

Facilities Optimization Committee  
DRAFT Minutes  
June 30, 2020  
Via Google Meets

**Attendance:**

**Committee Members:** Rick Bertasi, Gayle Weinstein, Steve Ezzes, Chris Spaulding, Denise Harvey, Ken Edgar, Richard Wolf, Tony Pesco

**Approval of Minutes:** Ms. Harvey made a motion to approve the minutes as corrected. Mr. Wolf seconded the motion. The motion carried.

**Discussion/Decision regarding issuing a Request for Qualifications:**

-Mr. Ezzes asked if we should push off the process, given the fact that so much is unknown for the start of this school year. The consensus was that we should continue, as we are making plans for the future, and not for the upcoming school year. The RFQ process will take some time, followed by an RFP.

-Mr. Edgar asked about coordinating with the Board of Education. Dr. Pesco responded that he feels we need to wait until the BoE has more bandwidth, but hopefully sometime before school starts in August.

-Dr. Pesco said he viewed this process as part of a continuum, that will ultimately give the BoE a number of different angles to consider.

-Mr. Edgar asked about the need to add something about the consultant's ability to communicate with the public. It was acknowledged that we will need to have presentations and public discussion led by the consultant.

-There was much discussion regarding the specificity of the project scope for the RFQ. The RFQ is a means to engage consultants, it is not meant to clearly define the scope of work. However, it is important to give as much information as possible to the potential consultants. After much discussion, the committee agreed to the attached RFQ document.

-Mr. Edgar made a motion to approve the RFQ as amended and pursuant to our conversations today and subject to final review by [Town Administrator] Jonathan Luiz for consistency of process as used by the Town. The motion was seconded by Ms. Harvey. The motion passed unanimously.

A motion to adjourn was made by Ms. Harvey. It was seconded by Mr. Edgar. The motion carried.