



Center Elementary School Project

Hopkinton Elementary School Building Committee

89 Hayden Rowe Street
Hopkinton, MA 01748

Meeting Minutes

Hopkinton Elementary School Building Committee
December 16, 2010 6:30 PM
Hopkinton Middle School Library

Attendees:

Rebecca Robak, Chairwoman
Diana Beck
Jim Hervol
Joe Karner
Norman Khumalo
Troy Mick
Jen Parsons
Jack Phelan

Brian Main, Owners Project Manager
Ralph Dumas, School Finance Director
Jean Bertschmann, Hopkinton School Committee, Vice Chair
Richard DeMont, Hopkinton School Committee member arrived at 6:45 pm

David Finney, Design Partnership of Cambridge (DPC) arrived at 6:50 pm

Chairwoman Rebecca Robak brought the meeting to order at 6:35PM.

Housekeeping:

- Jim Hervol moved and Jack Phelan seconded a motion to recommend payment of an invoice for Action Copy Plus for printing services in the amount of \$146.25, as well as an invoice for W.B. Mason for office supplies in the amount of \$34.95. The motion passed unanimously.

Owner's Project Manager – Mr. Main presented a proposal to continue to serve, in the capacity of a town employee, as the Owners Project Manager for the full design and construction phase of the project. He presented his qualifications and his experience for this position. He also presented a proposed project team composition that would be needed to fully carry out the project. This team would increase resources by 1.5 employees that are needed to fully carry out the work. Part of this team would be consultants Mr. Main would call in when needed.

The members of the Committee discussed the merits of the proposal, including their enthusiasm for having Brian remain on the project, as well as the lower cost this proposal would be compared to hiring an OPM firm. Members of the committee with experience in the construction industry felt that the staffing level and hours were appropriate for the project.

On a motion made by Jim Hervol and seconded by Jack Phelan the committee unanimously voted to recommend to the School Committee that they recommend to the Massachusetts School Building Authority that Brian Main's proposal for OPM services be accepted, based on funding approval at Special Town Meeting.

The schematic designs and final project budget were discussed. The Committee confirmed that the road to the school should be designed to meet subdivision standards so it could be used as an access road to the Fruit Street property if needed.

The cost estimates between the OPM's cost estimator, DG Jones and the architect's estimator, Essential Design using CMR vs. tradition c149 methods were reviewed and a figure for final budgets, adjusted for CMR were discussed.

The need to include infrastructure costs into the final project budget was discussed.

Troy Mick motioned and Joe Karner seconded that a project budget of \$37,977,918 be recommended to the School Committee for submission to the MSBA. The motion was approved unanimously.

On a motion by Joe Karner, seconded by Jim Hervol the committee unanimously voted to adjourn at 7:25 pm.