

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT BUILDING  
SCHOOL COMMITTEE

MEETING MINUTES

Tuesday, November 18, 2025 4:30 pm

Remote

Present: Jack Ryan (Chair) Maura Carty (Vice Chair) , Andrew Stephens, John Darley, Robert Jacobson, Brooks Mostue, Dan Velonis, Nancy Marshall

Absent: Kevin Rossley

Also present: Susan Bottan

Jack Ryan called the meeting to order at 4:30

There was no public comment.

There was a motion to approve the meeting minutes from the October 29 meeting. The motion passed unanimously.

The Building Committee discussed that LS contract counsel reviewed the original OPM RFQ voted by the Building Committee two weeks ago. There were several comments related to the language in the RFQ regarding clerk of the works, contractor procurement, construction, supervision, and scheduling and project closeout. Those comments resulted in a restructuring of the OPM RFQ.

The Building Committee decided that instead of having the OPM retain the roof evaluation specialist, that task would be removed from the OPM RFQ and instead the LS Director of Finance would issue a Solicitation for Quotes for a roof evaluation specialist.

It was discussed that this option would be available because the expected cost for the roof evaluation specialist would be less than \$10,000. The work for the roof evaluation specialist would include providing a second opinion on the issues of roof restoration versus roof replacement and an energy assessment of a roof replacement. The Building Committee felt that it would be possible to get the required minimum of three quotes for the roof evaluation specialist work.

In addition, the Building Committee discussed clarifying the language of the OPM RFQ to make sure that the RFQ reflects that although the OPM would monitor construction supervision and project closeout on behalf of the Regional District, the Contractor would be responsible for those items.

The Building Committee voted unanimously to recommend to the LSSC that LS provide for a Solicitation for Quotes for a roof evaluation specialist.

The Building Committee further voted unanimously to recommend to the LSSC a modified OPM RFQ that would remove any obligation to retain a roof evaluation specialist and would clarify the language in the due diligence paragraph to make sure that the contractor would be responsible for construction supervision and project closeout and that the OPM would monitor that work, but the Contractor would be responsible.

There was a motion to adjourn the meeting and it was seconded. The motion unanimously passed around 5:45 pm.