

School Building Committee Meeting
Minutes of Monday, July 10, 2023
Zoom Meeting

Call to Order: Richard Nichols called the meeting to order at 7:38 p.m.

Meeting Attendees:

Mark Awdycki, Kimberly Borst, James Duffy, John Engler, Denise Gibbons, Diane Jurmain, John Larkin, James McCaffrey, Robert Mullaney, Richard Nichols, John Proctor, Jeremy Stull

The OPM Selection Committee reviewed the process of selecting an OPM with the full School Building Committee. The process started with seven firms. The Committee narrowed it down to three finalists by reviewing and grading them on criteria outlined by the MSBA. The final three firms brought in for interviews were Collier, Hill and Vertex. Reference checks were performed on all the firms, and all three firms' references provided positive feedback.

The OPM Selection Committee ultimately decided to move forward with Vertex. The Committee felt that compared to the other firms, more effort went into tailoring their presentation to the Town of Millis and this specific Millis Middle School/High School project. Their previous experience with the Town (as Compass Project Management) also factored into the decision as well as their vast experience with the MSBA and the strength of their project team. Collier was ranked 2nd and Hill 3rd.

Richard Nichols made a motion to authorize the School Building Committee and the Town Procurement Officer to enter negotiations with Vertex for OPM Services for the Millis Middle School/High School project. Diane Jurmain seconded the motion. By roll call vote, Diane Jurmain – aye; Denise Gibbons – aye; John Larkin – aye; James McCaffrey – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed unanimously.

Richard Nichols made a motion to authorize the School Building Committee and the Town Procurement Officer to move on to the 2nd choice firm, Collier, if an agreement cannot be reached with Vertex and further negotiations are needed. James McCaffrey seconded the motion. By roll call vote, Diane Jurmain – aye; Denise Gibbons – aye; John Larkin – aye; James McCaffrey – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed unanimously.

The Committee recently learned that the Procurement Officer needs to be officially appointed as part of the OPM Selection Sub-Committee.

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Richard Nichols made a motion to appoint Mike Guzinski as a non-voting member to the OPM Selection Sub-Committee. John Larkin seconded the motion. By roll call vote, Diane Jurmain – aye; Denise Gibbons – aye; John Larkin – aye; James McCaffrey – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed unanimously.

Adjournment

James McCaffrey made a motion to adjourn the meeting at 7:50 p.m. The motion was seconded by Richard Nichols. By roll call vote – Diane Jurmain – aye; John Larkin – aye; James McCaffrey – aye; Richard Nichols – aye; Jeremy Stull - aye. The motion passed unanimously.

Submitted by:

Kimberly Borst

Department Assistant, Permanent Building Committee