

Hopkinton Elementary School Building Committee
November 8, 2009
7:00pm

School Administration Conference Room

In attendance: Todd Cestari, Jim Hervol, Joe Karner, Norman Khumalo, Brian Main, Jennifer Parson, Jack Phelan, Rebecca Robak, Andrew Waiglum

Also in attendance: Geoff MacDonald

1. The meeting was called to order at 7:05 pm
2. A review of the responses to the bid and site visit for the designer RFS was given by Brian Main. 50 firms showed interest. 13 firms submitted proposals
3. Tom Gaston arrived at 7:09 pm
4. The committee broke into working groups and did an initial review of the 13 proposals, making sure all parts were complete including qualifications and certifications. One proposal was tentatively eliminated due to missing certification.
5. The proposals were divided up among committee members to complete phone references outside of the meeting. A means of collecting the data was agreed upon.
6. A motion by Jack Phelan, seconded by Jennifer Parson was made to accept the meeting minutes of the 09/14/2009 meeting. The committee voted unanimously to accept them.
7. An update was given regarding the resignation from town employment by the project's OPM. This position had been shared between the school and the town. The committee discussed whether to pursue maintaining the OPM as a school employee to work solely on the Center School project, or to seek an OPM firm to fill the position. The committee agreed to pursue the school employment of the OPM.
8. On a motion made by Joe Karner, seconded by Tom Gaston, the committee unanimously voted to adjourn at 9:30 pm.