



# TOWN OF UPTON, MASSACHUSETTS

## Community Center Building Committee

### Meeting Minutes

**Date: February 11, 2020**

**Location: Town Hall, Main Street**

#### **A: Call to Order**

Having a quorum, the meeting was called to order at 7:00 pm

#### **B: In Attendance**

Committee Members:

- Jim Brochu
- Paul Flaherty
- Dee Hakala
- Mike Howell
- Justin Pollard
- Steven Rakitin
- Jay Rodriguez

Guests: Derek Brindisi, Town Manager  
Kelly McElreath, Town Clerk and Assistant to the Town Manager  
Matthew Bachtold, Library Director and Steering Committee Adjunct Member

#### **C: Discussion**

##### **1. Agenda and Minutes**

We reviewed and approved the agenda for tonight's meeting. We reviewed and approved the minutes from Jan 28<sup>th</sup>.

##### **2. General Discussion**

The committee discussed the evaluation process using the criteria from the OPM RFP. We agreed to make the following changes:

- Change Minimum Requirements to combine questions 1 and 2 into one question.
- Use Yes or No to evaluate Minimum Requirements instead of numerical ranking.
- For Evaluation Criteria, use terms from RFP (Highly Advantageous, etc.) instead of numerical ranking.

We agreed to review all of the evaluations at our meeting on Feb 18<sup>th</sup>. Based on our review, selected candidates will be invited in on a weekday afternoon for interviews.

### 3. Overall Project Schedule

We discussed creating a rough project schedule by working backwards from Nov TM date.

- Debt exclusion vote at Nov TM – Warrant closes in Sept.
- 30 days to advertise for Architect
- Finalize conceptual design
- Finalize schematic design
- Present to FinCom, Capital Budget and BoS

Jim will identify milestones and Jay/Justin will work on creating a rough schedule.

We can start working on RFP for architect so that when OPM is on board they can start with a draft.

Paul requested that the parking lot be surveyed – just four corners. Derek will get three quotes.

## D: Committee Actions and Action Items

### Committee Actions:

1. It was moved and seconded to approve agenda. Unanimous.
2. It was moved and seconded to approve meeting minutes of Jan 28 2020. Unanimous.
3. It was moved and seconded to make a change to the Minimum Criteria sheet combining the first two questions and using Yes/No. Unanimous.
4. It was moved and seconded to make a change to the Evaluation Criteria. Instead of numerical ranking, we will use the terms from the RFP (Highly Advantageous, etc.) to evaluate each question. Unanimous.

### Action Items

Task/Assignment	Committee Member	Due Date	Status
1. All committee members need to review Open Meeting Law and complete state required Ethics Training – provide a certificate of completion to Kelly.	All	ASAP	
2. Revise the evaluation form based on the decisions made Feb 11 <sup>th</sup> meeting.	Steve	ASAP	
3. All members need to review the OPM responses and evaluate them using the new form. Be prepared to discuss at next meeting.	All	Feb 18	
4. Send project milestones and start building schedule.	Jim, Jay,	ASAP	

	Justin		
5. Town Manager to get quotes for surveying the town parking lot. Need three quotes.	Derek	ASAP	
6. Start reviewing Architect RFP used by Feasibility committee.			
7. Request that the Steering Committee start planning to do some PR for the project.			

**E: Future Meeting Dates**

Next committee meeting is scheduled for February 18, 2020 at 7pm at Town Hall.

Tentative meeting schedule for February 25, 2020 7pm at Town Hall.

**F: Meeting Adjourned**

Motion made and seconded to adjourn. Upon unanimous vote, the meeting was adjourned at 8:35pm.

Respectfully submitted

Steven R. Rakitin  
Secretary