

Town of Southborough, Massachusetts
Neary Building Committee
Neary Building Committee – OPM Subcommittee
Monday, June 26, 2023, 7:00 PM
Virtual Zoom Meeting

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

Neary Building Committee:

Members Present: Jason Malinowski (recused himself at 7:04 pm), Andrew Pfaff, Roger Challen, Mark Davis, and Denise Eddy

Members Absent: Kathryn Cook, Jen Donato, and Anuradha Khemka

Ex-Officio Members Present: Gregory Martineau Superintendent of Schools, Keith Lavoie Assistant Superintendent of Operations, and Rebecca Pellegrino Director of Finance

Ex-Officio Members Absent: Stefanie Reinhorn, Assistant Superintendent of Teaching and Learning, Steve Mucci, Woodward School Principal, Kathleen Valenti, Neary School Principal, Mark Purple Town Administrator and Brian Ballantine Town Treasurer/ Finance Director

Neary Building Committee - OPM Subcommittee:

Members Present: Jason Malinowski, Denise Eddy, Mark Davis, Andrew Pfaff, and Roger Challen

Members Absent: None

I. Call Meeting to Order

Jason Malinowski called the Neary Building Committee - OPM Subcommittee Meeting to order at 7:00 PM.

Jason Malinowski noted that this meeting is posted as a Neary Building Committee - OPM Subcommittee meeting given that there is a quorum of the Neary Building Committee present for logistical purposes.

II. Approval of OPM Subcommittee outstanding meeting minutes from May 16, 2023

Jason Malinowski asked for a discussion and a vote.

MOTION TO APPROVE
OUTSTANDING MEETING
MINUTES

Jason Malinowski moved, Andrew Pfaff seconded and it was unanimously voted by roll call, "To approve the OPM Subcommittee outstanding meeting minutes from May 16, 2023."

Roll Call

For: Andrew Pfaff, Mark Davis, Denise Eddy, Roger Challen, and Jason Malinowski

Opposed: None

Abstained: None

III. Review of OPM RFQ submissions and scoring, Vote on finalists to bring forward for interview

Jason Malinowski has recused himself, as there is a potential appearance of conflict. Jason has coordinated with Denise Eddy, Vice-Chair, to continue the meeting. On the record, Denise thanked the nine companies that submit Owners Project Management proposals. Each Committee member was to rate each proposal in 11 different categories which were given to Rebecca Pellegrino, Director of Finance, to correlate. The rates of each firm were The Vertex Companies, LCC at 92.86, Skanska USA Building Inc. at 89.71, Hill International at 89.14, Colliers Project Leaders at 88.43, Anser Advisory at 84.86, Turner and Townsend Heery at 82.29, LeftField at 81.71, P-Three, Inc. at 74.14, and Corporate Real Estate and Facilities at 57.57. The Neary Building Committee - OPM Subcommittee has decided to interview the top four candidates and the timeslots will be chosen at random.

Denise Eddy asked for a discussion and a vote.

MOTION TO
BRING TOP FOUR
CANDIDATES TO
INTERVIEW

Andrew Pfaff moved, Mark Davis seconded and it was unanimously voted, "To bring in the top four candidates, which are Vertex Companies, Skanska USA Building, Hill International, and Collier Project Leaders for an interview on Wednesday, June 28, 2023"

IV. Public Comment (None at this time)

V. Meeting Schedule

1. Interviews will occur on Wednesday, June 28, 2023

VI. Other business that may properly come before the Subcommittee (None at this time)

VII. Adjournment

Denise Eddy asked for a discussion and a vote.

MOTION TO
ADJOURN

Roger Challen moved, Mark Davis seconded, and it was unanimously voted by roll call, "To adjourn the Neary Building Committee – OPM Subcommittee Meeting of June 26, 2023."

Roll Call

For: Andrew Pfaff, Mark Davis, Roger Challen, and Denise Eddy

Opposed: None

Abstained: None

Denise Eddy adjourned the meeting at 7:14 PM.

Respectfully submitted,
Mariana Silva, Central Office Administrative Assistant
Office of Superintendent

Documents used at this meeting:

1. Draft Meeting Minutes – May 16, 2023
2. Owners Project Management Evaluation Ranking Spreadsheet as of June 26, 2023.

Town of Southborough, Massachusetts
Neary Building Committee
Neary Building Committee – OPM Subcommittee
Tuesday, May 16, 2023 7:00 PM
Virtual Zoom Meeting

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted during the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

Neary Building Committee

Members Present: Jason Malinowski, Andrew Pfaff, Roger Challen, Mark Davis, and Denise Eddy

Members Absent: Jen Donato and Anuradha Khemka

Ex-Officio Members Present: Gregory Martineau Superintendent of Schools, Keith Lavoie Assistant Superintendent of Operations, and Rebecca Pellegrino Director of Finance

Ex-Officio Members Absent: Stefanie Reinhorn Assistant Superintendent of Teaching and Learning, Steve Mucci Woodward School Principal, Kathleen Valenti Neary School Principal, Mark Purple Town Administrator and Brian Ballantine Town Treasurer/ Finance Director

Neary Building Committee - OPM Subcommittee

Members Present: Jason Malinowski, Denise Eddy, Mark Davis, Andrew Pfaff, and Roger Challen

Members Absent: None

I. Call Meeting to Order

Jason Malinowski called the Neary Building Committee - OPM Subcommittee Meeting to order at 7:02 PM.

Jason Malinowski noted that this meeting is posted as a Neary Building Committee - OPM Subcommittee meeting given that there is a quorum of the Neary Building Committee present for logistical purposes.

II. Organization of Subcommittee and introduction of SC Representative

Jason Malinowski welcomed Roger Challen, Southborough School Committee member, to the Neary Building Committee. Denise Eddy stated that Jason should remain in his current position as they all think he is doing a great job and she is willing to become Vice-Chair if needed.

Jason Malinowski requested a vote and discussion.

Denise Eddy moved, Andrew Pfaff seconded and voted 4-0-1 by roll call, (Jason Malinowski abstained), "To elect Jason Malinowski as Chair of the OPM Subcommittee and Denise Eddy as Vice Chair of the OPM Subcommittee."

Roll Call

For: Denise Eddy, Andrew Pfaff, Roger Challen, and Mark Davis

**MOTION TO
ELECT A CHAIR
AND VICE CHAIR
FOR THE OPM
SUBCOMMITTEE**

Opposed: None

Abstained: Jason Malinowski

III. Review of OPM Selection Process (No questions or concerns at this time)

IV. Review and vote on draft version of RFS for OPM Services to be sent to MSBA

Jason Malinowski reported that the RFS is a template from the Massachusetts School Building Authority. Jason thanked Rebecca Pellegrino, Director of Finance, Keith Lavoie, Assistant Superintendent of Operations, and Gregory Martineau, Superintendent of Schools for taking the first attempt at the red line and believed it was a great start to create conversation. Although Andrew Pfaff and Roger Challen are apprehensive about the amount specified, everyone agrees that it was necessary to provide a figure for the Neary Building project. Once work commences, a more accurate estimate can be determined. Mark Davis aimed to ensure a precise comprehension of the Project Objectives regarding the suitability and environmental reviews of the current site for a new school building. Rebecca assured they would select the optimal location for construction, if it were to be a construction project, regardless of where it may be. Before the meeting, Jason shared his comments with Rebecca to ensure they were well-prepared. His comments were already included in the red line. Jason highlighted the timeline dates that will require Committee action. Once they hear back from the MSBA, they will have to meet again and officially vote as a Neary Building Committee, not as an OPM Subcommittee. The Neary Building Committee will meet on July 26th for scorecard reviews on their top firms, and on July 28th interviews will take place.

Jason Malinowski asked for a discussion and a vote.

Jason Malinowski moved, Roger Challen seconded and it was unanimously voted by roll call “That the OPM Subcommittee approve the request for services with the edits discussed this evening and give authorization to Rebecca Pellegrino and Keith Lavoie as the MCPPO certified and are welcomed to consult with the Chair to make any scriveners updates as they do a final pass.”

MOTION TO
APPROVE THE
RFS FOR OPM
SERVICES TO
SEND TO MSBA

Roll Call

For: Roger Challen, Denise Eddy, Andrew Pfaff, Mark Davis, and Jason Malinowski

Opposed: None

Abstained: None

V. Public Comment (None at this time)

VI. Meeting Schedule - They discussed the meeting schedule during agenda item 3.

VII. Other business that may properly come before the Subcommittee

Jason Malinowski commented that they continue to be in recruitment mode for the Neary Building Committee, as it is also his understanding there have been applications that have come in. There will be a need for three at-large members going into the next year.

VIII. Adjournment

Jason Malinowski moved, Denise Eddy seconded, and it was unanimously voted by roll call, “To adjourn the Neary Building Committee Meeting of May 16, 2023.”

MOTION TO
ADJOURN

Roll Call

For: Roger Challen, Denise Eddy, Andrew Pfaff, Mark Davis, and Jason Malinowski

Opposed: None

Abstained: None

Jason Malinowski adjourned the meeting at 7:55 PM.

Respectfully submitted,
Mariana Silva, Central Office Administrative Assistant
Office of Superintendent

Documents used at this meeting:

1. Neary Building Committee – OPM Subcommittee Meeting Agenda dated May 16, 2023
2. Draft Request for Owner's Project Management Services ("OPM RFS")

