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**Mountview School Building Committee  
Meeting Minutes  
January 24, 2012**

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HOLDEN, MA.

6PM

HMLD Building

Present: Chairman Paul Challenger, Erik Githmark, Peter Brennan, David White, Nancy Galkowski, Tom Pandiscio, Michael Sherman, Jacquie Kelly, Margaret Watson, Gary Kaczmarek, Chris Lucchesi

Others Present: Ken O'Brien, Holden Board of Selectmen  
Elizabeth Helder, Recording Secretary

### **1. RFS Discussion**

The Committee reviewed the revised RFS. Assuming that the revisions to the RFS are approved by the MSBA, Mr. Kaczmarek will draft an ad for publication in the Central Register on February 8, 2012. The Town Manager suggested running the ad for three weeks until February 29<sup>th</sup> to allow for the optimum amount of candidates to apply. The Committee determined to end the bid process on Friday, February 24, 2012 at 11:30AM in order to allow the Committee to review the applications at their February 28<sup>th</sup> meeting. A mandatory walk thru of the school must be held for those responding to the RFS bid. The Committee discussed holding the tour on February 15, 2012 at 1PM, which is a half day for the District. Mr. Kaczmarek will coordinate the walk thru details with Mountview Principal Eric Githmark. Mr. Kaczmarek said the MSBA Designer Selection Panel (DSP) meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month. The DSP reviews all the bids and selects the three applicants, ranked in their order of preference that the Committee will ultimately choose from. One representative from the Committee, the Superintendent or his designee, and the Town Manager or her designee will also serve on the DSP. Mr. Kaczmarek will discuss holding a DSP meeting in March with Mr. Melican. Town Meeting approved a budget of \$625,000 for the Feasibility Study and Schematic Design Services.

The Town Manager said she would coordinate the mechanics of submitting the RFS to the Central Register with Mr. Kaczmarek. Mr. Brennan suggested that the RFS should mention that the project "is subject to the approval of the MSBA" or that it "is an approved project of the MSBA." The project will be listed as "The Town of Holden, Owner, in association with the Wachusett Regional School District" on the RFS. It was agreed that Assistant Town Manager Jacquie Kelly would be the contact person on the RFS.

The next meeting will be held on February 28, 2012 at 6PM at a location TBD.

### **2. Approval of Previous Minutes**

Motion by Chris Lucchesi, seconded by Peter Brennan, it was **VOTED 9-1 WITH 1 ABSTAINED TO APPROVE THE JANUARY 10, 2012 MEETING MINUTES AS PRESENTED. (Abstained: Pandiscio.)**

### **3. Adjournment**

Motion by Peter Brennan, seconded by Dave White, it was **UNANIMOUSLY VOTED TO ADJOURN THE JANUARY 24, 2012 MEETING AT 7:15PM.**

**APPROVED:**