

Special Meeting Minutes
CAPITAL PROJECT BUILDING COMMITTEE
Middle School of Plainville Media Center

Committee: Capital Project Building Committee

Date: Wednesday, July 14, 2021

Time: 6:00 pm

Attendees: Tom Arcari, Mark Belanger, Danny Carrier, Tom Lozaw, Gil Nadeau, Ken Restelli

Absent: Steve Martino, Richard Negro, Jim Tufts

Also Present: Assistant Town Manager: Matt Daskal, Assistant Superintendent: David Levenduski, Director of Business and Operations: Sam Adlerstein, Facilities Manager: Scott Martin

Early Departure:

Call to Order:

The meeting was called to order at 6:00 pm by Chairman Mark Belanger.

At the last meeting held by the CPBC on February 22, 2021, the CPBC decided to send out an RFP for an Owner's Project Management Service (OPM) for the upcoming Middle School of Plainville renovation project. At tonight's meeting, the Committee listened to the three presentations.

There were three responses to the RFP:

1. Construction Solutions Group
2. STV/DPM
3. Collier International

What is an OPM?

*An owner's project manager (OPM) is a member of the project team under contract with the Owner, **responsible for providing management and oversight of capital projects** (on behalf of the Owner) throughout the planning, design, construction, commissioning, occupancy, and closeout phases.*

Some of the matters the 'OPM' will oversee are:

- Optimum use of available funds and maximization of reimbursement
- Due Diligence Management
- Grant Application filing
- Architect selection and contracting
- Oversight of the programming phase and development of the scope of the work
- Contractor selection and contracting
- Project schedule
- Project Budget Management

- Delay avoidance through effective management of changes during construction and effective dispute resolution
- Payment and reimbursement procedures

The Committee then entered into a discussion regarding the hiring of an 'OPM' for the Middle School of Plainville Renovation project. There will be a Special Meeting on **Wednesday, July 28, 2021 at 6:00 pm** for discussion and possible selection of an 'OPM' for the project.

Adjournment

TOM ARCARI MADE A MOTION TO ADJOURN THE MEETING. KEN RESTELLI SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED. The meeting was adjourned at 8:30 pm.

Respectfully Submitted,



Tina Gryguc
Recording Secretary

**MOTIONS MADE AT THE
CAPITAL PROJECTS BUILDING COMMITTEE MEETING
WEDNESDAY, JULY 14, 2021**

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