

Permanent Building Committee
Meeting of April 6, 2021
Online Meeting 6:00PM
Approved

A duly called and posted meeting of the Permanent Building Committee held via online mediums, 6:00PM, April 6, 2021.
PBC Present: D Grissino (DG), T Goemaat (TG), M King (MK), S Littlefield (SL), M. Tauer (MT)
Staff: S. Gagosian (SG), A. La Francesca (AL)

Citizens speak

- None

Meeting Logistics and Materials

- The Committee indicated that a sharpened flow of presentation materials by consultants is essential to covering necessary material and addressing timely decision points. Further, material separated into categories for informational purposes and decision materials will enable them to be more strategic in approaching material review.
- The Committee and staff agreed to reorder projects' agenda slots to hold shorter and briefer business at the beginning of the meeting where possible and incorporate time slots where appropriate.
- The staff and Committee reviewed their processes for accessibility to the public to ensure that they are meeting open meeting law and making items available for review.
- The Committee discussed use of executive session and MT will report back after further review if there are any additional protocols for the Committee to consider when executive session is warranted.
- The Committee expressed concerns about Architects and OPMs responding to and implementing their feedback. Staff is to continue pursuing this and advise Committee as required when feedback items are not being addressed.
- The Committee was generally satisfied with staff documentation and thought the supplemental (cheat) sheets for larger issues were particularly helpful.
- The Committee was also in favor of hiring Haz Mat and potentially other consultants directly to avoid the issues encountered on the school projects.

PBC Roles

- Moving forward, the Committee will engage with proponents earlier in their feasibility study at the milestone of conceptual design. The intention is to make the transition from proponent feasibility to design phase, which is then overseen by the PBC, more seamless.

Appointments & Positions

- In an effort to continue to rotate leadership, the Committee discussed Chair and Vice Chair roles.

It was moved and 2nd to approve TG as Chair and MT as Vice Chair effective July 1, 2021, it was approved via roll call vote 5-0.

Administrative Business

- MT indicated that he has revisions to administrative documents regarding the PBC role of the attorney and his member biography.
- Staff reviewed evolving responsibilities within the unit for project management and intentions for addressing the current needs of the projects. DCM is proposing to adjust the Project's Assistant Position to Assistant Project Manager to better support Project Managers and provide for in-house training of this position to customize required skills and facilitate advancement to Project Manager. The Committee was supportive of this approach.

The meeting was adjourned at 8:10PM.

Meeting Documents

- PBC Retreat 5-6-21 Staff Agenda
- OPM Update - MSBS 3-25-2021
- PBC Committee Bios 2020
- PBC Committee Member Roles & Responsibilities - amended 10-25-18
- PBC CORI Guidelines
- PBC Schedule - Calendar 2017-2021
- Permanent Building Committee Policies - Approved 7-12-18
- Project Liaisons Grid
- Staff Summary Agenda 4-8-21

Respectfully Submitted,
Abbie La Francesca,
Projects Assistant

Posted 6/4/21 11:55AM