

## Meeting Minutes

Name of Committee: Runkle School Building Committee

Meeting Date: October 6, 2008

Time: 8:30 a.m.

Meeting Location: Old Lincoln School, Room 202

Members Present: Nancy Daly, Chairman, Board of Selectmen; Richard Kelliher, Town Administrator; Helen Charlupski and Glenn Cunha, School Committee Members; Michael Shepard, Building Commissioner; David Summergrad, Runkle Principal; Sean Cronin, Deputy Town Administrator; Peter Rowe, Deputy Superintendent of Schools for Administration and Finance.

Members of Public: Scott Newman, Karen Breslawski, David Redgrave, Runkle Parents

Staff Present: Tony Guigli, Building Project Administrator

Topic: Review and Approval of Minutes

- Add names of Public to Minutes
- Approved Unanimously

Topic: Update: Meeting with the MSBA Owner's Project Manager (OPM) Review Panel

- On September 22, 2008 representatives from the Building Committee made a presentation to the MSBA Board sub-committee on Owner's Project Manager selection to present Brookline's position to utilize in-house OPM services. Present were Nancy Daly, Richard Kelliher, Glenn Cunha, Michael Shepard, Tony Guigli, Ray Masak and Peter Rowe.
- Those present reported a positive reception by members of the Board to Brookline's request.
- SBA is drafting an agreement between TOB and SBA to formalize scope of services and is also drafting the certification for the TOB to employ staff as the OPM. The goal for completing these is 10/17/2008.
- In the application for the Town employee as OPM for this project, certain services of outside consultants are proposed for items such as cost estimating and scheduling. The Town will craft their contract and scope of services based on the applicable parts of the OPM scope in areas such as insurance, scope of work of the particular consultant, etc.

- SBA is currently completing the RFS for design services, anticipated completion date is 10/10/08.
- SBA is currently completing standard design contract which is expected to follow shortly after completion of above.
- SBA will draft the “Feasibility Study Agreement” between TOB and SBA. The expected time line is four to six weeks.
- SBA confirms that it has all of the data and information needed from the Town in order to complete its enrollment projections. There may need to be a discussion between the Town and the Authority to reconcile any differences after MGT results are received.

Topic: Consideration of In-House Mini-Feasibility Study for Town of Brookline

- In order to better inform our planning relative to the scope of the Runkle Project we have been considering employing an Architect to develop a “Preliminary” Feasibility Study in the \$20K cost range to focus on the major programmatic elements of the proposed “renovation and addition.”
- Discussion of this issue arose concerning sending a message to MSBA that we are doing our own independent work and a presumption that MSBA would consider this cost as non-reimbursable. A decision to move forward was deferred until we get further information from MSBA relative to RFS.
- Discussion covered both the concerns relative to MSBA misunderstanding our motives, if we proceed, versus, the benefit of better information on potential costs and scope.
- Nancy Daly made a motion that the decision to move forward on a “mini-feasibility study” would be delegated to Richard Kelliher and Peter Rowe to make the final decision to award a contract.

Motion: The motion on “mini-feasibility study” was unanimously approved by the Committee.

Topic: Request for Date by which Feasibility/Schematic Design cost will be known for Town Meeting Review and Vote

- Currently the Town has no budget estimate to take to Town Meeting for the estimate of the cost of the RFS.
- We may need to go to the Selectmen and the Advisory Committee (and eventually Town Meeting) using the amount listed in the CIP. Sean Cronin will follow-up to request MSBA guidance on the timing of funding for the feasibility/schematic design portion of the project. This will allow us to set a budget request for Town Meeting.

Topic: Future Meetings

- The committee set October 20 (8:30 a.m.) and November 3 (8:30 a.m.) as the next meeting dates.