

Building and Facilities Committee  
Minutes of 12-19-19  
Whipple Hall Conference Room; 6:30 p.m.

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

Absent: Cannon

Also present: Chief Ed Andersen, representing the Police Department

The meeting was called to order at 6:31 p.m.

1. *Approval of Minutes*

The minutes of the previous meeting of December 17, 2019 were reviewed by the Committee and were then approved unanimously.

2. *Reports*

There were no reports.

3. *Discussion of Architect selection process*

There were no changes to the agreed-upon procedure adopted at the meeting of December 17, 2019.

4. *Discussion of qualifications of firms taking tour*

The Committee discussed the qualifications of the firms which had submitted proposals: Mires; Warren Street; Cowan Goudreau; HL Turner; and Tennant Goucher. The Committee members had the proposals available prior to the meeting, and Chief Andersen had hard copies available for members to review at the meeting, if they wished.

5. *Selection of firms to be interviewed*

After discussion, it was moved by Mr. Cross, seconded by Mr. Bianchi, and approved by the Committee, seven in favor, one opposed

To select the following firms to be interviewed: Mires; Cowan Goudreau; HL Turner.

6. *Discussion of procedure for establishing interviews of selected firms*

The Chair noted that at the last meeting, the Committee had authorized the subcommittee to set the dates and times of interviews with the firms selected, of which it 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.

The Committee had also agreed that at those interviews all questions will be asked by the subcommittee members. Each Committee member may submit 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. Mr. Cross noted that in most cases it is more productive for Committee members to listen to what is said and make note of their observations, but to raise questions or concerns at the following Committee meeting, rather than during the interview process. Chief Andersen concurred, noting that a similar process in which he participated was productive in following that suggestion.

#### *7. Other items to come before the Committee*

The Chair noted that the subcommittee would be going into separate session after the Committee adjourns, which meeting has been duly noticed on the Town calendar, to discuss the election of a Chair, adoption of a process for its actions, and to attend to such other matters as are pertinent to its tasks. Committee members were invited to remain for that subcommittee meeting, if they wished.

#### *8. Action Items.*

- a. Members will forward to the Chair specific questions they wish to be asked of the selected firms during the interviews; and the Chair will forward those questions to the subcommittee.

The next meeting is tentatively scheduled to be held in the Syd Crook Room, on Thursday, January 9, at 6:30 p.m. The Chair will notify the Committee if that meeting will be held, or whether the next meeting will be held on January 16, after the subcommittee reports back on the interview process and when it will be ready to discuss the firms interviewed.

The meeting adjourned by unanimous consent at 7:10 p.m.

Respectfully submitted,  
Robert Bowers, Chair