

Facilities Steering Committee
Meeting minutes for 10/10/17
5:30pm 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 5:30

The purpose of the meeting was to interview the 3 firms the committee selected as the finalists.

The firms are: GRLA, JWA and HKT

Karen began the meeting with an introduction of the members of the committee and Edith Morgan.

GRLA was interviewed at 5:30. They began with a 15 minute presentation; they introduced their principals and discussed their prior experience and approach to our project.

Our committee had a list of 20 prepared questions which we asked for the most part, with some additional questions based on their presentation.

The interview was ended at 6:30

The interview with JWA began at 6:45 and followed the same format.

The interview ended at 7:45

The interview with HKT began at 8pm and again followed the same format. Their interview ended at 9pm.

The committee briefly discussed their ranking of the firms but decided to formally do the ranking on Wednesday evening, 10/11, at 7pm. This meeting was already posted.

The meeting was adjourned at 9:15 pm.

Submitted by Larry Todd, secretary