

Building and Facilities Committee
Minutes of 12-17-19
Fire Station; 6:30 p.m.

Members Present: Bowers, Bianchi, Cardillo, Beasley, Lewis, Cannon,
Hoglund, Cross

Absent: Sherman

Also present: Kim Hallquist, Administrator

The meeting was called to order at 6:30 p.m.

The Chair welcomed Ms. Hallquist to the meeting.

1. *Approval of Minutes*

The minutes of the previous meeting of December 5, 2019 were reviewed by the Committee and were then approved unanimously.

2. *Reports*

The Chair reported that Mr. Williams had spoken with him about other commitments that are taking a significant amount of time, and that he was therefore resigning from the Committee. He is working with the Town on the issue of cyber security. As a result, he does not feel he has the time to continue as a full member of this Committee. He would like to remain as an alternate member, and attend when needed for his point of view, or as the Committee deems appropriate, and will ask the Budget Committee to name Joe Cardillo as its representative to this Committee. The Chair responded to Mr. Williams that his presence was very important to the Committee, but that his dilemma was understandable, and that it seemed like a good solution to serve as an alternate member. He inquired of the Committee as to their input, and of Ms. Hallquist as to the role of an alternate. The Committee will now consist of nine members

3. *Discussion and review of inquiries received re RFP*

The Chair reported that there were a few inquiries from firms related to the RFP, all of which were received and responded to prior to the deadline for receipt of inquiries, on Friday, December 13. Those inquiries and responses have been reported to the Committee.

Mr. Cross reported on the tours of the Buker building by firms interested in submitting a proposal under the RFP. The following firms attended those tours: H.L. Turner; Dennis Mires; Warren Street; Tennant Goucher; and Cowan Goudreau. Mr. Cross noted that there were no questions raised during those tours which required a response on behalf of the Committee.

4. Discussion of Architect selection process at meeting of December 19

The Chair opened the discussion by calling on Ms. Hallquist, who explained the process of receiving and distributing the proposals. Those proposals will be available for the meeting on December 19, and will be distributed electronically as soon as possible, at the time of closing acceptance of proposals under the RFP; or, when all five who took the tour have submitted proposals, if earlier. Although there will be hard copies available at the meeting, to be returned to Ms. Hallquist for use by the Selectmen, the Committee had informed Ms. Hallquist in the process of preparing the RFP that all Committee members would review the proposals electronically. Therefore, all members are encouraged to review those proposals as soon as received, and to bring their laptops or tablets to the meeting to have access to those documents.

The Chair reminded the Committee that the main purpose of the meeting on December 19 is to determine which of the firms submitting proposals will be asked to return for interviews. Thus, the meeting is not intended to review the full proposals for purposes of making a recommendation; but, rather, simply to determine which of the firms have sufficient professional and experiential qualifications to pursue the proposal further. He suggested that at the December 19 meeting, the Committee reduce the number of firms to be interviewed to no more than three.

The Chair then invited discussion on the next steps. His suggestion is to authorize the subcommittee to set up the appointments with the firms selected, and to have those meetings be meetings of the subcommittee, with the full Committee invited to attend. In that way, the subcommittee can proceed expeditiously without having to do round-robin contacts with Committee members as to availability in coordinating with the firms to be interviewed in order to have a quorum. The subcommittee will set the dates and times, will

provide the appropriate public notice, and will notify the full Committee of those dates and times. Those who are able to attend can then attend.

He also suggested that for the sake of thoroughness and smooth process of those meetings that all questions be asked by the subcommittee members. This can be accomplished by each Committee member submitting to the Chair any questions a member wishes to have asked of the firms. The Chair will distribute those questions to the subcommittee, which will then include them in the questions asked of the firms during the interview process. If a member has a question at the time of the interview which was not addressed, he may ask for recognition by the Chair of the subcommittee, and pose his question to the Chair of the subcommittee.

The purpose is not to limit inquiry by members of the Committee, but to ensure that all firms are asked the same questions, and that the process itself is done methodically and without excess discussion. He noted that he had run this idea by Mr. Sherman, since he is a member of the subcommittee and was not able to attend this meeting, and he was in agreement that it seemed to be a process that could work effectively.

Mr. Cross and Mr. Beasley also agreed that it appeared to be an effective and efficient way to handle the interviews.

There followed discussion, after which a MOTION was made by Mr. Cannon, seconded by Cross, and approved unanimously to follow that procedure, as outlined hereinabove.

5. Discussion of qualifications of firms taking tour

The Chair noted that the IACP Guidelines, which the Committee has earlier Received for review, has a section specifically dedicated to the considerations to be taken into account in determining an architect's qualifications. He will send that excerpt to the Committee prior to Thursday's meeting.

6. Other items to come before the Committee

There were no other items to come before the Committee.

7. Action Items.

- a. The Chair will forward to the Committee the excerpt from the IACP Guidelines related to selection of an architect, as well as the full document of the IACP Guidelines.
- b. Ms. Hallquist will send the list of names submitting proposals and the bid price in each to the Selectmen, the Committee and Chief Andersen; and will send to the Committee each proposal received, in a separate email as to each, at the earliest of receipt of all five proposals, or 2:05 p.m., Thursday, December 19.

The next meeting is scheduled to be held in the Police Department Training Room, basement of Whipple Hall, on Thursday, December 19, at 6:30 p.m.

The meeting adjourned by unanimous consent at 7:05 p.m.

Respectfully submitted,
Robert Bowers, Chair