



Center Elementary School Project

Hopkinton Elementary School Building Committee

89 Hayden Rowe Street
Hopkinton, MA 01748

Meeting Minutes

Hopkinton Elementary School Building Committee
January 10, 2011 7:00 PM
School Administration Bldg. Conference Room

Attendees:

Rebecca Robak, Chairwoman
Diana Beck
Dave Daltorio
Jim Hervol
Joe Karner
Norman Khumalo
Brian Main
Troy Mick
Jen Parsons
Jack Phelan
Tom Towle
Andrew Wailgum

Ralph Dumas, School Finance Director

David Finney, Design Partnership of Cambridge (DPC)

Chairwoman Rebecca Robak brought the meeting to order at 7:04PM.

Housekeeping:

- Joe moved and Jim seconded a motion to approve payment of an invoice to Design Partnership of Cambridge (DPC) for Professional Services in the amount of \$12,350. The motion passed unanimously.
- Joe moved and Jen seconded a motion to approve the HESBC minutes from our 11/15/10 meeting.
- Joe moved and Jen seconded a motion to approve the HESBC minutes from our 12/6/10 meeting.
- Joe moved and Jen seconded a motion to approve the HESBC minutes *as amended* from our 12/16/10 meeting.

Brian pointed out that the Feasibility Study and Schematic Design documents “as submitted” are available at Town Hall, the Public Library, and the Senior Center. CDs are

also available for a nominal fee at Action Copy. The School Committee is in the process of posting the documents on their web site. In addition, there are a few hard copies that Brian can make available to committee members.

Rebecca discussed the Communication Strategy and schedule and welcomed committee members to participate in any way they could.

Jim, Jack, Brian, and Rebecca met for an OPM interview panel of the MSBA on 1/10/11. This was held to discuss Brian's qualifications for serving as OPM for the project. Rebecca mentioned that it seemed to go well and they anticipated Brian's approval in the near term.

Rebecca led a discussion on selection of legal counsel for the next phase of the project. We considered whether to continue to use Town Counsel (TC) or expand the search to outside firms. It has been suggested to committee members that there may be an implied conflict of interest for TC between HESBC and the Board of Selectmen (BOS) as the BOS are established, substantial clients of TC. It was agreed that a workgroup would be formed to study the matter further. Members of the subgroup will be Andrew, Jack, Brian, Ralph, and Joe.

We briefly discussed the procurement of OPM Staff. It was decided that the staff would contract their services during the course of the project. We also discussed the process of CMR requirements and agreed that it was important to get the submission ready for the Inspector General's (IG) office as soon as possible. While it appears the approval of Brian as OPM from MSBA will be required before submission, it was also pointed out that there was a 60 day waiting period once the CMR requirements document was submitted to the IG's office.

Norman excused himself from the meeting at 8:11PM.

The committee then briefly discussed some of the issues that had come up at the OPM panel interview related to the project. Dave Finney and Brian will review these issues and report back to the committee on whether the following topics are sufficiently prepared for MSBA review.

- Traffic Analysis
- Groundwater environmental study
- Resubmitting the site plan from the feasibility study
- Explanation for site costs above the 8% allotment
- The \$328 proposed cost per square foot versus the MSBA's accepted \$275 figure

We then briefly discussed the future meeting schedule, we tentatively scheduled January 24, February 14, and February 28.

Joe moved and Jack seconded a motion to adjourn at 8:43PM. The motion passed unanimously.