

Building (Capital) Committee
McFee Administrative Building
108 High Street
Woonsocket, RI 02895
October 30, 2014

Attendees: Peter Fontaine, Joel Matthews, Angela Holt, Tom Wrona, Maggie Baker, Dan Chattman, Cindy Johnston, Dr. Patrick McGee

Start time: 3:10

Peter called the meeting to order:

- Peter stated that we need to vote in the new chairperson. Peter made a motion to nominate Joel Mathews as the chairman of the Building (Capital) Committee, and Angela seconded the motion. All voted in favor to appoint Joel as the chairman.

Introduction:

- Joel stated his experience participating in many committees, and expressed what he feels works best to accomplish all goals of the project. Joel stated he would like to continue his committee practices in this Building Committee as well. Joel wants all committee members included and to work within a one hour time frame of concise information. Joel stressed the importance of all committee members to come prepared and on time.

Agenda Items:

1. Approval of October 23, 2014 Building (Capital) Committee Meeting Minutes: Cindy made a motion to approve meeting minutes; and Tom seconded the motion. All voted in favor of approval of October 23rd meeting minutes.
2. Officially appoint the chairperson: Completed in the call of meeting to order.
3. Discussion/Vote on Procedure to Select an Architect:
Discussion: Joel stated in his previous experience soliciting an architect can be time consuming. Joel believes what works best is to consider another option of sending out a letter of interest to seven or eight qualified architects and engineers from the State list. This letter will state the purpose of hiring qualified candidates for the Woonsocket Education Department. The letter will also state the process of all interested qualified candidates to submit their brochure of qualifications to the Building (Capital) Committee for consideration of hire. At this time Joel opened the meeting for discussion; Peter stated he agreed with Joel; that it will narrow the search of candidates, and with people that have already worked successfully for Woonsocket on previous work sites.

Angela asked: why are we looking at seven to eight candidates rather than only three, as we previously talked about. Joel answered that picking seven to eight is just to gather their brochures and to review qualifications in an effort to help narrow down the best final three; we also have to review their rates per hour, and how many hours each company predicts they will need to accomplish the job.

Tom asked: Peter came up with a State list of architects last week; can this list be used? Peter stated that this list came from the State that previously worked for Woonsocket; the same names that worked on the Woonsocket Middle Schools and most have engineering firms. Joel reviewed the State of Rhode Island master list and stated he would recommend The Robinson Corp., L.A. Torrado, Edward Rowse, Saccoccio & Associates, Cataldo Associates, Beta Group, Inc., Durkee Brown Inc., and The JAED Corp., Dr. McGee stated that there were at least six firms that had done work for us at the Woonsocket Middle School. Joel stated the importance is that we don't need a great designer; we need a hands-on type of engineer, and we have at least eight good options to send out here.

Vote: Peter motioned to vote in this hiring process, and Tom seconded the motion. All committee members voted in favor of the selection process of hiring an architect/engineer.

4. Discussion/Vote on Signing the Letter of Intent:

Discussion: Joel stated the next order of business is the signing of the Letter of Intent, and who is authorized to submit this letter. Does the Budget Commission need to submit the letter? Peter stated we can't submit a budgeted dollar amount, and Joel agreed the Letter of Intent would consist of a nonmonetary content. Joel suggested that we can motion to vote to construct a Letter of Intent with the understanding that Peter can get the School Committee approval, and I can get City Council and Budget Commission approval with the letter of no monetary amount, and then repeat the process when we have a monetary amount to include in the Letter of Intent to submit to School Committee, Budget Commission, and the final approval from RIDE.

Vote: Cindy made a motion to vote on the process of Signing the Letter of Intent; Tom seconded the motion, and all committee members voted in favor.

Questions and Answers:

Peter asked; do you think it's wise to meet every Thursday? Joel responded, I think the next thing we will be doing is looking at responses from architects that we have sent to, and they should be back within a week. We can plan a committee meeting around the time of the respondents' returns, and make copies and authorize firm proposals.

Angela asked for clarification, do we prepare a Letter of Intent before responses from architects? Joel stated it will be around four weeks before we spend any money.

Peter stated that he will put the Letter of Intent in for approval on the School Committee agenda for the next School Committee Meeting. Joel responded that he will put the Letter of Intent in for approval on the next City Council Meeting Agenda, for the Mayor and Budget Commission approval, then we can move forward in two and half weeks. Any more questions? No

5. Preparation of next meeting's agenda items:

Joel stated that he recommends the next meeting agenda should entail

-1. Review respondents' brochures of qualification for architect services.

Joel stated that anyone can submit an agenda item up to forty eight hours prior the final agenda.

Miscellaneous:

Joel stated that Peter has a good idea of what repairs are needed in the schools, and welcomes the principals' input of what other issues need to be addressed.

Tom asked Peter if there is a time-sensitive table on completing certain work; is it all possible to be completed? Peter explained once the Letter of Intention is signed, RIDE takes it as you being ready, and the money is there and ready to be spent; I can meet with RIDE when the letter is signed; there is school vacation time when I plan to get work done.

Joel stated you're basically preapproved for funding. With 81% architect fees being paid I would like to address if there are any exclusions in the contract. I would like to send Mr. DaSilva a letter to ask him to review the contracts of what is needed to be included, or obligations that need to be met. Maggie stated that housing aide will not reimburse until all approvals have been met.

Dan asked if the committee will get to review all contracts; Joel responded yes and it may take several weeks. Peter needs to take immediate repairs and concerns to the architect that we hire and forward to the School Committee and staff. All work to be done needs RIDE approval so the needed immediate work can be approved for reimbursement. Peter stated the number one priority is the sprinkler systems and a glass petition in the elementary schools and the high school lobbies; it all has to be done by September 2015. The next item is the hot water heater at the high school, and at Coleman. Any questions?

Joel stated that the next meeting will be November 13, at 3:00, two weeks from October 30, 2014. Joel motioned to adjourn the meeting and Cindy seconded the motion. All meeting members voted to adjourn.

Adjourned: 3:44 pm

Respectfully Submitted

Recording Secretary: Christine LeBeau