

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT BUILDING
SCHOOL COMMITTEE

MEETING MINUTES

Tuesday, December 16, 2025 5:00 pm

Remote

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

Nancy Marshall (joined the meeting 5:13pm),

Absent: Dan Velonis and Kevin Rossley

Also present: Susan Bottan

Jack Ryan called the meeting to order at 5:04

There was no public comment.

Jack Ryan discussed the SGH bid and confirmed that it was the lowest bid received. Brooks Mostue reported that the Team reviewed all roof evaluation proposals and found them to be complete and appropriate, with no missing elements. The Team identified three key strengths of the SGH proposal: (1) SGH has conducted similar cost-benefit analyses; (2) the bid was the lowest received; and (3) SGH has a strong professional reputation.

There was discussion that, should the "Add Alternates" be needed at a later date, those services could be added and incorporated into the OPM proposal.

There is no deadline for the SGH roof evaluation report. However, Susan Bottan explained that Kevin Rossley will reach out to SGH to schedule a meeting and work with them to establish a timeline and clarify next-step expectations.

The Building Committee reached a unanimous consensus to recommend to the LSSC that the Committee proceed with the base scope of work with SGH for the roof study.

Susan Bottan stated the OPM RFQs are due December 18, 2025 at noon. She also reported the following data as of December 16:

- Ten representatives from eight firms attended the onsite walkthrough.
- The eight firms in attendance were:
 - Architectural Consulting Group (ACG)
 - CHA consulting, Inc (CHA)
 - The Garland Company

- P-Three, Inc
- Construction Monitoring Services, Inc. (CMS)
- BluSky Restoration Contractors, LLC
- Colliers Engineering & Design
- A Construction, Inc.
- Twenty-six requests for the RFQ were received.

- One submission had been received at the time of the report.

Several firms commented on the impressive condition of the roof, noting the success of the preventative maintenance performed by Kevin Rossley and the LS Team.

There was discussion regarding concerns that, with multiple bidders, there could be restrictions requiring the selection of the lowest bidder rather than the best firm. It was clarified that the RFQ process emphasizes the quality of the submission rather than price.

The Building Committee agreed that John Darley, Dan Velonis, Brooks Mostue, and Kevin Rossley will review the RFQ OPM submissions and conduct interviews. The Team will return to the Building Committee with a recommendation for an OPM, including the rationale for the decision and a discussion of the pros and cons of proposals.

The Building Committee agreed to tentatively schedule a meeting on Thursday, January 15, to review the Team's findings, with the understanding that the meeting may be adjusted if additional time is needed. There is also a possibility that the SGH report will be available for review at that meeting.

Susan Bottan stated that she hopes to have Facilities deliver hard copies of the RFQs to each Team member's home on Friday, December 19, 2025, along with electronic copies sent via email.

Bob Jacobson motioned to approve the November 5 meeting minutes. Nancy Marshall seconded the motion. The motion was unanimously approved.

Nancy Marshall motioned to approve the November 18 meeting minutes. Bob Jacobson seconded the motion. The motion was unanimously approved.

Maura Carty motioned to adjourn the meeting, Andrew Stephens seconded the motion. The motion was unanimously approved. 6:00