

OPM Selection Committee Meeting Minutes

April 21, 2022 at 6:00 PM | Virtual Zoom meeting

Attendees:

Attended	Name	Affiliation
Y	Joseph Smart	Deputy Building Commissioner, ISD
Y	Jared Nicholson	Mayor, City of Lynn
Y	Lorraine Gately	Member, Lynn School Committee
Y	Patrick Tutwiler	Superintendent, Lynn Public Schools
Y	Peter Kolokithas	Professional Engineer and Lynn Public Schools Parent
N	Rick Starbard	Ward 2 Councilor
Y	Danya Smith	Policy Director, Mayor's Office
Y	Tom McGee	Former Mayor, City of Lynn
Y	Jim Ridley	Former Lynn Public Schools Principal
Y	Flory Makuwa	Construction Supervisor
Y	Debra Ruggiero	Deputy Superintendent, Lynn Public Schools
Y	Michael Bertino	CFO, City of Lynn
Y	Rich Marlin	Legislative Director, Mass Building Trades Council
Y	Steven Smith	Facilities Director, ISD
Y	Brian Castellanos	Member, Lynn School Committee

An OPM Selection Committee meeting was held to begin to continue the hiring process for a project manager. Mayor Nicholson, Pickering SBC Chair, called the meeting to order at 6:04 PM. The following was noted:

I. Vote to approve the meeting minutes from the April 21, 2022 meeting

- a. Mayor Nicholson asked the OPM Selection Committee for a motion to approve the minutes from the previous meeting.

MOTION: J. Smart made the motion, seconded by L. Gately, to approve the meeting minutes from the April 21, 2022 meeting.

The OPM Selection Committee voted unanimously to approve the meeting minutes.

II. Review Request for Services (RFS) evaluation process and timeline

- a. The following firms submitted proposals: CBRE, Colliers, DORE + WHITTIER, Hill International, LEFTFIELD, PCA360. The six proposals, including evaluation scoring sheets, were delivered to each of the members in hard copy and electronically in advance of the meeting.
- b. D. Smith explained how members will be scoring the proposals, using the scoring sheets, then short-listing three firms at the following meeting. He noted that members will score each proposal based on the criteria from the RFS and schedule interviews around May 2, 2022.

- c. P. Kolokithas asked how members will submit the scoring sheets, as well as if the attendance list from the April 12, 2022 site visit at Pickering Middle School could be shared. D. Smith stated that they will review the scoring sheets at the following meeting, and he will email the attendance list to members.

No vote taken.

III. Schedule next OPM Selection Committee meeting

- a. Mayor Nicholson asked about members' availability for a OPM Selection Committee meeting the following week to short-list respondents and discuss the interview process. Discussion ensued.
- b. The OPM Selection Committee agreed to schedule an in-person April 27, 2022 meeting at 3:00 PM at City Hall. P. Kolokithas asked for there could also be an option to participate remotely. Mayor Nicholson agreed that there will be a remote option to join via Zoom.

No vote taken.

IV. Adjournment

- a. Mayor Nicholson called for adjournment of the meeting.

MOTION: J. Smart made the motion to adjourn the OPM Selection Committee meeting at 6:22 PM, seconded by L. Gately.

The OPM Selection Committee voted unanimously to adjourn the meeting at 6:22 PM.