

Facilities Steering Committee
Meeting minutes for 10/3/17
7pm at town hall annex

Attending for the committee: Chris Conway, Karen Cruise, Steve Mirick, Larry Todd, Mary Jo Wojtusik

Attending for the town: Edith Morgan, BOS

Karen opened the meeting at 7:03pm.

The minutes of the 9/26 meeting were approved.

There were no questions passed on by Nina.

Next Tuesday, Oct 10, are the interviews with the 3 firms starting at 5:30 pm. Karen set up the interview schedule with them.

A question for all the firms: how often do you expect to meet with us ? What is a reasonable schedule ?

We reviewed the questions we had thought of for each firm:

J&W What happened to the Brimfield project ?

Same question about Whately; Larry mentioned his call to them, but we should still ask the question.

Gorman Richardson

When Karen contacted them to set up the interview she spoke with George O'Neill, a senior project manager, and he wasn't aware of their proposal to Princeton. Seems a bit odd.

Can we be sure the team they assign to the project will remain the project team through completion ?

HKT Why would you assume the primary focus should be on Bagg Hall since the Princeton Center building was closed to public use ?

We discussed the presentation of the 20 prepared questions we have and decided each member of the committee will ask 4 questions:

Larry 1 to 4, Mary Jo 5 to 8, Karen 9 to 12, Chris 13 to 16, Steve 17 to 20.

We will put the interview schedule on the town-wide news. The firms will be asked to wait in the Princeton Library before their scheduled interview time.

We need to have time to ask additional questions of each firm after the interviews are concluded, for example, if a point comes up during a later interview we may want to question the other firms about.

Steve suggested we let the firms know we may be sending them questions on Oct 11 in the morning and will need answers back the same day. The committee will meet again on Oct 11, if necessary.

The committee will attend the board of selectmen meeting on Monday, Oct 16 to make our recommendation.

The committee would like to know how many people are signed up on the town website. We also thought a mailing with the electric bill may be a way to get an initial message to people in town and follow with on-line updates. To be discussed further.

The meeting was opened to public comment at 8:23; there being none the meeting was adjourned.

Submitted by Larry Todd, secretary