

Committee Members
Timothy Harris, Chairman
John Foresto, Vice Chairman
Michael Callahan, Member
Michael J Schrader, Member
Ted Kenney, Member



Medway DPW Offices
Medway Middle School Door #9
45B Holliston Street
Medway, MA 02053
Telephone (508) 533-3275
Fax (508) 321-4985

TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

WATER FACILITY BUILDING COMMITTEE

APPROVED 1/21/2021

January 14, 2021

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, no in-person attendance of members of the public will be permitted at this meeting. Committee members will be participating remotely. For public hearings, access via Zoom is provided for the required opportunity for public participation. Information for participating via Zoom is posted at the end of this Agenda.

In attendance via Zoom:

Tim Harris, Medway Resident & Chairman
John Foresto, Selectmen & Vice-Chairman
Michael Callahan, Medway Resident & Member
Ted Kenney, Medway Resident & Member
Michael Schrader, Medway Resident & Member
David D'Amico, DPW Director
Peter Pelletier, DPW Deputy Director
Barry Smith, Water & Sewer Superintendent
Helen Gordon, Environmental Partners
Paul Millett, Environmental Partners
Jill Karakeian, DPW Program Administrator and Recording Secretary

Chairman Harris called the meeting to order @ 7:01pm and asked all attending members to state their name and position.

Approval of past Meeting Minutes

Vice-Chairman Foresto makes a motion to approve meeting minutes from 12/3/20 meeting, Member Kenney seconded the motion to approve the minutes. The motion carries unanimously. A roll call vote was taken due to the nature of the remote Zoom meeting.

Vice-Chairman Foresto makes a motion to approve meeting minutes from 12/28/20 meeting, Member Kenney seconded the motion to approve the minutes. The motion carries with Member Schrader abstained. A roll call vote was taken due to the nature of the remote Zoom meeting.

Discuss Designer Short List

Chairman Harris asked if everyone was able to look at the proposals submitted, they were pretty substantial but wanted to comment that the team did a really good job setting it up, easy to read and well organized.

Member Schrader questioned the date when the rankings are due.

Helen Gordon confirms that the rankings are due 1/25/21.

Helen Gordon shared her screen to go over the rest of the schedule moving forward. The Designer Short list comes out on 1/25/21. Our evaluation is on 1/21/21 to discuss the Designer Short list.

Helen Gordon explains that 5 proposals were received and listed them alphabetically. Haley & Ward, Klienfelder, MRB Group, Weston & Sampson and Wright Pierce. Director D'Amico received the proposals and posted them on the ftp site for all to access. Director D'Amico also has hard copies if any of the members would like to obtain a hard copy.

Helen Gordon explains the next step that next week on 1/21/21 we will meet to discuss the Designer Short list and she would like to have the matrix reviews by Tuesday 1/19/21 but at the latest Wednesday 1/20/21. My request is that you just email them and I will compile them in a spreadsheet and have public discussion on 1/21/21.

Director D'Amico asked Helen Gordon to upload the revised forms to the ftp and she agreed and will do that after tonight's meeting.

Helen Gordon explains that they will review the overall process and walk through the matrix for the committee. The OPM and Medway Purchasing Agent (Director D'Amico) will review all qualification submits to make sure they meet all minimum requirements. Helen Gordon mentions that there was one submittal that had a question whether or not to waive a requirement that we have.

Helen Gordon has done a quick review and all had the minimum requirements except for one that didn't include the contact phone #'s for the references. We specifically asked for that but can be waived by the Committee.

Director D'Amico explains we would consider that as a minor omission and call them and ask them to submit the phone #'s.

Helen Gordon explains the evaluation and that there are subcategories and a number will need to be assigned (ie. #4 – Highly Advantageous, #3 – Advantageous, #2 – Not Advantageous, and #1 – Unacceptable).

Director D'Amico questions under each category has a number of bullets – are we rating each bullet or each category as a whole?

Helen Gordon shares the Evaluation form and explains you rate each category, not each bullet.

Member Schrader asked if we just put a number and no notes/comments?

Paul Millett explains that just a number is needed but he would suggest making notes for your own reasoning.

Director D'Amico explains he would definitely encourage notes. Once we all get together we would want to discuss why each member gave the # they did, especially if one member gives a 1 and another a 4 for the same proposal.

Helen Gordon explains members should send their ratings and she will transcribe all the ratings. When we call for the references, we will place notes with specifically what the reference told us so the members are aware of what we obtained for information.

Helen Gordon will put on the ftp site tonight, the Meeting Summary Outline that she came up with for tonight's meeting, the Matrix in excel form as well as split up in pdf's. In addition, all the reference checks and hand written notes will be available.

Helen Gordon explains that Director D'Amico put together a draft list of questions for the interviews. Suggests the members keep that list next to them while reviewing the proposals, you may come up with additional questions you want to ask the candidates, may even be specific to company.

Chairman Harris mentions the interviews and time frames allotted, whether face-to-face or Zoom.

Helen Gordon feels that virtual interviews are a little more efficient. Particularly when if all the team members aren't in the same office at the same time. They can just block out that specific time and join the meeting wherever they are. They don't have to put additional time aside for travel.

Chairman Harris explains he would like to see the team together and see how the team chemistry is.

Paul Millett mentions that we should block out a specific time for interviews and should try and happen in one day, suggesting an hour per interview. February 4th is the tentative date for interviews.

Helen Gordon asking if more than one day will be needed for interviews. It is at the discretion of the board.

Member Schrader suggests starting interviews on Wednesday, February 3rd.

Director D'Amico confirms we will plan on 2 interviews on February 3rd starting at 6:00 pm, then the following interviews on February 4th at 6:00 pm with a vote at the end of the interviews on February 4th.

Director D'Amico asked if Environmental Partners has ever worked with any of the firms that have applied.

Paul Millett explains he worked with one of the first 35 years ago. He knows that 4 out of the 5 are very reputable and solid firms. The one out of New York is unaware of. Not bias and no preference.

Helen Gordon explains she has network in New York with people who can inform us of the New York firm.

Member Kenney confirms that he is well aware of 4 out of 5 of the applicants.

Chairman Harris questioned pricing comps that had been asked Helen Gordon to look into at the December 3rd meeting. Typical buildings, comparable projects, square foot pricing comps.

Helen Gordon will forward that information over to the board.

Chairman Harris questioned all the questions that were talked about at the last meeting 12/28/2020? Wondering if there are any follow items that we need to discuss? If there is anything, we can revisit.

The next meeting is scheduled for January 21, 2021 @ 7:00 pm.

Member Foresto makes a motion to adjourn at 7:44pm Member Kenney seconds. The motion carries unanimously. A roll call vote was taken due to the nature of the remote Zoom meeting.