.
 4. *Scope and Budget agreement* – the Town and the MSBA will agree on a project scope and budget. If both parties agree to this, then the project will move forward, pending local funding.
 5. *Funding approval* – per MSBA guidelines, after schematic design, the Town must obtain all remaining project funds, including design completion, construction, and all other soft costs within 120 days of scope and budget agreement.

6. *Design completion/Bidding* – the design will be completed, leading to construction documents and bidding.
 7. *Contract approval* – occurring approximately 9-12 months after the project scope and budget agreement is set, bids will be received and a contract approved. It is not until this point that we will know if the budget agreed to as part of item #4 above matches the actual bids.
- He stated that Article 3 of the November 18, 2008 Special Town Meeting will include funding for the Town’s share of the costs for schematic design.
 - Tony Guigli discussed the process regarding his being approved OPM for the project. Brookline is the first community in the Commonwealth seeking to perform in-house OPM services, a precedent setting event. As a result, the MSBA is being very careful and deliberate. He must complete a 20+ page application that includes references, past project experience, change order history of recent projects, and future workload. While an involved process, it will end up saving the Town money. The application is due this Friday and he the OPM Selection Panel hears his presentation on September 22.
 - Michael Shepard made the following motion, which was unanimously approved by the Committee:

Motion: To request that Tony Guigli apply to the MSBA to be assigned as OPM for the Runkle School Project.
 - The committee discussed the need to finalize the enrollment data. The MSBA will have their analysis and the Town will have theirs once the School Master Plan is complete. The key issue here is that since the Runkle renovation / addition is a big part of the overall enrollment solution, the enrollment numbers need to be for the whole system, not just for the Runkle district.

Topic: Future Meetings

- The committee set October 6 (8:30 a.m.) and November 3 (8:30 a.m.) as the next meeting dates.