

Essex School Building Committee Meeting Minutes

Date: January 28, 2025

Time: 7:01 PM

Location: Webex

Present: Henry Oettinger / Ariel Brain / Annie Cameron / Andy Oldeman / Charlie Haye / Michelle Cresta / Gordon Brewster / John Binieris / Jen Hocherman / Mike Gerhardt / Kim Provost / Ruth Perea / Tim McDonald / Tyler Virden / Theresa Whitman / Pam Beaudoin

A. Call to Order

The meeting was called to order at 7:01 PM by Theresa Whitman

B. Public Comment - No public comment

C. Business Meeting

1) New Business - No new business

2) Continued Business

Update on RFS & OPM Procurement Process

Pam provided an overview of the Request for Services (RFS) process for the Owner's Project Manager (OPM):

- The RFS was released the previous week.
- 29 firms requested the RFS, with 12 firms participating in the site walkthrough.
- The walkthrough included a visit to Essex Elementary School and the Memorial School to illustrate potential expansion considerations.

Michelle reported:

- Firms can submit clarifying questions by next week, which will be compiled and addressed collectively.
- The committee will evaluate and shortlist up to three OPM firms for public interviews.
- The interviews are scheduled for February 26, 2025, to accommodate the availability of the OPM subgroup.
- A structured rubric will be used for the selection process.

Committee members discussed:

- The strong level of interest in the project.
- The potential for negotiations with the selected OPM firm.
- The expected fee structure and scope of work for the feasibility study phase.

Update on Next Steps and Estimated Timeline in the MSBA Process

Pam reviewed the timeline for the MSBA process:

- **OPM Selection:**
 - The committee will conduct public interviews on February 26, 2025.
 - MSBA approval for the selected OPM is expected in early April.

- **Designer Selection:**
 - The committee will follow a similar selection process for a designer in the spring.
 - Unlike the OPM selection, designer selection is conducted by the MSBA Designer Selection Panel.
 - The committee will advocate for its preferred designer but does not have final authority over selection.
- **Project Timeline:**
 - The feasibility study phase will last approximately 15 months, culminating in a preferred schematic design for community review.
 - Full project funding is anticipated to be presented at a Fall 2026 or Spring 2027 Town Meeting.
 - If approved, final design and construction will occur between 2027 and 2031.
- **General:**
 - Committee members discussed considerations for the selection and negotiation process, as well as the MSBA's role in designer selection.

F. Adjournment

A motion to adjourn was made by Henry Oettinger and seconded by Gordon Brewster. The meeting was adjourned at 7:25 PM.