

Berkley MSBA School Building Committee Meeting
June 9, 2022

AGENDA ITEM #1: CALL TO ORDER

The MSBA School Building Committee Meeting was held at the Berkley Middle School on Thursday, June 9, 2022. Mrs. Tara Weber, Chair, called the meeting to order at 6:04 pm.

Present

Melissa Ryan
Tara Weber
Timothy McCarthy
Jilleen Solomon
Dean Larabee
Kate Simons
Barbara Miller
Michael McDonough
Jennifer Francisco
Andrea Porter

Absent

Heather Martin-Sterling
Joseph Freitas
Sarah Cogar
George Miller

AGENDA ITEM #2: APPROVAL OF MINUTES

Ms. Weber called for approval of the minutes.

It was moved by Mr. Larabee and seconded by Ms. Miller to approve the minutes from 09/29/2021 and 10/18/2021.

Vote to Approve Minutes:

Melissa Ryan - Aye
Tara Weber - Aye
Jilleen Solomon - Aye
Dean Larabee - Aye
Tim McCarthy - Aye
Kate Simons - Aye
Barbara Miller - Aye
Michael McDonough - Aye
Jennifer Francisco - Aye
Andrea Porter - Aye

AGENDA ITEM #3: Review of Meeting Schedule and Guideline Data

Moved agenda item to discuss after the vote on the review committee.

AGENDA ITEM #4: Review Selection and Process Guidelines

Ms. Ryan reviewed the process for submitting the Request for Service (RFS) for the Operation Project Manager (OPM) and the required paperwork. Ms. Ryan explained that most of the RFS was a template

from the Massachusetts School Building Authority (MSBA) and was unchanged. The committee recommended the following edits to the RFS:

- Adjust potential range of project cost to \$5M to \$20 to ensure it accurately reflects the cost of inflation (p. 1)
- Add Bristol Plymouth and Bristol Agricultural School as high schools that are affiliated with Berkley (p. 1)
- Correct 426 students to 476 (p. 2)
- Include total number of windows in the school (p. 2)
- Replace X and Y with 132,000 square feet (p. 4)
- Adjust Criteria point values to: 1.) 15; 2.) 5; 3.) 5; 4.) 15; 5.) 15; 6.) 5; 7.) 5; 8.) 5; 9.) 15; 10.) 5; 11.) 10 (p.3-4)
- Adjust date of Informational Meeting and Inspection to July 14, 2022 (p.5)
- Adjust date for Responses Due to July 28, 2022
- Adjust Questions Due Date to July 14, 2022 (p. 6)
- Adjust RFS Due Date to July 28, 2022 (p. 6)
- Adjust number of hard copies to 7 (p. 6)

AGENDA ITEM #5: Review of OPM Advertisement

Ms. Ryan reviewed the OPM advertisement. The committee recommended the following changes:

- Adjust potential range of project cost to \$5M to \$20 to ensure it accurately reflects the cost of inflation
- Adjust informational meeting and walkthrough date to July 14, 2022
- Adjust RFS obtain date to July 7, 2022
- Correct zip code to 02779
- Eliminate the word day
- Adjust due date to July 28, 2022

AGENDA ITEM #6: Vote on Posting Request for Service

Ms. Solomon made a motion to approve the OPM advertisement for posting with the noted changes. Mr. Larabee seconded the motion.

Vote to Approve OPM Ad for posting with noted changes:

Melissa Ryan - Aye
Tara Weber - Aye
Jilleen Solomon - Aye
Dean Larabee - Aye
Tim McCarthy - Aye
Kate Simons - Aye
Barbara Miller - Aye
Michael McDonough - Aye
Jennifer Francisco - Aye
Andrea Porter - Aye

AGENDA ITEM #7: Vote on Review Committee

Ms. Francisco made a motion to recommend the following members to be on the OPM Selection Subcommittee: Kate Simons, Mike McDonough, Dean Larabee, Tim McCarthy, and Melissa Ryan. Ms. Solomon seconded the motion.

Vote to Approve the OPM Selection Subcommittee:	Melissa Ryan - Aye
	Tara Weber - Aye
	Jilleen Solomon - Aye
	Dean Larabee - Aye
	Tim McCarthy - Aye
	Kate Simons - Aye
	Barbara Miller - Aye
	Michael McDonough - Aye
	Jennifer Francisco - Aye
	Andrea Porter - Aye

AGENDA ITEM #3: Review of Meeting Schedule and Guideline Data

The OPM Selection Committee Reviewed dates to review applications and generate a shortlist. Given the strict timeline Ms. Ryan was not available to meet to review applicants. Ms. Ryan recommended that Ms. Francisco take her place on the OPM Selection subcommittee. Mr. Larabee made a motion to replace Ms. Ryan with Ms. Francisco. Ms. Solomon seconded the motion. The OPM Selection Subcommittee set a meeting date for August 1, 2022 at 10:00 am in the Berkley Community School Library.

Vote to Amend the OPM Selection Subcommittee:	Melissa Ryan - Aye
	Tara Weber - Aye
	Jilleen Solomon - Aye
	Dean Larabee - Aye
	Tim McCarthy - Aye
	Kate Simons - Aye
	Barbara Miller - Aye
	Michael McDonough - Aye
	Jennifer Francisco - Aye
	Andrea Porter - Aye

AGENDA ITEM #8: Vote to Submit RFS

Mr. Larabee made a motion to approve the RFS for submission to the MSBA and for posting with the noted changes. Ms. Solomon seconded the motion.

Vote to Approve the RFS with noted changes:	Melissa Ryan - Aye
	Tara Weber - Aye
	Jilleen Solomon - Aye
	Dean Larabee - Aye

Tim McCarthy - Aye
Kate Simons - Aye
Barbara Miller - Aye
Michael McDonough - Aye
Jennifer Francisco - Aye
Andrea Porter - Aye

AGENDA ITEM #9: Vote to Adjourn Meeting

Ms. Weber called for the adjournment of the meeting at 6:45 pm. Mr. Larabee made a motion to adjourn the meeting. Ms. Solomon seconded the motion.

Vote to Adjourn:

Melissa Ryan - Aye
Tara Weber - Aye
Jilleen Solomon - Aye
Dean Larabee - Aye
Tim McCarthy - Aye
Kate Simons - Aye
Barbara Miller - Aye
Michael McDonough - Aye
Jennifer Francisco - Aye
Andrea Porter - Aye

Respectfully submitted,

Melissa Ryan, Secretary
Superintendent of Schools