



Memorial Elementary School



Designer Selection/ Charter Review Sub-Committee Meeting

Date	Time	Location	Meeting No.
8/13/2026	5:30 PM	Natick Town Hall	Designer Selection/ Charter Sub-Comm. 001

Attended	Name	Organization	Email
x	Melissa Spash	Town of Natick – Superintendent of School	MSpash@NatickPS.org
x	Matt Gillis	Town of Natick – Assist Superintendent Business Office	Matgillis@NatickPS.org
x	Stephen Meyler	Town of Natick – School Building Committee Chair	smeyler@natickps.org
x	Maria McMorran	Town of Natick – School Building Committee Vice Chair	mmcmorran@natickps.org
x*	Jaymin Patel	Town of Natick – Memorial School Building Committee –School Comm. Rep.	jpatel@natickps.org
x	Chris Simmler	LiRo-Hill	simmlerc@liro-hill.com
x	Doug Murray	LiRo-Hill	murrayd@liro-hill.com
+	Paul Kondrat	LiRo-Hill	kondratp@LiRo-Hill.com
	James Errickson	Town of Natick –Town Administrator	Jerrickson@NatickMA.org
	Bruce Evans	Town of Natick – Memorial School Building Committee – Select Bd. Rep.	bevans@natickma.org
	Kat Monahan	Town of Natick – Memorial School Building Committee – Fin. Comm. Rep.	kmonahan.fincom@NatickMA.org
	Alan Cloutier	Town of Natick – Memorial School Building Committee – Planning Bd. Rep.	acloutier@natickma.org
	Karen Ghilani	Town of Natick – Memorial School Building Committee – MES Principal	kaghilani@natickps.org
	William Spratt	Town of Natick – Memorial School Building Committee – Facilities Lead	wspratt@natickma.org
	jpatel@natickps.org	Town of Natick – Memorial School Building Committee –School Comm. Rep.	jpatel@natickps.org
	Kyla Meade	Town of Natick – Memorial School Building Committee – Community Rep.	kmeade@natickps.org
	Doug Tierney	Town of Natick – Memorial School Building Committee – Community Rep.	dtierney@natickps.org
	James Hannigan	Town of Natick – Memorial School Building Committee – Community Rep.	jhannigan@natickps.org
	Deborah Schatz	Town of Natick – Memorial School Building Committee – Dir. of Facilities	dschatz@natickma.org
	Jillian Wilson-Martin	Town of Natick – Memorial School Building Committee – Dir. of Sustainability	jwmartin@natickma.org
	Officer Beth Heffler	Town of Natick – Memorial School Building Committee- Police/Fire Rep.	eheffler@natickma.org
*		Charter review approval only. Partial in-person (Charter review)/on-line.	
+		Virtual attendee	

Item	Description	Action	Assigned	Status
	The meeting was opened by the Chair at 5:30pm			
1.1	Project Charter Proposed modifications to the document: <u>Pg. 1: Purpose, First par., second line:</u> revise “middle” to “elementary.” <u>Pg. 2 item 2, 4th bullet point:</u> Revise “Incorporate sustainable and energy-efficient building systems that support long-term environmental and operational goals.” to read: “Incorporate sustainable and energy-efficient building systems that support net zero minimum requirements, long-term environmental and operational goals.” <u>Pg. 2 item 2, add bullet point:</u> “Utilize “lessons learned” and best practices to accommodate district needs for additional program area, including storage.” Town to forward list of lessons learned. <u>Pg. 5, Project Team responsibilities:</u> Delete “day-to-day” Revise: “The Project Team provides professional expertise and day-to-day management necessary to plan, design, and construct the project.” to read: “The Project Team provides professional expertise and management necessary to plan, design, and construct the project.” <u>Pg. 7, Sustainability and Long-Term Stewardship, 3rd bullet point:</u> Revise: “Consider renewable energy technologies and other sustainability initiatives when they demonstrate long-term value, operational benefits, and a reasonable return on investment.” To read: “Prioritize assessments of renewable energy technologies and other sustainability initiatives to seek to be net zero when they demonstrate long-term value, operational benefits, and a reasonable return on investment. The charter will be edited by LiRo-Hill and advanced to the full committee with the revisions noted. Follow up actions: Meet with other school admin and staffs, both in Town and local to review “lessons learned”	To be edited for presentation to MSBC	CS/LH	Open



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2.1	Designer RFS responses	Seven Proposals were received and reviewed by the Committee. Each proposal was reviewed prior to the meeting by each sub-committee member. A ranking sheet with experience, project understanding, MSBA school building experience and personnel/firm was used to guide the review. Members of the Sub-Committee expressed the following considerations: • Quality and aesthetic of the design work, • Recognition of School Department priorities, • Assumptions and engagement for site selection and educational programming were Natick specific, • Response to sustainability, • Team strength on MSBA and educational projects, • Prior experience Comments to proposals (in alphabetical order): <u>Ai3</u>: Strong local public and MSBA experience. Has worked with the Town on 3 projects, including with Chair and has been reasonable in approach and cost controls. Has done homework on Natick, noted aspirations for design and sustainability. Avoided boiler plate responses, aesthetics well received, experience with proposed design team. OPM has worked with firm on recent projects and MEP sub familiar to OPM. <u>DLR</u>: Strong educational experience in-state and out-of-state. Growing portfolio, much of work in feasibility. Principal and PM have good MSBA core program experience with other firms. Local firm acquired by national/international firm early last year. OPM has experience with Design project team. <u>Finegold/Alexander</u>. Boston-based firm with national presence. Previous experience with Owner's team members on other projects. Project director has three MSBA projects, Principal has strong educational work, one MSBA. PM experience mostly in higher Ed. OPM has experience with Design project team. <u>JCJ</u>: National diverse practice. Team based in Hartford, CT, has Boston office. Strong MSBA experience by Principals and team has educational experience outside of MA, including CT and RI. Sub-consultants' specifications, code, and accessibility are in-house. <u>Jonathan Levi</u>: Strong local public and MSBA experience. Principal/PM has experience with other firms, recent addition to JLA. Strong project team with structural engineer noted, OPM has worked with MEP on prior projects. Avoided boiler plate responses, aesthetics strong. Experience with team on other projects - attention to details, recording discussions and clear directions needed. <u>SAAM</u>: Proposal was strong in addressing budgetary and schedule controls including. Variety of State and Federal work listed in current work. Good balance of public and private work. Strong educational experience, MSBA experience lighter. Natick specific responses, Strong project team with structural engineer noted. MEP sub familiar to OPM. <u>SLAM</u>: National diverse practice. Team based in Providence, Boston and Glastonbury, CT. Strong educational experience, mainly outside MA. In CT and RI. MSBA experience at PM level (Boston-based) while at other firms, PM at SLAM for 1 year by principals and team has strong educational experience outside of MA, including CT and RI. Principal from RI, Sub-consultants' specifications, code, and accessibility are in-house. A motion was made by Maria McMorran and seconded by Stephen Meyler and approved unanimously to advance Ai3, Jonathan Levi and Finegold/Alexander to the full committee. Vote: Spash, Yes; Gillis, Yes; Meyler, Yes; McMorran, Yes.	Reviews to be edited for presentation to Committee	MM/Natick	Open
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