

# Town of Milton School Building Committee Meeting Minutes



Meeting Date: August 9, 2023

Minutes Recorded By: S. O'Rourke

Meeting Time: 7:00PM

## Members Present

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Sean O'Rourke  | <input type="checkbox"/> Kerry Hurley              | <input checked="" type="checkbox"/> Mark Loring |
| <input checked="" type="checkbox"/> Celina Miranda | <input checked="" type="checkbox"/> Mike Zullas    | <input type="checkbox"/> Glen Hoffman           |
| <input type="checkbox"/> Tim Lombard               | <input checked="" type="checkbox"/> Scott Tereshak | <input type="checkbox"/> Akwa Ebong             |

## Guests

- |  |   |  |                                     |
|--|---|--|-------------------------------------|
| <input type="checkbox"/> Elizabeth Carrol (SC) | <input type="checkbox"/> Chris Hayden (FAC) | <input type="checkbox"/> Holly Concannon | <input type="checkbox"/> Amy Dexter |
| <input type="checkbox"/> Supt. Burrows         | <input type="checkbox"/> Glenn Pavlicek     |  |                                     |
| <input type="checkbox"/> OTHERS:               |   |  |                                     |

## Minutes

Agenda item: Call To Order

Presenter: None

Meeting Called to order at 7:08PM

Agenda item: Citizen's Speak

Presenter: None

Citizen's Name	Citizen's Address	Commentary
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Agenda item: Approval of Past Meeting Minutes: 07/24/2023

Presenter: None

Documents: None

Approval of minutes tabled until next meeting.

Agenda item: OLD BUSINESS: Item 4a and 4b  
Discussion/Update: Architectural Services for Gile Road  
RFP & Owner's Project Manager (OPM) for Gile Road  
RFP

Presenter: S. O'Rourke

Documents: OPM Request For  
Services (DRAFT)

## Discussion:

Chair O'Rourke update the committee on securing Arch and OPM:

- Draft Request For Services has been distributed for review. Comments on RFS due on Wednesday 8/16/2023.
- Chair O'Rourke indicated that a sub-committee of the SBC should be developed to short-list respondents to RFS. Proposed Sub-Committee composure was:

- SBC: 4 members – 2 from Moderator Appointees, 1 from Select Board Appointees and 1 from School Committee Appointees.
- Town: Town Administrator (Nick Milano or appointee), Town Engineer (Chase Berkley, or appointee), Town Facilities (Chris Hayden, or appointee) and School Superintendent (Dr. Peter Burrows, or appointee).
- SBC would then interview short-listed respondents and provide recommendation to Select Board
- Schedule was reviewed. OPM contract would be executed in November 2023.
- Vote on RFS for OPM scheduled for next meeting 8/21/2023.
- Framework for approval of OPM RFS would be template for Arch OPS.

**Conclusions:**

Further coordination is required to develop the selection committee.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
● Comments to RFS for OPM	SBC – All members	8/16/2023

<b>Agenda item:</b>	OLD BUSINESS: Item 4c Discussion/Update: Land Swap - EEA	<b>Presenter:</b>	None
		<b>Documents:</b>	None

**Discussion:**

Chair O'Rourke update the committee on coordination with EEA:

- Town counsel (Kevin Freytag) has resigned, with Peter Mello replacing him. Chair O'Rourke met with Kevin Freytag prior to his departure to coordinate hand-off of EEA coordination.
- Upcoming meeting with EEA is being coordinated to confirm requirements for submittal for Art. 97 land swap regarding alternative analysis, appraisals, and overall submission.

Chair O'Rourke to continue coordination and update the SBC in future meetings.

**Conclusions:**

None.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
●		

<b>Agenda item:</b>	NEW BUSINESS: Item 5 Discussion: SBC Project Timeline	<b>Presenter:</b>	S. O'Rourke
		<b>Documents:</b>	SBC Timeline Document

**Discussion:**

Chair O'Rourke update the committee on overall project schedule developed as a gant chart. This schedule will be distributed to members for reference and indicate key dates/schedules that overlay the SBC meeting schedule, OPM RFS schedule and other items.

**Conclusions:**

None.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
●		

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**Agenda item:** NEW BUSINESS: Item 6  
NEXT MEETING DATES

**Presenter:** None

**Documents:** None

**Discussion:**

Next meetings are schedule as follows:

- August 21,2023
- September 11, 2023
- September 25. 2023

**Conclusions:**

None.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
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**Agenda item:** NEW BUSINESS: Item 7  
ADJOURN

**Presenter:** None

**Documents:** None

**Discussion:**

Motion to Adjourn: Member Tereshak

2<sup>nd</sup>: Member Loring

Unanimous Vote.

**Conclusions:**

None.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
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### ***Other Information***

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**Resources:**

Request for Services – OPM (DRAFT)

SBC Schedule