



Building Committee Meeting Minutes

August 8, 2018

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TOWN OF LUDLOW

WELCOME

- Fred called meeting to order at 5:50 PM

ROLL CALL

- In attendance: Matt Goncalves Fred Lafayette, Richard Moskal, William Rooney, Steve Santos, Mike Szlosek, Ellie Villanos, Jodi Zepke
- Absent: None

CONFLICT OF INTEREST

- Fred stated that before members address evaluations and rank RFP's, committee must address Matt's situation. Jodi asked if he can just abstain when committee is discussing the 1 candidate he has a conflict of interest. Ellie said when committee ranks, he can't participate. Decision was that Matt will excuse himself from the evaluation process. He will leave the room and come back after evaluations and rankings are completed.

REVIEW EVALUATIONS AND RANK RFP's

- Mike acknowledged he recognizes one of the candidates. He worked with them and stated that they are difficult to work with and cause conflict.
- Bill said the members have different ways of scoring on evaluation sheets. Fred said there are 3 ways to evaluate. They are the mean (average), median (too complex to use tonight), and mode (most consistent). Mike suggested members add everyone's scores. Jodi added that committee shouldn't eliminate any candidate until scoring is done. Members read their scores for each candidate and Jodi kept track of total scores and averaged them. Scores for 6 candidates ranged from 84 to 73. Ellie suggested looking at top 4 candidates. Bill agreed and said scores indicate we interview 4 candidates. He then added, "Could the other 2 candidates wow us in an interview"? Fred feels it's

appropriate to interview all 6 candidates. He'd like the opportunity to see everyone instead of just their portfolios.

- Bill feels the ranking is after interview. He wants to make sure committee is not under any regulations. Ellie stated that all 6 candidates met criteria. She added that when you do evaluating, use evaluation sheet and interview. She suggested, since Fred has preference to interview all 6 candidates, to evaluate all 6 and select top 3 candidates.
- Fred said committee determines time of presentation. Committee will interview on convenient days so everyone can be present. Mike suggested 2 nights with 2 hour sessions. There would be a 20 minute presentation, 10 minutes for questions, and 10 minute discussion. Bill said presentation should not exceed 20 minutes with 15 minute follow up for questions.
- Fred asked if everyone was in agreement to interview all 6 candidates. He said they voted on it. All agreed to interview all 6 candidates.
- Ellie told committee references should be part of ranking. Jodi suggested that members could do references for 1 candidate each. Ellie told members according to law they must do same number of references on each candidate. Bill prefers to wait until interviews are done and then do reference calls on top3 candidates.

INTERVIEW SCHEDULE

- a. How many?
 - b. Choose who to interview
 - c. Dates/times
 - d. Questions
 - e. Assign duties
- Fred reiterated that the committee will interview all 6 candidates.
 - Interviews will be next week.
 - First interviews will be Wednesday, August 22nd. (3 candidates at 35 minutes each)
Second interviews will be Thursday, August 23rd. (3 candidates at 35 minutes each)
Alternate date is Tuesday, August 28th.
 - Times will be 6:00 PM, 6:45 PM, and 7:30 PM
 - Interviews will be held at the Board of Selectmen's Conference Room and are open to the public.
 - Richard suggested 2 questions to ask. 1. How will you address the issue if we go over budget? 2. If you had to cut something out of budget, what would it be? Jodi told the committee she got some really good questions emailed to her from Westfield. Mike suggested everyone submit questions and let Fred pick. Fred acknowledged that the committee had 2 building experts in the group and asked if Steve and Matt could come up with questions.

- Fred asked if everyone was comfortable with interview process.
- Richard asked when the members would do discussion about each candidate. Bill wondered if it would be after interviews on Thursday or another night.
- Fred said we'd pick a top candidate on the first night and a top candidate on the 2nd night. Then the committee would compare the 2 candidates. Ellie stated that committee needs to pick top 3 and rank them 1, 2, 3.
- Bill said there should be a uniform scoring system. Ellie stated there should be 1-5 ranking on paper.
- Interviews will take place in Board of Selectmen's Conference Room. Jodi will set up interviews.
- Ellie suggested ranking them on preparation, explanation on plan, presentation, and how they answer questions. She added that any one of the 6 could do the job well. Members need to evaluate on who works best for Ludlow.
- Fred asked when Matt and Steve can have questions for Jodi. They will email them to her.

OLD/NEW BUSINESS

- Fred discussed where we were with land. It went in front of Board of Selectmen last night. Vote was 2 in favor, 0 against, and 1 abstention. It goes back to Board of Selectmen on August 22nd. They negotiate land.

ADJOURN

- Fred made a motion to adjourn at 7:30 PM with 2nd by Bill. All were in favor. Motion carries.

Minutes submitted by Diane Brouillard

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