

Mount Greylock Regional School District Building Committee  
Minutes of Meeting of May 2, 2005

Members present: Irene Addison, Ann McCallum, Thomas Bartels, Jack Hickey, Nat Karns, Beth Goodman

The meeting was called to order at 7:30 p.m.

The committee agreed to wait until the next meeting to approve the minutes of April 25, 2005.

1. The committee began by discussing the procurement procedures applicable to the draft RFP. Nat Karns suggested that it would appropriate to retitle the RFP as a Request for Qualifications because the responders would be evaluated on the basis of their qualifications. Thomas Bartels brought a copy of the form entitled "Standard Designer Application Form for Municipalities and Public Agencies Not Within DSB Jurisdiction." He will distribute copies of this form to the committee by email. This form could be referenced in the RFQ.

2. There was a general discussion of municipal design procurement procedures. Beth Goodman will ask the administration to verify whether the School Committee has adopted design selection procedures. Beth Goodman brought one copy of the model design selection procedures prepared by the Inspector General's Office for municipal procurement. She will distribute a copy to the committee by email.

3. The committee went through the draft RFQ and Irene Addison took notes on the proposed revisions.

4. Marti Mellor provided a memorandum dated May 2, 2005 answering certain questions. Beth Goodman agreed to follow up with the administration to confirm the budget for the feasibility study. Nat Karns agreed to scan and distribute copies of the memorandum and the Rove enterprises report on UST to the committee.

The next meeting will be held on Monday May 9 at 7:30 pm to discuss the revised RFQ and procurement procedures.

5. The meeting adjourned at 9:15pm.

*Beth Goodman*