



TOWN OF UPTON, MASSACHUSETTS

Community Center Building Committee

Meeting Minutes

Date: March 3, 2020

Location: Town Hall, Main Street

A: Call to Order

Having a quorum, the meeting was called to order at 7:00 pm

B: In Attendance

Committee Members:

- Jim Brochu, Chair
- Paul Flaherty, Vice-chair
- Dee Hakala
- Mike Howell
- Justin Pollard
- Steven Rakitin, Clerk
- Jay Rodriguez NOT PRESENT

Guests: Janice Nowicki, COA Director and Steering Committee Adjunct Member
Matthew Bachtold, Library Director and Steering Committee Adjunct Member

C: Discussion

1. Agenda and Minutes

Reviewed and approved agenda for tonight's meeting.
Reviewed and approved minutes from Feb 25th REVISED to reflect completed action items.

2. Review evaluations of OPM responses

Done. Feb 27th Derek sent notification to 3 OPM finalists. Vertex responded they are not available for interviews on March 10th. The committee will offer March 13th 5-8pm as an alternate date.

3. Discuss questions to ask OPMs who are invited for interviews

The committee discussed questions and agreed on 8 questions – 4 of which will be provided in advance and 4 of which will be held for the interviews.

4. Review agenda for OPM Interviews

- 5 minutes for introductions and opening statement
- 20 minutes for OPM presentation
- 20 minutes for specific Q&A
- 15 minute break for committee

5. Discuss Architect RFP prepared by Feasibility Committee

Defer to after OPM is recommended to Town Manager.

6. Update Action Items and set next meeting date

Interviews set for March 10th at TBD 5-8pm and March 13th at Town Hall 5-8pm

D: Committee Actions and Action Items

Committee Actions:

1. It was moved and seconded to approve agenda. Unanimous.
2. It was moved and seconded to approve meeting minutes of Feb 25th 2020 with revisions to action items. Unanimous.
3. It was moved and seconded to approve an alternate interview date of March 13th 5-8pm 2020. Unanimous.
4. It was moved and seconded to approve 8 questions (attached), 4 of which will be provide to OPM finalists in advance of interviews and 4 will be held by the committee. Unanimous.

Action Items

Task/Assignment	Committee Member	Due Date	Status
1. All committee members need to review Open Meeting Law and complete state required Ethics Training – provide a certificate of completion to Kelly.	All	ASAP	
2. Town Manager to get three quotes for surveying town parking lot.	Derek	ASAP	
3. Start reviewing Architect RFP created by Feasibility committee.	All	Ongoing	
4. Work with Steering Committee to do PR for the project.	Steering Committee	Ongoing	

E: Future Meeting Dates

Interviews are scheduled for **March 10th** @ 5pm at TBD and **March 13th** @ 5pm at Town Hall.

F: Meeting Adjourned

Motion made and seconded to adjourn. Upon unanimous vote, the meeting was adjourned at 8:15pm.

Respectfully submitted

Steven R. Rakitin
Secretary

DRAFT Questions for OPM Finalists

BLUE questions provided in advance

RED questions in reserve for interviews.

1. Please describe your approach and thoughts on specifying, interviewing and selecting an Architect / Engineering firm?
2. Please describe specific cost cutting measures your firm has proposed on previous similar projects? Please provide specifics and value.
3. Please describe how your firm approaches closeout of a project?
4. Building a joint Library/Senior Center presents some unique challenges. Please identify what you see as examples of these challenges and how your firm would propose to address them with the Architect.
5. Please describe your firm's approach to project scheduling and how would you get a project back on track that was not on schedule?
6. How do you encourage public support and involvement in order to achieve favorable outcome?
7. Please provide what you see as the top risks for this project and how your company intends to manage these during precon/construction.
8. What's the biggest mistake you've made on a project?