

SBAC Meeting #2
May 20, 2014

Present: Becky McFall, Tim Christenfeld, Doug Adams, Ken Bassett, Buck Creel, Steve Perlmutter, Vin Cannistraro, Owen Beenhouwer, Maggy Pietropaolo, Peter Sugar
Absent: Gary Taylor, Hathaway Russell

Items Discussed

1. 5-29 visit to the Quinn Middle School school in Hudson is being set up by OMR. Becky can't go, but will register those who can go. Those going can coordinate rides. "Becky also offered to schedule a visit to a Wellesley school to see breakout rooms, but if interested need to respond quickly as school year is almost over.

2. Selection of co-chair. Recap: nomination for Steve, nomination for Peter, nomination for Hathaway (not accepted), nomination for Ken, nomination for Doug.

Regardless of who serves as co-chair, consensus is that members will need to "step up": whether it be in the areas of community outreach, technical experience, organizational skills, etc. Co-chair will need to spend weekly time with Becky.

After a period of discussion, a Motion was made to appoint Doug Adams as co-chair (Moved by Steven Perlmutter, second by Ken Bassett). Motion carried unanimously.

3. The Draft RFQ as prepared by Buck was discussed. Describes a two-step selection. Questions and issues considered:

Should we include major milestone dates in the RFQ?

Completion Date? Are we targeting a Special Town Meeting? Or Annual TM?

How much Community involvement needed to write RFQ?

Do we put RFQ out, then "test" the prospective consultant(s) during the interview (e.g. schedule, approach, etc)? Should prospective consultants include their proposed Timeline in their Proposal?

Beyond the issue of inclusion of dates in RFQ, how many milestones, the discussion involved overall level of detail. Concern is that we don't "over-script" the RFQ. Also, we don't want consultant(s) just to "reinvent the wheel" / over-focus on existing information. Rather, intention is to move forward from our current state.

Will there be a Public Forum at the end of the Process? More?

Prior to Town Meeting, people voiced concern for choice. Community input needed around each "decision point". School Committee priorities need to consider Towns feelings, preferences, appetite for costs, and other factors.

SBAC needs to consider that getting a consultant on-board could take several months.

The RFQ should reflect the following Process:

1. Review existing materials
2. Analysis of components (cost/ benefit)

Public Forum

3. Modeling

4. Analysis of Phasing, PM, other components.

5. Final Deliverable

Steve offered to revise/edit section A. Background of the RFQ by end of the week. Buck to revise other portions of RFQ by Saturday PM.

4. Prior week's minutes were reviewed. Items to amend:

A. Add list of Attendees

B. "Goals of Committee" should be changes to "Goals for Consultants".

C. Clarifying sentence to be added for terms "Baseline" and "Baseline Plus".

D. Discuss and "develop"

Becky will see that Minutes will be posted to the website with edits: Approved as noted.

Meeting Adjourned at 9:18PM