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TOWN OF LUDLOW

Building Committee Meeting Minutes

May 3, 2018

- Meeting began at 5:36 PM
- In attendance: Fred Lafayette, Richard Moskal, William Rooney, Jodi Zepke
Absent: Matthew Gonzalves, Steve Santos, Michael Szlosek
- Fred distributed Draft regarding OPM (Operations Project Manager) created by Mike and sent over to Ellie. Membership reviewed Draft.
- After RFP's (Request for Proposals) come in, responses go to Ellie.
- Ellie and Matt responsible for land and OPM respectively.
- RFP for land goes out June 6th. RFP for OPM goes out June 13th.
- Bill asked Fred if there were any issues with Draft. Fred was satisfied. Jodi questioned what would happen if we started process and became unhappy. Can we get out of it? Bill read over Breach of Contract section. According to Bill, if the OPM is performing work, but we're not satisfied, we need more flexibility in wording. Also, we need to define term price. Bill shared that he has nothing to compare it to since he has never read an OPM contract. Ellie will submit it to Town Council.
- Fred suggested we use \$20,000 professional fee for Kim. Jodi asked what Kim would be used for. Response from Fred was that Kim would be a resource person to guide committee correctly. Bill stated that Mike, Matt and Steve know more about process and should have them present at meetings. Fred said Kim could be used when Mike is unavailable. Fred shared that Kim is willing to help out, but never mentioned a fee. Bill reluctant to bring Kim on board in paid capacity, but willing to consider it.
- Ellie sent over several copies of manual "Designing and Constructional Public Facilities" for members to review.

- Discussion started by Bill about what committee does once RFP goes out. Ellie will do all advertisement. Those who don't meet criteria will be cast out. Committee will be formed to interview short list. Jodi believes current committee should interview.
- Both RFP for land and OPM in progress according to Fred.
- Bill suggested we change night of meetings to Monday or Thursday. Also, possibly change time. Jodi can make her schedule work for changing night, but not time. Fred stated that he would investigate night and time with all involved.
- Position of OPM is qualification based. Ellie is procurement officer. Once everything is approved, she will follow through.
- Question raised about why we're putting bids out. Feasibility study was completed and we know parcel of land we want. Committee decided to put bids out in case someone in town has land. Bill explained that just because someone has land we want, they don't have to sell it to us. He believes West Mass will respond. Fred spoke about other possible land options, but none are appropriate for Seniors. Ellie will guide us with bidding process.
- Anyone can be invited to a committee meeting to advise, but are considered a Non-Voting member.
- Bill stated whether we can keep to \$9.8 million is down the road. Right now, waiting for things to go out regarding land and OPM.
- Jodi and Fred agreed to 1 hour meeting.
- No meeting next week.
- Meeting adjourned at 6:37PM

Minutes submitted by Diane Brouillard

Diane M. Brouillard

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