

Facilities Steering Committee
meeting minutes for 7/25/17
7pm at town hall annex

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

Also attending for the town: Edith Morgan, board of selectmen
Nina Nazarian, town administrator
John Rowell, former ad-hoc steering group member

This is the first meeting of this committee.

Edith opened the meeting at 7:02 and asked everyone to introduce themselves and talk about their interest in the committee. She suggested the group choose a chairperson and a secretary.

Steve nominated Karen Cruise for chair and the vote was unanimous. Larry was nominated as secretary and the vote was unanimous.

Karen chaired the meeting and felt our goal should be to bring something to act on at town meeting. Steve referred to several previous studies and said the committee should be familiar with them and present priorities to the consultants.

The group turned to a review of the RFQ, four building master plan. The review proceeded page by page with comments discussed and changes noted. Nina will produce a revised RFQ.

There was also discussion to clarify the review of consultants, the walk-through process and responding to subsequent questions and requests for additional information.

(Steve left at 9:05)

We also decided not to have a 2nd walk through, to discuss the answers to all questions from consultants in our weekly meetings, and to do something, yet to be determined, to make sure that meeting space and filing needs for non-named committees would be gathered and communicated as part of the needs analysis.

A suggestion was made that a member of the committee sit in on meetings between the consultants and town departments.

After discussion of pros and cons the committee agreed on a fixed fee in the RFQ.

The committee completed discussion of the RFQ with a review of the project schedule and agreed to add one week to all dates after Aug 21.

The meeting was then opened to public comment; there were three members of the public in attendance.

Phil Gransewicz questioned if equal time should be given to review of the center school building since it was unable to be occupied. Chris responded that not meeting code was not at all the same as a building being condemned.

There were further questions and discussion.

The next meeting of the committee will be on **Tuesday, Aug 1**, 7pm in the annex.

The meeting was adjourned at 9:47pm

Submitted by Larry Todd, secretary