

**Mount Greylock Regional High School Building Committee**  
**May 9, 2005**

The meeting was called to order at 7:35 p.m.

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

Members absent: None

Others present: Bob Ericson, Betty Erwin, Clara Hard

1. Nat Karns will take minutes for tonight's meeting.
2. The minutes from the meeting of April 25, 2005 were approved upon a motion by Jack Hickey, seconded by Beth Goodman.
3. Nat Karns indicated that he had received an email from DEP's hazardous waste site coordinator that the high school does not appear on DEP's 21E list.
4. The Committee reviewed the draft request for qualifications for the school feasibility study. The standard form for municipalities, providing significant information on the proposer's firm and any subconsultants, will be incorporated by reference. Various changes were made in the draft scope. The Committee particularly discussed the evaluation criteria and determined that there were seven important criteria, as follows:
  - Prior similar experience
  - Past performance
  - Demonstrated creative solutions
  - Project team, including subconsultants, and past experience of that team in working on similar projects.
  - Capacity of the consultant
  - Responsiveness to the RFQ
  - Project approach and scheduleIrene Addison will prepare a final draft and distribute it in two versions, one with all comments/changes shown, and the other a "clean" version. It is hoped the RFQ draft can be given to the School District to review by the end of the week.

Beth Goodman will research to see if there is a public form for feasibility contracts.
5. Clara Hard, representing the Williams College Environmental Studies Team stated that they are planning on making a presentation to the committee and high school and broader community at 7:30 on Monday, May 16<sup>th</sup>. She briefly described the study and gave an indication of the outcome. The committee decided that this was a college class study and that the committee, while interested in and supportive of the work, would not want it to appear that the study was the committee's or that it endorsed the conclusions as that might create a problem as the feasibility study progressed.
6. The minutes of the May 2<sup>nd</sup> meeting had been circulated. Upon a motion by Nat Karns, seconded by Jack Hickey, the minutes were approved as submittee.
7. The committee will plan on meeting on May 16<sup>th</sup>, immediately after the Williams Class presentation, to coordinate its meetings with both town select boards on May 23<sup>rd</sup>.
8. The meeting was adjourned upon a motion by Beth Goodman, seconded by Ann McCallum, at 9:13 p.m.