Approved by the Cutler School Building Committee on January 22, 2024

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
5 School Street, Wenham, MA 01984 · Tel. 978-468-5310

Cutler School Building Committee Minutes
January 30, 2023

Present:
Eric Tracy
Tom Geary
David Polito
Peter Clay
Carolyn Shediac
Stacy Bucyk
Rebecca Butler
Allison Goodchild
Christina Schenk-Hargrove
Shane Lougee
Joseph Domelowicz
Juliana Schneider
Vincent Leone

Absent:
Steve Poulos
Jennifer Carr
Tom Myers
Ted Acworth
Sarah Bilello
Kelly Schmidt
Tom Connors

1. Introductions
2. Overview of the night by ET including module progression too date.
3. TG - describes the OPM, contract, interview and requirements of OPMs for this project.
    a. Using a template by the MSBA
    b. Using a point system to select
    c. Procurement law knowledge
    d. Capacity to be the OPM for this project
    e. Will provide full org chart of their staff on the project
    f. Experience with LEED certification
    g. Financials of OPM
    h. Focus on equity and inclusion - Minority or women owned businesses can gain extra point
4. TG reviewed process for OPM procurement
5. Making sure we can go live on Mar 1, 2023
    a. Two weeks for submissions.
    b. Schedule site visits
    c. Rank proposals with subcommittee

    d. Short list of 3 OPM
6. Put together a volunteer list. Some people not here.
7. Volunteers: Carolyn Shediac, Peter Clay, Tom Geary (Chair), Joe Domelowicz, Stacy Bucyk
8. TG notes a number of people missing. Group agreed to reach out to those who were absent.
9. TG makes a motion: Move to accept 5 volunteers plus two to be made by the Superintendent at a later date. VOTE: Unanimous.
10. TG notes avg age of elementary schools is 70 in response to a question.
11. Next meeting to be determined after draft OPM bid docs are approved by MSBA

ET makes Motion to adjourn at 7:10 PM second CS
Vote: Unanimous