



Lo

Building Committee Meeting Minutes

July 26, 2018

WELCOME

- Fred welcomed everyone and called meeting to order at 5:54 PM

ROLL CALL

- In attendance: Matt Gonzalves Fred Lafayette, Richard Moskal, Steve Santos, Mike Szlose, William Rooney, Jodi Zepke
- Absent: None

PROTOCOL FOR OPM

- a. Interview Schedule
 - b. How Many To Interview
 - c. How Many Questions To Ask And Who Asks Them
 - d. Rating System
- Fred stated that 6 people applied for OPM. He asked the members if they wanted to interview all 6, top 3, or how they wanted to interview. Jodi questioned, "How do you pick 3?" She read all 6 application packets prior to meeting. One working in Westfield started, but didn't finish. Steve asked if Jodi talked to anyone at school. Jodi said all OPM's were interviewed. She also added that the cost of the building is not the cost of the project.
 - Bill wondered when we select OPM, when will we know when architect comes. Matt said OPM encompasses architect. When architect comes, OPM walks. Jodi responded "That's not true." She added that OPM works with architect and OPM represents the town. Matt wondered that as board members are we allowed to talk to OPM. Steve stated that OPM runs day to day operations.
 - Fred stated that OPM negotiates fee for professional services. He said there is a danger in just interviewing top 3 candidates. You don't know what the other 3 have to say and

offer. His opinion is to interview all 6. Each interview would be about 45 minutes and don't all need to be the same day.

- Jodi said we need to ask all candidates the same questions. Fred added that those questions are basic. We can ask additional questions on top of the basic questions. Steve read protocol from Westfield. He said we can ask questions from each candidate. It doesn't need to take long. Jodi asked him how many candidates he would interview. He made a suggestion of the top 3. He added by saying you could do rating on how they answer the questions.
- Bill stated that he hasn't looked at any of the application packets. He added that if as a committee we haven't gone through all applications, we should bring in all 6 candidates for an interview. Jodi agreed with Bill. Fred agrees bringing in all 6. He asked Steve what firms he worked with of the 6. Steve responded none. Matt stated he doesn't mind interviewing all 6. Neither does Rick. Fred stated that Steve just made a suggestion of 3, but doesn't care if we do 6 interviews.
- Bill stated that as a committee, we don't really know the names of the applicants. Steve answered that all are professional. Bill added that all members need to be present for all interviews. If you miss one night of interviews, you can't participate in selection process.
- Fred asked the members if they were going to look at all 6 candidates. All responded YES unanimously. Fred stated vote is unanimous. All members vote yes. Fred asked if the interviews should be on Saturday.
- Mike said he believes it's compliant to participate. When we participate here on this committee we are appointed by the Board of Selectmen. When we sit for RFP, we are under procurement officer. There is no open meeting law.
- Fred suggested an interview schedule of 3 and 3. Scheduling 2 days is ideal. Bill said all members should send something to Jodi for questions.
- Matt needs to look things over carefully and see references. Jodi read from protocol. She said some send VP. We need to see the person who will be OPM.
- Fred wanted to know how many questions we will ask and who will ask them. Jodi had emailed Westfield's director and Tammy sent questions they asked. All questions fall into criteria.
- Matt stated that we have a budget and can't go over. We can't go back to Town Meeting. What do we do if it happens we go over? Fred said that some applicants address that and are able to keep within budget.
- Bill stated committee is not ready to interview. Some members read all application packets, some read some and some read none. We can meet again next Thursday. Homework is for everyone to read all 6 application packets and come to meeting with 3 questions to ask. Fred agreed and said we can do what Bill suggested.
- Mike stated we need to get OPM and land. Those are our 2 objectives. We've got time to get this done before land. Mike will try to come up with scoring sheet for applicants.

- Fred stated committee would table the number of questions asked as well as a rating system.

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TOWN OF LUDLOW

REFERENCE CHECKS

- a. How Many?
 - b. By Whom?
- Fred said that 1 applicant just gave names of references. Others have reference letters. Jodi feels we should call same number of references for all candidates. Fred asked how many reference checks do we want. He asked "Does everyone agree to 3 references?" He suggested the one candidate you like the best is the one you call the references. Bill said we'll know after interviews.
 - Fred said table the item of who will call. (By Whom?)

OLD/NEW BUSINESS

- Fred commended Jodi for getting questions from Tammy in Westfield.
- Mike said that one candidate could have worked for 1 firm. Another candidate could have worked for another firm. Now the 2 candidates work together. He doesn't want to work with a group that's together for the first time.
- Fred reminded everyone of homework assignment. (Read application packets.)

ADJOURN

- Jodi made a motion to adjourn with 2nd by Bill. Unanimous vote to adjourn at 6:47.

Minutes submitted by Diane Brouillard

