

BML Building and Grounds Committee minutes, Weds. 5/25/16 8:00 a.m. Local History Room

Present: Pam Becker, Jaylin Dibble, Christine De Vallet, Jenny Rowe, Jane Southworth, Starr LaTronica, Elizabeth Tannenbaum, Prudence MacKinney, Steve Horton, Chip Greenberg , Jeanne Walsh, Leslie Markey, Robert Stack, Lindsay Bellville

Public comment: none

Addition to agenda: Chip would like us to talk about decisions that need to be made at this point.

Minutes: approved without changes.

New Business:

Report on progress from staff meetings. Chip needs our detailed inventories of what's needed in the spaces. He affirmed that this info can come to him in various formats; that's OK. Staff time and potential disruptions are concerns. Steve says it's important to keep the momentum. He reminded us that renovations are extremely stressful, but usual best process is to do as much as you can at once rather than extending the project over a long time. Chip concurs. Time to "get this train moving."

Report from Steve about role of a Construction Manager compared to his role (OPM). It might be economically more feasible to involve a CM. The committee might want to make this decision after seeing latest developments in drawings and sequencing.

Motion: The committee agrees to hire a CM. Passed.

Steve recommended that we interview three candidates for CM job. We would have a small subcommittee take care of that. We discussed details about the processes and legalities of working with a CM. We would focus on local firms. It would not require an RFP with a very wide geographic scope. We can consider more than three candidates but narrow it down to three for interviews.

Steve shared proposed schedule. Starr sought confirmation that construction will not impact use of public spaces, specifically meeting room, through the summer. Lindsay noted that we're legally required to serve lunch in the meeting room at a specific time each day. It's a federal requirement for this program. Plus, if construction will go into September, we should notify groups who use the meeting room as soon as possible (preferably in June).

Chip requested a smaller steering committee and we discussed its possible functions and personnel. Members will be decided. We'll call it CM Selection Committee for now. Later, it might evolve into Steering Committee, and some personnel might change. Goal: streamline and expedite the process while not excluding people who should have a say. Starr can keep the communication going between Steering Committee and staff.

Design drawings: We reviewed, and Chip answered questions.

Adjourned at 9:58.