

SUBJECT TO APPROVAL

Special Academy Community Center Building Committee
Monday, November 7, 2022, 5:30 p.m.
Zoom Only
Meeting Minutes

Chair Joe Ballantine called the special meeting to order at 5:30 p.m.

Members Present: Joe Ballantine, David Speerli, Eileen Davis, Joe Paradiso, Joan Walker, Anne Kelley, and AJ Miller.

Others Present: Marc Sklenka (Colliers) Al Goldberg (BOS Liaison), Erin Mannix (Town Planner), Jaclyn Lehet (Exec. Assistant/Recording Secretary)

1. Public Comment.

None.

2. Approval of Minutes:

a. October 11, 2022

MOTION BY Joan Walker and seconded by Anne Kelley to approve the October 11, 2022 minutes as presented

VOTE: this motion passed unanimously.

b. October 24, 2022

MOTION BY Joan Walker and seconded by Eileen Davis to approve the October 24, 2022 minutes with the following addition: Committee members Joan Walker, AJ Miller and Eileen Davis will schedule visits to other Community Centers in the area.

VOTE: this motion passed unanimously.

3. Preliminary discussion on Request for Proposal for Architectural and Engineering Services.

A draft Request for Proposal (RFP) for Architectural and Engineering Services was distributed to the Committee for their review and possible approval at the next meeting.

Marc Sklenka reviewed the document with the Committee, revisions were discussed at length including; minor language changes, grant money, Advisory Committee role, Septic, traffic study, selection process (4) firms, remove former architect language, submission process, experience of number of community centers, importance of historical building experience.

The Committee agreed:

- a. They would like to review a 2-step option with the RFQ and RFP separated
- b. Increase the time RFQ/RFP is published to allow for outside firms to apply
- c. Increase the time for the Committee to review responses
- d. Committee members will work on Evaluation Criteria of Proposals and Interview

M. Sklenka will send the Committee an updated draft with revisions discussed tonight.

4. Discussion of 2023 Meeting Schedule.

The Committee agreed to table this item until the next meeting.

5. Liaison/Committee Members Remarks.

J. Ballantine relayed a report from the Facilities Director; Munger Construction will begin work soon, B. McMinn and M. Sklenka walked the building and created an inventory of unwanted items.

The Committee discussed contacting Austin Hall after the winter to possibly utilize town staff with clean up.

J. Ballantine will follow up with the Town Planner on status of Brownfield grant and status of the underground tanks.

6. Public Comment.

None.

7. Adjourn.

There being no objection, the Committee adjourned at 7:25 p.m.

Respectfully submitted,

Jaclyn Lehet