

## DPW Building Committee

June 26, 2018

(posted)

Meeting was recorded

Present: Jason Burbank (JB), Jay Dipucchio (JD), Ariel Elan (AE), Mark Fairbrother (MF), David Jensen (DJ), Bob Macewicz (BM), Ken Morin (KM), Mark Williams (MW), Richard Widmer (RW)(Alternate)(out at 5:20).

Walter Ramsey (Planner), Tom Bergeron (DPW), (Steve Ellis (SE)(TA).

Absent: Pam Hanold (PH)

Public: Jeanne (JG) and Peter Golrick, John Reynolds.

Members not previously sworn were sworn in by Montague Town Clerk. All members present have been sworn.

Ken Morin opened meeting at 4:42 PM.

Walter read the charge to the committee from the Montague BoS.

Election of Officers. Motion to appoint Ken Morin Chair by Jay Dipucchio, 2nd by Bob Macewicz. 8-0.

Motion to appoint Mark Fairbrother Secretary by Jay Dipucchio, 2nd by Bob Macewicz. 6-0-2

Motion to appoint Jay Dipucchio Vice-Chair by AE, 2nd by MW. Jay is hesitant to accept the position due to time constraints and feels someone else should be the VC.

Motion to appoint David Jensen Vice-Chair by ?, 2<sup>nd</sup> by ? 6-1-1.

Ms. Golrick voiced concern that, as an alternate building inspector for the Town, Mr. Jensen should not be the Vice-Chair of this committee. Mr. Jensen said he would recuse himself if such a situation arose.

Walter distributed a few copies of the final report by W&S on the project design work done leading up to Town Meeting.

Steve spoke about how he came up with the draft job description for the OPM (Owner's Project Manager).

State Law: Engineering must be bid out and not just given to W&S.

State Law: OPM is the first position and item to be filled.

Ariel commented on the *required* background for the OPM.

JG: How can the committee talk about such issues when it hasn't even formed itself yet (officers)? A: It has; it just did that a short time ago.

JG: When will the staff be required to sit with the audience and not at the table? A: They won't. It is the committee's decision to have them at the table as the input of these people is vital to our deliberations.

JD: Needs to be a little more specific in certain places like records management.

RW: Likes some of the changes made in the second draft.

DJ: Is concerned that we may be re-creating the wheel.

The committee worked through sections of the document draft previously supplied by SE, discussing various points and deciding how to change or keep the document.

JB: A good OP requirement document is vital and lets others know down the line what it is specifically that the owner wants in the building.

Motion by JD that the committee designate a sub-committee consisting of Jason Burbank and Ariel Elan to work with Steve Ellis to edit the document at hand with tonight's comments and suggestions. MF second. David is concerned about clouding up the document too much. Design of Phase 1 is a concern. Jay D wants the people designated to work and report and we can all look at the results. David wants the committee to be able to be involved in the design and fears we are working our way out of the process. MF asks to move the motion. 7-0-1.

JG wants to be involved in the sub-committee meetings. The meetings would be public and she can attend.

KM: are there any more specific questions about the document here tonight?

DJ: Who does the COTW work for? JB: Usually the OPM Company. Sometimes it is the same person.

Pam Hanold has experience in this aspect, is interested in and should be on the sub-committee

JD motions to add PH to the OPM sub-committee, 2<sup>nd</sup> by MW, 7-0-1

The sub-committee will meet to revise the OPM documents and distribute them to the full committee for discussion at the next meeting.

Next meeting July 17, 2018 @ 5:00 2nd floor meeting room.

Motion to adjourn by Mark F., 2<sup>nd</sup> by Bob 8-0

Adjourn at 6:24 PM.