

WESTWOOD SCHOOL BUILDING COMMITTEE
Westwood, Massachusetts

OPM SELECTION SUBCOMMITTEE MEETING MINUTES

**TO BE APPROVED BY THE OPM SELECTION SUBCOMMITTEE PRIOR TO BEING ACCEPTED
BY THE FULL SCHOOL BUILDING COMMITTEE**

April 30, 2019

Attendance and Call to Order

The meeting was called to order at 3:53pm in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: John Cummings, Pam Dukeman, Mike Jaillet, Michelle Miller, and Emily Parks. John Cianciarulo recorded the minutes.

Mike Walsh arrived at 3:59pm.

Chair's Report

Ms. Plotkin updated the Subcommittee on the interview process: Each firm will be allotted fifteen minutes for a presentation and 35 minutes for responding to questions. Ms. Parks and Ms. Plotkin will alternate asking questions. All members of the Subcommittee will be permitted to ask follow-up questions.

The Subcommittee then discussed the reference-checking process. They agreed to discuss it later, following candidate interviews.

Interview: Arcadis (4:00pm-4:50pm)

Sean Sweeney, Principal-in-Charge; Steve Brown, Project Director; and Bob Burnett, Project Representative, presented.

Mr. Sweeney provided background information about Arcadis.

Representatives from Arcadis then responded to the Subcommittee's interview questions.

Interview: Pinck & Co., Inc. (5:00pm-5:50pm)

Margaret Wood, Project Director; Larry Berger, Senior Project Manager; Tom O'Neil, Senior Vice President; and Ethan Butler, Assistant Project Manager, presented.

Ms. Wood provided background information about Pinck & Co.

Representatives from Pinck & Co. then responded to the Subcommittee's interview questions.

The Subcommittee took a break for dinner.

Interview: Construction Monitoring Service, Inc. (CMS) (6:10pm-7:00pm)

Neil Joyce, Project Director and Kevin Griffin, Project Manager, presented.

Mr. Joyce provided background information about CMS.

Mr. Joyce and Mr. Griffin then responded to the Subcommittee's interview questions.

Interview: Compass Project Management (7:10pm-8:00pm)

Tim Bonfatti, Project Director; Bryan Jarvis, Project Executive; Christopher Kenney, Senior Project Manager; and Emily Sarazin, Construction Site Manager, presented.

Mr. Bonfatti provided background information about Compass.

Representatives from Compass then responded to the Subcommittee's interview questions.

Interview: PMA Consultants (8:00pm-8:50pm)

Steve Rusteika, Project Director; Chris Carroll, Project Executive; Brian DeFilippis, Project Manager; and Natalie Robichaud, Assistant Project Manager, presented.

Mr. Rusteika provided background information about PMA.

Representatives from PMA then responded to the Subcommittee's interview questions.

Discussion (8:50-9:20)

The Subcommittee evaluated the candidates' interviews.

Mr. Cummings, Ms. Parks, and Ms. Plotkin indicated that they would conduct reference calls Wednesday and Thursday.

Action Items (9:25-9:30)

Ms. Plotkin asked the Committee for input about further deliberations. It was decided that the Subcommittee would deliberate during the full School Building Committee on Thursday, May 2, 2019.

Ms. Parks asked Ms. Miller how to convey the Subcommittee's selection to the MSBA. Ms. Miller replied that the MSBA wants a list of the firms interviewed and the Subcommittee's top choice.

Ms. Parks made a motion to approve the Subcommittee meeting minutes of April 26, 2019, as amended. Mr. Cummings seconded.

Vote: 7-0-0.

Result: Approved (Unanimous).

Ms. Parks motioned to adjourn. Mr. Walsh seconded.

Vote: 7-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 9:30pm.