

AGENDA

Hopkinton Elementary School Building Committee
February 14, 2011
7:00pm

School Administration Conference Room

AGENDA

- 1) Call to order
- 2) Approval of 1/24/11 meeting minutes
- 3) Approval of invoices
- 4) MSBA Project Scope & Budget meeting review
- 5) Approval of adjusted Project Budget Figures
- 6) Update on STM schedule
- 7) Update on OPM application
- 8) Re-open CMaR discussion
- 9) Update on legal counsel reviews
- 10) Communication plan / forums update
- 11) Town Meeting presentation discussions
- 12) Adjourn



Center Elementary School Project

Hopkinton Elementary School Building Committee

89 Hayden Rowe Street
Hopkinton, MA 01748

Meeting Minutes

Hopkinton Elementary School Building Committee
February 14, 2011 7:00 p.m.
Administrative Building Conference Room

In Attendance:

Diana Beck
Todd Cestari
Jennifer Parson
Jack Phelan
Rebecca Robak
Tom Towle
Andrew Wailgum

Also Present:

Dave Finney, DPC
Brian Main, OPM
Ralph Dumas – Director of Finance and Operations – Hopkinton Public Schools

Rebecca Robak opened the meeting at 7:02 p.m.

Rebecca updated the committee on the MSBA Board meeting of February 9th. The board unanimously approved the Project Scope and Budget. The project budget is \$38,508,088. This budget number is up \$60,000 to include services from an OPM firm to provide Construction Management at Risk (CMR) services. In addition the cost of the Feasibility Study was included in the total budget cost. The costs of the Feasibility Study were increased to \$470,170 which includes the salary of Brian Main, and the additional services provided by DPC. These costs had been covered by the school operating budget. Geoff MacDonald, former Director of Finance for the district, had submitted these expenses to see if the MSBA would reimburse them and the MSBA had agreed to provide 40% reimbursement. The School Committee voted to increase the total cost of the Feasibility Study at the January 31st meeting.

The HEBSC voted to recommend that the Board of Selectmen approve the Project Scope and Budget as presented to the MSBA. The motion was made by Jack Phelan and seconded by Andrew Wailgum. It passed unanimously.

The HESBC voted to approve the new total budget amount of \$38,508,088. The motion was made by Jack Phelan and seconded by Andrew Wailgum. It passed unanimously.

Rebecca updated the Committee on the dates approved by the BoS for Special Town Meeting (STM) and the Special Town Election. STM will be on March 21st, and the election on March 28th. There was a discussion on the HESBC involvement in the presentation at STM. It was agreed that the HESBC should make the presentation. Questions could be answered by Rebecca, Jack and Brian.

Rebecca updated the Committee on the communication plan for the STM vote. There have been numerous coffees and public forums already held and many more planned. Committee members are encouraged to attend the public forums if possible. The next forum will be on March 7, at 7:00 p.m. at the Center School.

Brian Main presented his plan on how he will provide and arrange for OPM services. In particular he has developed a plan to seek CMR services from an OPM firm with that experience during certain phases of the project. This plan was created in reaction to the MSBA's concern that the original OPM plan presented at the MSBA OPM panel meeting in January needed additional resources. The Committee voted to endorse the OPM plan as presented by Brian Main. The motion was made by Jack Phelan and seconded by Jennifer Parson. It passed unanimously.

Ralph Dumas gave an update on what regulations and procedures must be followed to hire an OPM firm as specified in Brian's OPM plan.

Jack and Rebecca raised the issue of the HESBC reconsidering its vote on CMR. The MSBA, while not willing to comment one way or the other on the appropriateness of using CMR for this project, did suggest that certain issues for which CMR provides value were not present in this project. Typical issues include site issues, phasing issues and tight schedule issues. Because the original vote on CMR by the HESBC was so close, and because many HESBC members were not present at the meeting, it was decided to defer discussing the topic further until the next meeting. The MSBA will adjust the budget and contribution levels down if the HESBC chooses not to pursue CMR.

The subgroup that was formed to review legal counsel candidates for the remainder of the project presented their findings. They had received information from five firms, including Town Counsel, which is currently being used by the HESBC. Town Counsel was the lowest priced of the firms, but had little to no CMR experience. The other firms reviewed all had CMR experience, and had a wide range of costs, but were all more expensive than Town Counsel. The HESBC had recently been informed that the HESBC does not have the authority to hire legal counsel and was mandated to use Town Counsel unless the BoS authorized other counsel. The sub group recommended that Town Counsel be used, to the extent that special counsel was not needed. If special counsel was needed because Town Counsel did not have the experience to provide the services, the HESBC would appeal to the BoS to approve the use special counsel.

Access to Town Counsel was also discussed. The OPM wanted to confirm that he and other members of the HESBC could go directly to Town Counsel and were not required to go through the Town Manager. This seemed allowable since the legal services will be coming out of the school project budget. Todd Cestari agreed that going directly to Town Counsel made sense. Rebecca was to draft a memo to the Chair of the BoS and the Town Manager indicating the agreement to use Town Counsel, indicating there may be a request to use Special Counsel, and indicating that the HESBC would be seeking Town Counsel services directly.

The tax impact of the project was discussed. The Town Treasurer has been reviewing the special legislation passed several years ago that would allow the Town to borrow for 30 years, and would allow the Town to level fund the debt. A meeting was set up with Unibank and the town financial personnel to determine the best approach to borrowing for the town. A decision was expected by the end of the week.

Mr. Main raised the idea of issuing a local job creations requirement for the project. More information was requested by the committee to review this. Mr. Main agreed to develop a proposal for the next MSBA meeting.

A motion to adjourn the meeting was made by Jack Phelan and seconded by Jennifer Parson. The motion passed unanimously. The meeting was adjourned at 8:55 p.m.