



Building Committee Meeting Minutes

August 2, 2018

WELCOME

- Fred welcomed everyone and called meeting to order at 5:55 PM

ROLL CALL

- In attendance: Matt Goncalves Fred Lafayette, Richard Moskal, Mike Szlosek, Jodi Zepke
- Absent: William Rooney, Steve Santos

CONFLICT OF INTEREST

- Matt stated that he has a conflict of interest regarding one of the applicants for OPM. (Collier) Fred asked if he had to approve Matt abstaining. Matt said to find out from Bill. Fred said he can only be abstained from that applicant. Matt said he can't discuss pros or cons about that applicant with any members. Matt can stay on board. He gave proper form to Fred.

APPROVAL OF MINUTES

- Jodi made motion with 2nd by Mike to approve minutes from July 10th. In favor: Fred, Richard, Mike and Jodi. Matt abstained. Motion passes to approve minutes.

EVALUATION FORM BY M. SZOSLEK

- Mike discussed evaluation procedure. He said members can look at form and go through and check off all boxes that apply to applicant. Fred said members need to look over all forms for applicants. Ask if they have done everything listed and did they comply. Jodi stated she was not understanding the whole criteria thing. She said committee needed a worksheet, needed to grade all applicants and then rank them.

Fred stated that after reading packets, he ranked all 6 applicants. The applicant he ranked as #1 has experience in Ludlow, Holyoke and Westfield.

- Mike said he'd like to look at the proposals and have members state concerns. Fred said 2 areas that are critical are experience and capability. Mike stated evaluation of plan is important. He said applicant must be on time and on budget.
- Mike said there could be 4 questions and asked members if they want to have them equally weighted. Questions could each be worth 4 points. Grading could be 4, 3, 2, 1. Fred asked if they would have 4 criteria for everyone. Jodi said to keep it simple. Matt suggested maximum scores of 25% for each of 4 categories. Fred noted that if applicants don't meet 1 criteria, they are down to 75%. Matt asked if members could possibly score in between 4,3, 2, 1 such as 3.2 or 3.5. Jodi thought that is too finite. She wants to keep it simple. Mike will get a new form together that is shorter.
- Fred asked each member if they agree with criteria. It was unanimous that all members present agreed.

INTERVIEW SCHEDULE

- Last meeting, it was agreed to interview all 6 applicants. Jodi said it was agreed upon to do 6 last time, but everyone did not understand the process..
- Fred personally likes to interview all 6. He suggested doing 3, have lunch, do final 3 on a Saturday. Mike prefers a week night from 6PM - 9PM. Jodi said interview doesn't need to be more than half hour each. Matt said whole team could be invited. We want whole team there.
- Fred said Saturday is out. Committee will interview 2 nights. There will be 3 interviews per night. Give 20-30 minutes for each interview and ask questions. After each interview, committee will allow 15 minutes to talk among themselves.
- Fred stated that more than 10 people requested packets for OPM. Six responded. Mike stated that the OPM is critical. Fred reiterated that interviews will be 2 nights at 3 hours per night. Jodi said it should be up to 3 hours each night. Fred said candidates may bring own packets or presentations.

OLD/NEW BUSINESS

- Timeline for land was brought up.
- Fred wondered if we are dealing with Eric or Tony.
- Jodi believes article for land will be ready for October Town meeting.
- Matt said we hopefully can break ground in spring.
- Fred asked when we should meet again. Mike responded the sooner the better. Matt said it was committee's advantage to meet. Fred said meeting would not be to interview. Mike said time is crucial. Committee needs to get OPM on board. Fred added that it would be nice to get OPM in next 2 weeks. Jodi reported that Board of Selectmen meet on Tuesday. She suggested meeting Wednesday or Thursday. Richard

agreed. Matt made a motion with 2nd by Fred to meet Wednesday or Thursday depending on availability of Bill. All agreed. Motion passes. Matt added that the person hired will be day to day on sight. He/She will be our representative and have regular contact.

- Jodi asked Matt if he can evaluate. He said he can't express opinion on 1 candidate, but he can rank candidates. Fred stated that if that 1 candidate (Collier) is in the running, Matt needs to abstain himself. Jodi said Ellie will be invited to next meeting.

ADJOURN

- Jodi made a motion to adjourn with 2nd by Matt. All members agreed. Motion passes. Meeting adjourned at 6:55 PM.

Minutes submitted by Diane Brouillard

