

**Canton School Building Committee
November 2, 2022 6:00 PM
Meeting Minutes**

- 1. Introductions:** Prior to calling the meeting to order, Superintendent Folan welcomed the group and thanked them for their service. Mr. Folan reminded them that the committee is purposefully large. With a broad, ambitious, and considerably lengthy mission, Mr. Folan acknowledged and understood that every member may not make every meeting, but requested members notify the administration office of any absences prior to the session. Members then introduced themselves, offering their professional and personal backgrounds, including previous experiences, and rationale for being a part of the committee.

Superintendent Folan, as Chair, asked for a motion to open the Wednesday, November 2nd, 2022 Building Committee meeting at 6:17 pm. Mr. Connolly made the motion and Mr. Marshall seconded.

The vote was recorded as follows:

Superintendent Folan	yea
Mr. Stephen Marshall	yea
John Connolly	yea
Jon Mulhern	yea
Brian Lynch	yea
Bob Benedetti	yea
Bob McCarthy	yea
Mike Loughran	yea
Louis Tarmy	yea
Sarah Shannon	yea
Andrea Stuart	yea
Amy Tom	yea
Randy Scollins	yea

Vote was unanimous and recorded as 13-0

- 2. Owner's Project Manager (OPM) Selection Process:** A concise description of the MSBA process was given, including steps CPS has taken to complete a statement of interest and a number of deliverables. CPS has now entered the Feasibility Phase where a number of tasks need completion with strict adherence to the signed MSBA agreement. The Building Committee's charge is to provide good input and opinions on tasks, focusing on what is in the best interests of Canton students. Mr. Folan explained how this committee is administered;

voting versus non-voting members was defined. In accordance with MSBA compliance, the Building Committee is a subcommittee of the BRC and voting members include:

Derek Folan
Stephen Marshall
Randy Scollins
John Connolly
Kristian Merenda
Bob McCarthy
Bob Benedetti
Charles Doody

MSBA offers a 47.21% reimbursement rate for the OPM as long as the town works within their guidelines. Mr. McCarthy suggested that the subcommittee review carefully each applicant's previous roles and experience in all aspects of project management to assure the person selected has the best skill set for Canton. The goal will be to retain this OPM through completion of the project. The group agreed. Mr. Scollins asked about the efficacy of a virtual information session offered by the Inspector General's office regarding this process. Mr. Tarmy, who has experience in this arena, suggested the session was worthwhile and will also send committee members his company's presentation as well.

- 3. Timelines for the Feasibility Phase:** Chair Folan reminded the group that the guidelines of the signed contract with MSBA must be adhered to or Canton risks being released by the MSBA.
- a. Based on the template provided by MSBA, the draft OPM RFS must be received by MSBA for review on December 15, 2022. Mr. Marshall hopes to target December 1st to allow a 2 week period for MSBA review.
 - b. Advertisement placed in the Central Register by December 29, 2022;
 - c. Advertisement appears in the Central Register by January 4, 2023;
 - d. Applications due to the District by January 18, 2023
 - e. Selection Package received by MSBA for review and vote by February 8, 2023
 - f. District presents at OPM Panel on March 6, 2023. This is a non-negotiable date.

Committee members voiced concern over the short period of time to review candidates. Mr. Marshall quelled apprehensions suggesting that, although it is tight, the timeline can be carried out.

Mr. Marshall inquired of Mr. Tarmy if his firm is considering bidding on this project. Mr. Tarmy responded by saying the company would not be bidding as they are quite busy with current projects.

Chair Folan announced procedures for the committee:

- a. Next meeting will be held **Wednesday, December 7th at 6pm**. Calendar invites will be sent out prior to all meetings;
- b. Links to a shared drive housing all appropriate documents will be available to all members;
- c. All members of the committee must abide by open meeting law;
- d. Members will be asked to sign off on conflict of interest;
- e. Mr. Folan encouraged members to call, phone, or text him with any questions, concerns or comments at any time, and made his cell number available to all.

5. Adjournment: With no further questions from the committee, Superintendent Folan asked for a motion to adjourn the Wednesday, November 2nd, 2022 Building Committee meeting at 7:01 pm. Mr. Scollins made the motion and Mr. McCarthy seconded.

The vote was recorded as follows:

Superintendent Folan	yea
Mr. Stephen Marshall	yea
Jack Connolly	yea
Jon Mulhern	yea
Brian Lynch	yea
Bob Bennedetti	yea
Bob McCarthy	yea
Mike Loughran	yea
Louis Tarmy	yea
Sarah Shannon	yea
Andrea Stuart	yea
Amy Tom	yea
Randy Scollins	yea

Vote was unanimous and recorded as 13-0