

**Groton-Dunstable Building Committee Meeting Minutes**

**May 14, 2019**

**Central Office – 344 Main Street – 6:00PM**

**Building Committee Members Present/Absent** *[7 voting members required for quorum]*

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>	<b>Late [time arrived]</b>
Fay Raynor	✓		
Mark Haddad	✓		
Lorraine Leonard	✓		
Gail Chalmers	✓		
Alison Manugian	✓		
Luke Callahan	✓		
Brian O'Donahue	✓		
Laura Chesson	✓		
Adria Fischer	✓		
Marlena Gilbert		✓	
Ryan Mclane		✓	
Ron Mikol		✓	

**Guests:** David Saindon (Leftfield), Brian Dakin (Leftfield), Jim Rogers (Leftfield), Eileena Long (Leftfield), Marty Beatrice (Studio G Architects)

**1. Call to order**

Ms. Raynor called the Building Committee meeting to order at 6:01PM.

**2. Invoices and Commitments**

Mr. Saindon presented a Leftfield Invoice on the projector as an example. Official invoice will be submitted in the coming weeks. Ms. Raynor requested that Leftfield use the google drive for all document exchange.

**3. Introduction of Leftfield, MSBA/RFS process, Schedule Options, CM-R vs. D-B-B Introduction**

Mr. Saindon introduced the Leftfield Team, presented a handout “GDRSD BC Committee Meeting 1 – May 14, 2019., and provided a brief presentation of Leftfield which was based on the actual Leftfield presentation from the OPM interview.

**MSBA Process**

Mr. Saindon provided an overview of the MSBA process. The project is currently in MSBA Module 2/ Forming the Project Team. Mr. Saindon reviewed the next step in this process – the Designer Selection Process – Request For Service [RFS].

**RFS Process**

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Mr. Saindon reviewed the Designer RFS schedule. Mr. Saindon confirmed that the date for the Designer Selection Panel (DSP) will be August 20, 2019; there will need to be 3 committee members on the DSP. The Committee informed Mr. Saindon that the 3 DSP members have already been established; they are: Mr. Haddad, Ms. Chesson, and Brian LeBlanc. Mr. Saindon suggested a DSP working group to finalize the RFS to be submitted to the MSBA. Mr. Saindon reviewed the consultant list [based on Mr. Saindon's opinion] of consultants to include or exclude: Architecture, Civil Engineering, Landscape Architecture, Structural Engineering, Fire Protection Engineering, Plumbing Engineering, HVAC Engineering, Electrical/ Lighting, Data/ Communications, Environmental Permitting, Geotechnical Engineering, Geoenvironmental Engineering, Hazardous Materials, Cost Estimating, Kitchen/ Food Service Consultant, Specifications Consultant, Technology Consultant/ Audio Visual Consultant, Sustainable/ Green Design/ Renewable Energy Consultant, Code Consultant, Accessibility Consultant, Furniture, Fixtures and Equipment Consultant, Site Surveying and Security Consultant will be included. It was discussed that a Traffic consultant would be included, and the Educational Programming consultant would not be included.

Ms. Raynor stated she wants the community involved in the discussion about LEED/ Sustainable/ Green Design & Renewable Energy. Ms. Raynor stated Groton-Dunstable is a private utility and recently applied to be a sustainable community.

A discussion ensued about Mr. Saindon's request for a working group on the RFS. Leftfield and Committee Members discussed and voiced their experiences and opinions regarding working groups, subcommittees, and OML. It was agreed to table this discussion and receive clarification for a future meeting.

Mr. Saindon indicated that he would provide a draft RFS for review.

### Schedule Options

Mr. Saindon presented two schedules; one from the OPM interview showing a fall 2020 Town Meeting, and the other showing an April 2021 Town Meeting. Mr. Saindon explained how the Fall 2020 Town Meeting schedule was based on assumptions, and the April 2021 Town Meeting schedule was a result of post OPM award discussions. Mr. Saindon informed the Committee that the April 2021 Town Meeting schedule is the schedule that is currently going to be utilized for the project. However, Mr. Saindon indicated that the Fall 2020 Town Meeting schedule may be discussed at a later date once the project gets more traction.

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### CM-R vs. D-B-B

As requested, Mr. Saindon presented a presentation on similarities, differences, and pros and cons between Design Bid Build/Chapter 149 and Construction Manager at Risk/Chapter 149A construction delivery methods. The Committee and Leftfield discussed these two methods/processes at length. Ms. Raynor noted that more comparable data on the two delivery methods may be requested from the Community on this topic. This topic and discussion will be continued at future meetings.

#### **4. Vote to Approve Meeting Minutes**

Mr. Haddad made a motion to approve the meeting minutes for the 2/13/19 Building Committee meeting; the motion was seconded by Ms. Chalmers; the motion passed unanimously by those present.

#### **5. Next Steps**

Upcoming meetings were scheduled for:

- 5/28/19 at 6PM, and
- 6/11/19 at 6PM.

#### **6. Public Comment- none**

#### **7. Adjournment**

The meeting concluded at 7:25PM. Ms. Raynor adjourned the meeting.