

# **TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

147 POND STREET, FRANKLIN MA 02038

## **SCHOOL BUILDING COMMITTEE MEETING VIA ZOOM**

Minutes

May 5, 2021 6:00 PM

Mr. Mushnick, called the meeting to order at 6:04 PM.

### ***Members Present:***

Brian Mushnick, Chair, School Committee  
Daniel Haynes, School Business Administrator  
Michael Procaccini, Principal  
Jonathan Dowse, School Committee Member  
Brendan Bowen, Margulies Perruzzi Architects  
Stanley Widak, School Committee Member  
Steven Dockray, Superintendent

### ***Members Not Present:***

### ***Others Present:***

## **INTRODUCTIONS**

The School Building Committee made individual introductions and Brendan Bowen was introduced as a new community member. Brendan is a 2011 Engineering graduate of Tri-County Vocational and is currently an architect with Margulies Perruzzi architects.

## **REVIEW STATEMENT OF INTEREST**

The Tri-County Statement of Interest (SOI) was reviewed. The SOI helped secure our invitation to MSBA Feasibility. Mr. Dockray discussed the major items in the SOI and spoke about the recent \$6.9 million dollar Performance Contract with Trane International.

## **DISCUSS OWNER'S PROJECT MANAGER SELECTION PROCESS AND TIMELINE**

Mr. Haynes reviewed the Massachusetts School Building Authority (MSBA) Owner's Project Manager (OPM) selection process and timeline. The School District is required to hire an OPM under MGL 149 sec 44 A1/2. We must select the OPM using a qualifications based process with a goal of contracting with an entity that has the skills and abilities to provide a comprehensive scope of services.

### ***Vote to Designate a Procurement Administrator***

Step 1 is to designate a procurement administrator who has a current MCPPO Certification. Mr. Dowse nominated Mr. Haynes as procurement administrator which was seconded by Mr. Mushnick  
*Motion passed unanimously*

### ***Vote to Establish OPM Selection Committee***

Mr. Haynes explained that as part of the OPM selection process the School Building Committee must select a subcommittee of its members to serve as the OPM Selection Committee to review and

score responses and interview short-listed Respondents. After a brief discussion, the following members were nominated to the OPM Selection Committee:

Brian Mushnick as Chair representing the School Committee  
Brendan Bowen as a community member who works in the architectural field  
Jonathan Dowse as a member representing the School Committee  
Stanley Widak as a member knowledgeable of the construction industry and a School Committee Member  
Dan Haynes as procurement administrator and School Business Administrator

Mr. Dockray moved to appoint the listed members to the OPM Selection Committee, seconded by Mr. Procaccini.

*Motion passed unanimously*

Mr. Haynes reviewed a draft of the Request for Owner's Project Management Services (RFS), prepared from a sample document on the MSBA website. Mr. Haynes explained that the draft RFS must be vetted by the MSBA prior to its release. Mr. Haynes asked the School Building Committee to vote to authorize the newly formed Selection Committee to issue the RFS once the document is approved by the MSBA. Mr. Mushnick so moved the vote, seconded by Mr. Dowse.

*Motion passed unanimously*

## **REVIEW FEASIBILITY STUDY AGREEMENT**

Mr. Dockray reviewed the Feasibility Study Agreement (FSA). The FSA is permission to from the MSBA to move forward with feasibility and represents that we have met the required criteria, including:

- Submission of a Capital and Maintenance Plan
- Executed Enrollment Study Agreement
- Documentation of Appropriation of Funds for a Feasibility Study

In Exhibit C it is denoted that Tri-County will be reimbursed by the MSBA at 52.89% of eligible costs.

## **PLAN FUTURE MEETING WITH MEMBER TOWN ADMINISTRATORS/MANAGERS**

Mr. Dockray discussed a letter that was distributed to each Town Administrator/Manager indicating our acceptance into MSBA Feasibility. Mr. Dockray emphasized the importance of early communication with each of the 11 communities.

## **DISCUSS PUBLIC RELATIONS PLAN**

Mr. Dockray discussed the need to establish an initial messaging document with respect to public relations. Mr. Haynes added that once an OPM is on board, much of this critical work will start to develop.

## **TOPICS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE OF THE MEETING**

*None*

**ADJOURNMENT**

A motion was made by Mr. Mushnick and seconded by Mr. Dowse that the School Building Committee meeting be adjourned.

*Motion passed unanimously.*

The School Committee meeting adjourned at 8:20 PM.

Respectfully Submitted:



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Daniel B. Haynes, Member

